



**IOWA CITY
COMMUNITY
SCHOOL DISTRICT**
Child-Centered : Future-Focused

Request for Proposal T-21001

Student Information System

Iowa City Community School District

Published: (11/10/2020)

Responses Due: (12/01/2020 at 2:00 PM)

Contact: sisrfp@iowacityschools.org, attn: RFP T-21001

All dates subject to change at the sole discretion of the Iowa City Community School District. Please continue to check our RFP website throughout the proposal and selection periods for updates: <https://www.iowacityschools.org/Page/14398>

Prepared by the ICCSD Office of Technology & Innovation

1.1 Purpose and Scope

The Iowa City Community School District (ICCSA) is seeking proposals for a Student Information System (SIS). This includes the core components of an SIS platform, and may include ancillary services and functionality as well. In addition to the SIS platform itself, ICCSD seeks implementation services and support, hosting services, and ongoing support services.

Proposals and proposed systems must be:

- a. Supported by a highly-qualified and reliable vendor with experience in the area of Student Information System implementations, conversions, support, and integration.
- b. Compatible with State of Iowa reporting requirements.
- c. Able to meet the technical, functionality, and support requirements detailed in this RFP.

ICCSA serves 14,244 students in grades K-12, and operates 28 attendance centers in the communities of Iowa City, Coralville, North Liberty, and Hills, IA. Additional information about the District can be found on the District's website at <http://www.iowacityschools.org>.

A copy of this Request for Proposal (RFP) may be obtained from the District's Technology & Innovation Website at <https://www.iowacityschools.org/Page/14398>.

Amendments to the RFP will be communicated via <https://www.iowacityschools.org/Page/14398> to proposers. For the purpose of this document the terms proposer, vendor and contractor are those entities representing the submission of a response to this RFP.

1.2 Evaluation Process

The evaluators will consider how well the vendor's proposed solution meets the needs of the District as presented in the vendor's response to each requirement. It is important that the responses be clear, concise and complete so that the evaluators can adequately understand all aspects of the proposal. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help the District select the right vendor with the best combination of professional attributes, experience, and relevant skill-sets, including that of price, based on the evaluation factors. The District reserves the right to require that a subset of finalists make a presentation to the evaluation team for consideration.

This RFP provides general and technical information as well as the required format for responses. Your submitted responses will be the primary source of information used for the system evaluation and selection. Please include all required and appropriate information with your proposal. No other source of information submitted, written or verbal will be considered part of your proposal.

At the completion of the RFP process, the Iowa City Community School District will determine the viability of moving forward and complete negotiations with the chosen vendor to provide equipment and services, representing, but not limited to, solutions that best meet the needs of the District's criteria in design, cost, and vendor requirements and references.

EVALUATION CRITERIA/WEIGHTING

Only proposals found to be complete, responsive, and pass all evaluative criteria in phase one will be evaluated in phase two. If a vendor fails to meet expectations during any part of the evaluation process, ICCSD reserves the right to proceed with the remaining vendors or to elevate a vendor that was not elevated before. The relative importance of the factors used for evaluation involves management judgment and will include both objective and subjective analyses. Selection of the final vendor will be based upon the following phases and criteria:

1.2.1 Phase One: Evaluation of Responsiveness

This is a pass/fail evaluation, and includes evaluation of whether the submitted is complete and responsive.

A **complete proposal** must comply with mandatory terms, conditions, and specifications in the RFP. A pass or fail criteria will be used. A response must comply with all instructions listed in this RFP.

A **responsive proposal** will have correctly followed all submission processes and content requirements.

1.2.2 Phase Two: Proposal Assessment

Category	Points
Cost of Software License and Implementation Services	60
Maintenance and Support Costs	
Vendor Experience with Similar Implementations	20
Implementation Plan/Staffing	20
TOTAL	100

1.2.3 Phase Three: References, Planning, and Value

Category	Points
Vendor References	25
Quality of the Implementation Plan/Staffing Levels	25
Completeness of Cost Proposal and Value of the Solution	25
Findings from site visits (at ICCSD discretion)	25
TOTAL	100

1.2.4 Phase Four: Final Contract Negotiations

Category	Points
Responsiveness to Contract Terms and Conditions	75
Completion of the Statement of Work	25
TOTAL	100

1.3 Schedule

RFP responses must be delivered by mail or in person on a USB drive by 12/01/2020 at 2:00 PM, as specified in the RFP. Late responses will be rejected at the sole discretion of the Iowa City Community School District. All times are Central Time.

An approximate schedule for selection is as follows:

Event	Deadline
RFP published	(11/10/2020)
RFP questions due	(11/20/2020)
RFP answers/addendum finalized	(11/20/2020)
Vendor references due	(11/24/2020)
Proposal submission deadline	(12/01/2020 at 2:00 PM)
Sealed Proposal Opened	(12/01/2020 at 2:15 PM)
Selection (anticipated)	(12/18/2020)

1.4 Deadline for Questions

All questions regarding this RFP must be submitted via email to sisrfp@iowacityschools.org. The subject of the email must be “RFP T-21001 Question” (without the quotes). Questions will be answered by posting an addendum to this RFP by 11/20/2020. In order to make information available to all proposing vendors, no questions will be answered past 11/20/2020, as stated in schedule in Section 1.3.

1.5 RFP Submission

Please submit the proposal, in its entirety, to the contact and address below no later than 12/01/2020 at 2:00 PM. Sealed proposals must be mailed/delivered on a USB drive to the address below:

Attn: SIS RFP
Office of Technology & Innovation, Iowa City CSD
1725 North Dodge St
Iowa City, IA 52245

1.6 Proposal Validity Period

Submission of the proposal will signify the vendor's agreement that the proposal and the content thereof are valid for 90 days following the submission deadline and will become part of the contract that is negotiated between the District and the successful vendor.

1.7 Vendor Communication

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to sisrfp@iowacityschools.org. Any oral communications will be considered unofficial and non-binding to the District.

1.8 Right of Selection/Rejection - Waiver of Informalities or Irregularities

The District reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the District. Selection of a vendor solution shall not be construed as an award of contract, but as a commencement of contract negotiation, including but not limited to the contract price proposed.

1.9 RFP Revisions

The District reserves the right to change the schedule or issue amendments to the RFP at any time. The District also reserves the right to cancel or reissue the RFP at any time. Amendments or a notice of cancellation will be communicated via email to all known proposers.

1.10 Compensation

No payment of any kind will be provided to the submitting vendor, or parties they represent, for obtaining any of the information solicited. Procurement of all equipment and services will be in accordance with subsequent contractual action.

1.11.1 Commitments

All quotes should be submitted initially on the most complete basis and with the most favorable financial terms available. The selected vendor's proposal may, at the Iowa City Community School District's option, be made part of the final license and service contract and all representations in the vendor's proposal may be considered commitments to supply all licenses, services, support, and software products as described. Vendors may submit more than one proposal in response to this RFP. However, each proposal must be a separate, complete package, which can be considered independently of any other proposals from the same vendor.

1.11.2 Contract Term

The initial term of this agreement shall be for a minimum of twelve (12) calendar months, beginning on the commencement date.

1.11.3 Contract Amendments

Prior to the annual renewal dates listed above, the parties have the option to implement mutually-agreeable modifications to this agreement, including modification to model numbers, quantities, costs, and services provided. These modifications are only effective upon approval of a modified agreement by the Iowa City Community School District Board of Directors.

1.12 Contract Award and Execution

The District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the District. The general conditions and specifications of the RFP and the successful vendor's response, as amended by agreements between the District and the vendor, will become part of the contract documents. Additionally, the District will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination. The vendor selected as the apparently successful vendor will be expected to enter into a contract with the District on terms similar to those presented in the copy of the District's standard Professional Services Agreement. If the selected vendor fails to sign and return the contract within ten (10) business days of delivery of the final contract, the District may elect to cancel the award and award the contract to the next-highest-ranked vendor.

No cost chargeable to the proposed contract may be incurred before the vendor has received a fully executed contract.

1.13 Payment Terms and Conditions

The proposal must contain a fee schedule that includes line items for all components of the proposal, including equipment, installation, support fees, licenses, etc.

1.14 Improper Business Relationships

Vendors shall ensure that no improper, unethical, or illegal relationships or conflicts of interest exist or have the potential to exist between the vendor; the District; any employee, officer, director, or principal of the vendor or the District; and any other party. The District reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not. The District also reserves the right to decide at its sole discretion whether disqualification of the vendor and/or cancellation of award shall result. Such disqualification or cancellation shall be without fault or liability to the District.

In the event the District disqualifies a vendor or cancels an award based on an improper communication or relationship, and that vendor's proposal would have otherwise been considered the best proposal, the District reserves the right to select as the winning proposal the next-best proposal that it deems responsive to the RFP.

1.15 Compliance with Applicable Laws

The vendor agrees that it will comply with all applicable federal, state, and local laws, regulations, ordinances, and other requirements under law or relevant District policies and procedures that apply to the scope of work, including but not limited to prohibitions on smoking in District buildings and on the grounds of District buildings pursuant to the Iowa Smoke Free Air Act and restrictions on sex offenders. Any authorized auditor or government representative shall have access to and the right to examine pertinent books and records of the vendor in connection with a contract with the District, and all records relating to this engagement shall be retained for such period of time as required by law. Vendors shall also comply with any applicable reporting and registration requirements. The vendor further agrees that this RFP and any contract awarded pursuant to it will be governed under the laws of the State of Iowa.

1.16 No Collusion

By submitting a proposal in response to this RFP, the vendor and each person signing on behalf of the vendor certify, under penalty of perjury, that to the best of their knowledge and belief:

The prices in the proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other vendor, or any other competitor.

Unless otherwise required by law, the prices in the proposal have not been knowingly disclosed by the vendor, and will not be knowingly disclosed by the vendor, prior to opening, directly or indirectly, to any other vendor or competitor.

No attempt has been made or will be made by the vendor to induce any other person, partnership, corporation, or entity to submit or not to submit a bid/proposal in response to this RFP for the purpose of restricting competition.

The person signing the Response Affidavit to the RFP certifies that he/she is fully informed of the accuracy of these statements.

1.17 Grievances

Any complaints or grievances concerning or arising out of this RFP shall be submitted in writing to Matt Degner, Interim Superintendent of Schools, at 1725 North Dodge St, Iowa City, IA 52245. The Superintendent's decision as to the resolution of any such complaint or grievance shall be final.

1.18 RFP Compliance

Proposals must respond to all requirements of this RFP to the maximum extent possible. Vendors shall comply with submitting all required signed and notarized documents prior to the deadline to submit proposals.

The District reserves the right to reject any and all proposals or parts thereof, whether or not minimum qualifications are met, to waive informalities or irregularities, and to modify, postpone, or cancel this RFP, in whole or in part, or decide to award a contract to perform only some of the services or scope of work outlined in this RFP, and to enter into such contract or contracts as shall be deemed in the best interests of the District, without liability, obligation, or commitment to any party, firm or organization. The District is under no obligation to notify vendors if it rejects any or all proposals, or modifies, postpones, or cancels the RFP.

The District is not liable for any costs incurred by the vendor prior to issuance of a valid and legally binding contract in accordance with Iowa law. The vendor will be compensated pursuant to the provisions of its contract with the District.

1.19 Mandatory Background Checks

If selected to provide products and/or services to the District pursuant to this RFP, the vendor shall participate in the District's background check process for any persons providing products or performing services on District property. The vendor must complete and submit the background check form, provided by the District, for each such individual, at least two weeks prior to that individual providing products or performing services on District property. The District will provide to the vendor a badge for each individual approved through the background check process. The badge will include the name of the individual authorized to provide products or perform services on District property, the name of the vendor, and the school-year for which the authorization is valid. This badge, along with a government-issued photo identification, must be shown to District personnel upon request. The background check process must be repeated each school year. No persons who are not approved by the District shall be permitted to provide any products to, or perform any services for, the District on District property. Contracts with vendors who fail to comply with these requirements will be subject to immediate termination at the sole discretion of the District.

1.20 No Assignment

A contract awarded pursuant to this RFP may not be assigned to any other entity without the express, written authorization of the District.

1.21 Appropriation of Funds

Any agreements arising from this RFP will be subject to annual appropriation of funds by the District in accordance with its normal funding practices. In the event that funds are not available in full or in part for the payments under such an agreement, in this or any subsequent fiscal years, the agreement will be subject to modification or cancellation depending upon the extent of available funds. The District may cancel the agreement in its entirety without penalty, if funding is not available.

1.22 District Property

All proposals become the property of the District and will not be returned to the vendor. At the conclusion of the selection process, the contents of the proposals will be placed in the public domain and be open for inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld upon the written request of the vendor.

1.23 Insurance Requirements

The District will require the selected vendor to comply with the insurance requirements as outlined below.

The contractor shall procure and maintain for the duration of this agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the contractor. Insurance shall meet or exceed the following unless otherwise approved by the District.

1.23.1 Scope of Insurance

The amount of such bodily injury and property damage insurance shall not be less than:

Commercial General Liability written on an occurrence basis with limits not to be less than:

Each occurrence:	\$ 500,000
Personal Injury	\$ 500,000
General aggregate	\$1,000,000
Products and completed operations liability	\$1,000,000
Fire damage	\$ 50,000

Vehicle Liability	
Bodily injury	\$ 50,000/ \$500,000
Property damage or single limit liability	\$ 100,000 \$ 500,000
Workers compensation each occurrence	\$1,000,000
Umbrella	\$1,000,000 aggregate

1.23.2 Verification of Coverage

Contractor shall furnish the District with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy is to be signed by a person authorized by that insurer to bind coverage on its behalf and shall name the District as an "additional insured". The certificates are to be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies at any time.

1.23.3 Subcontractors

Contractors shall include all subcontractors as insured under its policies or shall require subcontractors to provide their own coverage. All coverage for subcontractors shall be subject to all of the requirements stated herein.

1.23.4 Asbestos or Hazardous Materials Abatement Work

If Asbestos abatement or hazardous materials work is performed, the contractor shall review coverage with the District's Risk Manager and provide scope and limits of coverage that are appropriate for the scope of work. No asbestos abatement work will be performed until coverage is approved by the Risk Manager.

1.24 Equal Opportunity Compliance

The District is an equal opportunity employer and requires all proposers to comply with policies and regulations concerning equal opportunity.

1.25 Exceptions

Respondents may take exception to any of the stated requirements so long as all such exceptions are expressly noted and clarified in the response. Alternatives may be shown and quoted as options.

1.26 Primary Provider of all Services

If a vendor's proposal includes equipment, hardware, software, or services to be supplied by entities other than the proposing vendor, it is mandatory for the proposing vendor to act as the prime contractor for the entire procurement of all products and services proposed with the possible exceptions noted below. The vendor acting as the prime contractor must be the sole point of contact with regard to contract stipulations including payment of any and all charges resulting from the purchasing of the proposed equipment, hardware, software, and/or services. The vendor acting as the primary contractor must take full responsibility for the demonstration, delivery, installation, and acceptance testing of the items proposed to be supplied by its subcontractor.

1.26.1 Servers

Whenever possible the District prefers to purchase their own servers to take advantage of government pricing and virtual server capacity unless the vendor's proposed servers meet or are below the government pricing available to the District and are approved by ICCSD.

Section 2: Scope of Work: Project Requirements

2.1 Intent.

PROJECT REQUIREMENTS

Items listed in 2.2 (below) are required of all proposed solutions, with the exception of those marked as "preferred" or "optional". While these items are not specifically required, proposals should indicate whether the item is included in the base submission, or as an option.

2.2 Checklist

Proposals must include a completed checklist (below) specifying that the bid meets requirements. Applicants may add notes or specify alternatives as appropriate, and failure to meet any specific component does not automatically disqualify a bid. Please note that completed proposals will include costs, in section 3.1, that reflect the costs incurred by the district in order to acquire and implement any necessary components required to establish capabilities outlined in this checklist.

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			Vendor-Hosted solution, not stored in the “public cloud”, available 24/7/365	
2			Customizable to District’s processes with District logo	
3			Must not require any additional software licensing or hardware specifications	
4			SSL encrypted and student data must always be transmitted encrypted and stored on secure servers	
5			Allow for an unlimited number of administrative users	
6			Retain relevant imported data from the district SIS to pre-fill online forms and to compare year to year data changes	
7			Pre-populate the online forms with data extracted from the SIS	
8			Support workflow management – allow data to be reported to appropriate district departments (transportation, health, student services, etc.) for review	

9			Automatically flag records based on predefined criteria EX. Health alert, change of address, ELL, MVP, etc.	
10			Administrative users manage flagged records for communicating to families and internally with staff	
11			Provide unlimited email templates to communicate with families regarding the online enrollment process	
12			Provide custom communication templates and allow users to create their own communication templates	
13			Assign access rights to both individual users and groups of users	
14			Field and document level permissions Ex. Medical information, Releases, Custody, IEP, etc.	
15			Allow on demand email/print communications to groups of families based on assigned flags. Ex. Missing documentation for registration	
16			Automatically reformat/correct data provided by the families via the online forms into a consistent format prior to importing to SIS	
17			Allows exports of any of the data in CSV, TAB OR XML format	
18			Provide online help and how-to videos for administrative users	
19			Provide an unlimited number of predefined report forms	

20			Pre-populate the online forms with data extracted from the SIS	
21			Allow parents to schedule appointments with school personnel to bring in required documentation. Allow school personnel to manage the available time slots, reschedule, etc. (preferred)	
22			Support printing within the application for families and school personnel	
23			Address validation, address autocomplete, school locator based on address	
24			Allow changes in workflow, data collection process and the online forms to accommodate ongoing field changes within the SIS and other district information and policy needs	
25			Update, format current and new data gathered on families automatically	
26			Provide a unique login ID for each family/parent/guardian	
27			Provide a user-friendly interface that will include simple form fields, check boxes, radio buttons, etc. with one-click submission upon completion of required fields	
28			Username and password protected	
29			Access to forms from multiple computers, off-site access, mobile devices	

30			Family forms mobile responsive, on any internet enabled device	
31			Allow parents to save online registration to return to it later	
32			Allow families to save and/or print after submission	
33			Obligate parents to complete required fields before submission	
34			Secure forms so that only legal parent/guardian can access student information	
35			Provide real time support to families using the online forms	
36			Online forms available in multiple language options (Spanish, Chinese Vietnamese, etc.)	
37			Parents can access password reset functionality	
38			Solution is used by other districts in Iowa of comparable size	
39			Solution fully developed and ready to deploy	
40			Adhere to all guidelines of Family Educational Rights and Privacy Act (FERPA) guidelines	
41				
42				

43			System has the ability to exchange information nightly, periodically throughout the day, instantaneously, or a combination of these processes.	
44				
45			System able to report to the school admin about missing registration information.	
46				
47			System can automate workflow without the need for sending documents as an email attachment. (preferred)	
48			Workflow can be set up by the provider and not require district manual scripting or programming to achieve the required outcome. (preferred)	
49			System will allow administrators to label users (i.e. by job title) in the workflow environment so that changes in personnel do not require multiple forms to be revised.	
50				
51			System allows for a variety of data fields – text fields, date fields, radio buttons, drop-down menus	
52			Any field be designated as a ‘required field’ by the District	

53			Some fields be locked as “read-only” as designated by the District	
54			System offers conditional logic. It can show or hide fields based on certain conditions	
55			System also can disseminate district documents as PDF files for families.	
56			System can collect and process payments electronically and provide a reconciliation statement and/or CSV	
57			System allows for the district export or archive as PDF, the cumulative registration record	
58			Creation and maintenance of additional forms/data elements from year to year managed, supported and developed by solution specialists rather than District resources (preferred)	
59			System allows for scanned documents and photographs of items that will be pre-named with a standard convention, like the student ID and form type. (preferred)	
60			System allows for direct document scan/upload to be associated with student records without purchase of additional hardware from the vendor. (preferred)	
61			System can protect any field or protect any uploaded document by privileges EX. Immunization records, IEP, Birth Certificates, etc.	
62			System captures electronic signature on District registration documents/forms without the purchase of additional hardware (preferred)	

63			System has structured screen layouts and navigation to assure intuitive user interaction and simplicity	
64				

65			System connects families, so no duplicate data entry is required for each child in the family. (preferred)	
66			System offers a single entry for all data points. Users should never have to enter the same information twice.	
67			System provides data validation at the data entry point to ensure accuracy and proper format of all data collected	
68			System offers password self-reset functionality.	
69			System uses United States Postal validation (preferred)	
70			System offers new feature enhancements at no cost, as included in service fee.	
71				
72			Solution provides customizable, dedicated tools and user interfaces for processing SIS data most efficiently	
73			System provides review and approval tools and process to ensure data integrity and no data duplication (preferred)	

74			Solution identify potential matches before creating new student/contact records, in order to prevent duplicate records from being created	
75			unlimited phone and email support is available for families, school and district staff included at no additional charge	
76			There is an online Help Center for families to “self-help” on simpler questions	
77			Families can submit support tickets. (preferred)	
78			Comprehensive extended support hours are available	
79			System allows districts to make multiple revisions to their solution at no additional charge – revisions are expected/suggested not only at the start of a project but also throughout the life of the project.	
80			A dedicated Project Manager for an implementation in provided.	
81			The firm provides an installation and start-up, an implementation schedule, a recommended calendar or schedule for training, any materials to support follow-up training.	
82			Vendor provides an experienced implementation team lead and a direct point of contact not just help desk support, in effect managing and following the implementation process and providing support in a timely manner	
83			School administrators provided with password reset/look up for families.	

84			Online help functions are inherent throughout the system as a reference for district staff. (Standard help screens, as well as help specific to district customizations and workflows are included.)	
85			Company provides a custom project plan with deliverables and dates at kick-off.	
86			Training is included.	
87			Solution is scalable to include the following (optional features/modules):	
87 a.			Applications/School Choice/Lottery (optional)	
87 b.			Specialized Program Applications	
87 c.			Staff Registration /Re-enrollment (preferred)	
87 d.			Athletic Registration – Fall, Winter, and Spring	
87 e.			Payment Management Services	
87 f.			School Locator Option	

2.2.2 General and System Admin

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			System is completely 'web-based' for end-user tasks/functions	

3			System supports all major browsers (Internet Explorer, Firefox, Chrome, Safari) without the need for ANY browser 'plug-ins'	
4			System automatically adjusts the system design when accessed by smartphones and tablets to ensure ease of use from any device	
5			System has the ability to add, track, report, import and export on custom district tables and fields created by the district	
6			System has the ability to mass change/add/replace values in different modules through the system and is not limited to student demographics. Must include ability to mass change student records.	
7			System has the ability to create custom lists, access selected students (by grade, Special Ed Classification, School, etc.) and be able to generate various reports/exports based on these lists.	
8			System has the ability to change the amount of time before a staff user is logged off. (Preferred)	
9			System can be accessed via a mobile device for administrators and teacher access via responsive design mobile site or app compatible with iOS and Android.	
10			System has the ability to maintain a calendar of days school is in session and can update this calendar for the district during the school year as needed (i.e. inclement weather days). Changes must take immediate effect.	

11			System has the ability to create/change individual user permissions and/or assign permissions based on role and/or groups	
12			The system must allow access to the database using SQL Developer Tools, ODBC, JDBC	
13			System allows the district to create test, development, and training environments with duplication of data from the production system with no added cost.	
14			System must have a year-end process to automatically promote students, make the next year schedules active and still provide access to previous years information without the need to access 'archived' data.	
15			System maintains all previous data; data is not overwritten. For example, when changing an address or phone number, the previous address or phone number is "end-dated" and the new address or phone number added so that a history of all changes is preserved.	

2.2.3 Security

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			A role-based permission system	
2			Staff can access multiple roles, within multiple schools with a single username/password	
3			Secure transactions using "HTTPS" SSL 256-bit or better encryption	

4			System must have a security audit log that can be enabled for any field in the system for current year and historical years and include Date/Time/User ID/IP Address and the original values of records modified	
5			System must have the ability to show/hide certain fields from an assigned "Role"	
6			System fully supports the encryption of data at rest	
7			System includes the administrative capabilities to view user authentication session status including user, type, time, platform, and source TCP/IP address	
8			System supports an API that allows data encryption of student information when transited between systems	
9			Proposal includes a description of how the system and hosting meet compliance regulations for data security	
10			System has the ability for the district to change the amount of time before a user is automatically logged off	
11			System can create/change individual user permissions and/or assign permissions based on generic security roles.	
12			System supports authentication using LDAP (Active Directory)	
13			System supports creation of custom security roles	

14			System supports SSO with ClassLink (preferred)	
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2.2.4 Demographics

ITEM #	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			Support recording student demographics, including but not limited to, name, date of birth, gender, address, ID, grade level, lunch status, bus number, etc.	
2			Store multiple relationships and emergency contacts for students, including phone numbers and email addresses	
3			Check for students already registered in the system during new enrollment process	
4			Ability for administrators to attach documents and files directly to a student's core record	
5			Robust search function. BE able to search by any student demographic field, such as but not limited to zip codes, street address, ethnicity, race, grade, school, ELL, Free and Reduced Eligibility, etc. for active and/or inactive students in the district	
6			Ability to assign alerts/flags on student such as legal, medical, etc. and be able to customize permissions of who can see this information	
7			Ability to register/enroll and track students who attend out of district schools but are the responsibility of the district	

8			<p>Allow copying of student data between families if necessary (i.e. copy address and contacts between siblings) as well as support blended families where members of the family have different address and contact information yet are still marked as part of the family</p>	
9			<p>Ability to pre-enroll students. Display students as “registered” until enrollment is completed.</p>	
10			<p>Ability to validate a student’s address to confirm address accuracy and format, and identify if address is inside boundary of school or district</p>	
11			<p>Automatically create a student ID or allow staff the ability to manually populate student ID on new student entry</p>	
12			<p>Batch/individually import student photographs as needed</p>	
13			<p>Fully support recording Staff demographics, including but not limited to name, date of birth, gender address, staff ID</p>	
14			<p>Ability to import/export staff information into the system including but not limited to, first name, last name, staff ID, birth date, gender</p>	

2.2.5 Attendance

ITEM #	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			System supports attendance codes, daily or period attendance, and positive or negative attendance on a school-by-school basis	
2			System supports the following types of attendance modes within the same school: meeting attendance, daily attendance, timebased attendance, interval attendance	
3			System provides visual tools to immediately view daily and meeting attendance, with drill-down access to students in attendance categories	
4			System provides daily “homeroom” attendance	
5			System has the ability to take Period-by-Period attendance with a daily code calculation	
6			System has the ability to calculate attendance for a single day and report total number of students absent – reporting by school and by district	
7			System has the ability to display attendance from previous years for each student	
8			System has the ability to mass change attendance (field trips, early dismissal, etc.)	
9			System has the ability to query absences using greater than criteria for district – high absences	
10			System has the ability to make notes/comments for student absences	
11			Generates letters for students with high absences	
12			Query attendance for a defined range	

13			System has calendar details of student attendance	
14			System has ability for Teacher attendance – simplified entry using frequently used absences tardy codes	
15			System has the ability to take attendance using seating chart that can be created/designed by teacher to reflect the layout of classroom	
16			System has ability for teachers to take attendance from a combined list for multiple sections that meet with the teacher at the same time(preferred)	
17			System has ability for attendance clerks/ office to list teachers who have not taken attendance	
18			System has the ability to use a mobile device to take attendance (preferred)	
19			System has the ability to change attendance codes as needed	
20			System has ability for teachers to enter comments on attendance that can be seen by the office	
21			System has the ability to display and report a list by school showing students absent for the day and their contact information for notification to parents	
22			System has the ability to display to teacher taking period attendance if student was marked absent for the day	
23			System has the ability at the administrator level to clear out attendance for a period time, a student, a period, etc.	
24			System has the ability to run reports, sorted/filtered on user's needs. (Homeroom, Student, Number of Absences, Number of students' tardiness, by grade level, etc.)	

25			Attendance view provides instantaneous overview of aggregated attendance codes. Ability to report on teacher attendance status.	

2.2.6 Scheduling

ITEM #	YES	ALT*	MINIMUM PROJECT SPECIFICATIONS	VENDOR NOTES
1			System must be able to create a Student Schedule and view/print the schedules on demand.	
2			System must have a Master Schedule creator/build showing Course, Course Number, Class Name, Term, Meeting Period, Teacher, Room, Class Capacity and students assigned to the class and the ability to print, export, save this data for archival purposes.	
3			Student Schedule has the ability to add classes, drop classes, and transfer classes	
4			System has the ability to detect conflicts with teachers and rooms	
4.1			System has the ability to lock a student's schedule to preserve it while others are loading.	

5			System has the ability to capture course requests for the next school year online through the parent/student portal or import the data	
6			System has a next school year master schedule for staff to begin working on scheduling any time during the active year	
7			System has placeholder for teachers not yet hired and the ability to convert placeholder to a staff member once hired	
8			System has the ability to schedule multiple teachers to a class with specified role, start and end dates. has the ability to designate a teacher of record.	
9			System has a district course catalog with the ability to add courses, fees, prerequisite rules, availability by year, availability by school, course equivalencies, and must have lockdown abilities.	
10			System allows for development of schedule options/multiple draft master configurations	
11			System allows for Team Scheduling – classes taught by a team of teachers.	
12			System has flexibility for middle school, high school schedule configurations.	
13			System allows for different bell schedules on different days of the week (Middle school follows a different bell schedule than elementary students for the K-8 Schools)	

14			System allows for the ability to rename classes/courses without affecting historical data.	
15			System has the ability to have students with schedules at multiple buildings in the district.	
16			Ability to schedule multiple term lengths within a single student schedule (i.e., full year courses, semester courses, single quarter courses, etc.)	
17			System has an interactive on-screen master scheduler with the ability to drag and drop classes/students (preferred)	
18			System must have the ability to print schedules for teachers.	
19			Schedule must have the ability to View and interact with the Scheduling Matrix.	
20			Ability to assign homerooms in next year's environment.	
21			Automatic Schedule build for individual students as an option for walk-in scheduling process.	
22			Master schedule build can rank students to load, allowing for faster and more accurate student schedules (example: Seniors first)	
23			Must be able to define prerequisite rules for courses that automatically prevent students from requesting courses they don't qualify.	

24			Prerequisite rules must have the ability to reference historical data that includes letter grade, percent grade, average percent grade, and credit hours.	
25			Prerequisite rules have the ability to include teacher recommendations and concurrent requests.	
26			Prerequisite rules can be combined using logical relationships including “any of” and “none of”.	
27			Prerequisite rules can consider grades from current enrollments as completed, historical grades.	
28			Prerequisite rules can include test scores, elective track information, and other school or district defined elements.	
29			Automatically balances special program student enrollment across regular education course selections.	
30			Allows an administrator to automatically and instantaneously create future teacher course assignments based on the current year’s master schedule.	
31			System can automatically and instantaneously create a new master schedule from any selected previous year schedule.	
32			Multiple bell schedules can exist in a single school.	
33			Master schedule can be built in stages using locked records.	
34			Students can submit alternative course requests.	

35			Multiple global substitutes can be defined for each course so that the system can automatically cascade through the substitutes to assign one to a student for whom the primary request cannot be fulfilled.	
36			System must provide the ability to schedule students in a school they're not yet enrolled in but will be enrolled in the next year.	
37			Automatic walk-in schedule tool utilizes constraints such as close section at maximum enrollment.	
38			System must provide the ability to define and automatically process multiple course relationship types such as load co-requisites, load post-requisites, and load prerequisites.	
39			System must provide the ability to prevent selected students from being scheduled together.	
40			System must provide the ability to prevent a selected student and teacher from being scheduled together.	

2.2.7 Grading

ITEM #	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			System must have a teacher gradebook for classroom grades, assignments, test scores, etc.	
2			System has the ability to calculate a final grade based on report card grades from previous grading periods, including final exam with flexibility of weighting grading periods and final exams.	

3			System has the ability to create and store different standard based grading period grades by grade level with comments.	
4			System must have the ability to create report cards and progress reports utilizing letter and numeric grades.	
5			System has the ability to link grading to transcripts including courses in progress. Include final average, final exam, mid-term average.	
6			System collects numeric and alpha grades. Comments (free form and preset) on classroom grades and report cards.	
7			System has the ability to set up various grading systems and scales within the gradebook – and assign to individual schools, grade levels, courses, sections, or students within the district.	
8			System has the ability to customize grading categories.	
9			System has the ability to customize seating charts that can be sorted by data points (grades, heterogeneous grouping, homogeneous grouping, etc.)	
10			System has the ability to generate a grade verification report for any grading period.	
11			System has the ability to customize report cards template with school logo and any additional modifications.	
12			Ability for teachers to access teacher tools from remote locations (devices outside of the district network).	

13			Provide analytical tools to students to quickly inform about areas for improvement.	
14			Provide analytical tools to teachers to quickly inform about instructional needs of class or individual students.	
15			Gradebook is available on any platform: desktop, mobile, tablet, etc.	
16			Teachers can do identical work (create assignments, create sections, grade assignments) by sections or by all common course sections at once.	
17			District can push out categories and grade scales and lock.	
18			System can track and report various test scores such as PSAT, SAT, ACT, etc.	
19			System has the ability to message parent/guardian based on student performance.	
20			System has the ability to customize the length of the grading period.	
21			System has the ability to share the gradebook with co-teachers, student teachers, etc.	
22			System has the ability to synchronize grades from a Canvas course gradebook to the system.	

2.2.8 Discipline

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			System has the ability to create discipline infraction and disposition codes banks. All discipline infraction and disposition codes are provided to users as menu items during data entry.	
2			System has the ability to track discipline/behavior events, participant types (students, non-students), administrative actions, detailed comments, date, time, location, person reporting incident, weapons used, person referring the incident, student role in the incident, resolution, resolution date, resolution end date, comments.	
3			System must have the ability to track the date the action was initiated, the action type, name of the staff responsible for the referral, whether the student was suspended, and the type of suspension.	
4			System has the ability to associate a behavior attendance action with a behavior action step (suspension).	
5			If the student was suspended or expelled, provide the ability to track the date range of the suspension or expulsion, the type of suspension, the number of days of suspension, the current status of suspension, an indication of the student's eligibility to return to school, and the date of eligibility.	

6			Must provide expulsion and suspension information to the new school when a student transfers to another school within the district.	
7			Single-point-of-entry of discipline information so once a discipline activity is entered into the system, the information can be used by others without having to be reentered.	
8			System has the ability to add/change items in discipline management setup lists.	
9			System has the ability to flag discipline infractions and discipline as state coded infractions and dispositions and report state coded infractions and dispositions.	
10			System has the ability for administrators/staff to be able to manage discipline incidents	
11			System has the ability for staff to enter discipline referrals.	
12			System has the ability to categorize types of offenses.	
13			System has the ability to recode type and length of consequence(s)/disciplinary intervention(s) for each student involved in the incident.	
14			System has the ability to record the building, room location of the offense.	
15			System has the ability to identify incident participants by type (student, victim, etc.)	
16			System has the ability to identify participants by any demographic category (race, gender, etc.)	

17			System has the ability to record incident type by category (theft, vandalism, etc.)	
18			System has the ability to record if a student participant was arrested.	
19			System has the ability to record different actions/responses for each incident participant.	
20			System has the ability to enter an incident once for multiple participants.	
21			System has the ability to include tracking of both positive (witness reported allegation) and negative discipline/behavior events.	
22			System has the ability to assign unique incident number to each record entered and should not be editable.	
23			System has the ability to add/assign a staff member at school level as a disciplinary action administrator.	
24			System has the ability to support the recording of an unlimited number of students participating in each discipline/behavior event.	
25			System has the ability to support an unlimited number of infractions for each student participating in each event.	

2.2.9 Health

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
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1			System has the ability to track immunization requirements and compliance.	
2			System has the ability to provide a graphical view to quickly determine immunization compliance.	
3			System allows students to be marked exempt from immunization.	
4			System allows user comments on immunizations.	
5			System documents and tracks health related events, screenings, and conditions for a student (or group of students) to denote each health visit for each student and the details of the visit including visit type, visit visit time, resolution, resolution date, medications administered, and comments. (preferred)	
6			System maintains a record of student visits to the school health office. (preferred)	
7			System allows the district to configure health pages to be FERPA data security compliant.	
8			System provides the option to set an alert flag for health concerns.	
9			System supports entry of unlimited number of student screenings such as vision, hearing, scoliosis, height, weight or any other district-defined screenings.	
10			System must maintain access to the student health log for an unlimited historical period of years.	
11			System must have security appropriate for confidential health data	

12			System has the ability to allow alerts to be viewed by staff in accordance with district defined access permissions.	
13			System has the ability to manage medication inventory. Allow the school health official to enter/add medications; over-the-counter and prescribed medications (name, dosage, date, prescribing doctor, and quantity). As medication is dispensed, inventory is reduced to show the remaining quantity of medication).	
14			System has the ability to generate reports based on any health related data points and student demographic data points. (By health condition, screening, grade level, etc.)	
15			System has the ability to allow the district to set up medication code banks for ease of entry by menus when recording medication.	
16			System has the ability to track immunization compliance verification by who verified immunization compliance and date verified.	
17			System has the ability for staff to upload documents (ex. State Immunization form, physician orders, etc.) to attach to student record.	
18			System has the ability to track disposal/return to parent unused medication at the end of year with a report for parent and school health official signatures and date.	

19			<p>System has the ability to show/display and report a daily log of office visits scheduled and as they occur. (Scheduled medication dispensing, emergency, etc.) including date, time, student name, enrollment status, activity (what occurred during office visit), Nurse notes, record status (complete, or pending), display student's schedule.</p>	
20			<p>System has the ability to show students schedule to locate student during the day.</p>	
21			<p>System has the ability to mass manage screenings, immunizations, etc.</p>	
22			<p>System has the ability to set up, schedule, and log medical procedures (catheterization, colostomy care, insulin pump care, nebulizer care, tube feeding, or any other district defined medical procedure) to be used as a menu option for entry during office visits.</p>	
23			<p>System can allow completion online and print district defined reports including but not limited to: Anaphylaxis Emergency Action Plans, Asthma Emergency Action Plan, Authorization for OTC Medications, Authorization for Administration Rx Medications, Authorization to Release Medical Information, Health Report, etc.)</p>	
25			<p>System allows unlimited number of student forms -without having to delete previous forms</p>	
27			<p>System easily generates letter for low medications, fever policy, etc.</p>	

28			System provides a bank of dietary restrictions that can easily be exported. (Preferred)	
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2.2.10 Data Exchange & Access

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			System has an API that allows for Single Sign-On (SSO), data transfer and embedded content from third party products.	
2			System allows for scheduled imports/exports of data to be automatically 'put' and 'get' files to FTP and SFTP.	
3			System has access from the administrative portal to database tables/fields for import/export purposes and supports the following export formats: CSV, TXT, and/or XLS/XLSX.	
4			System includes software licensing in the purchase price and the annual maintenance/support cost. (preferred)	
5			System provides easy historical access to Attendance, Student Schedule, Master Schedule, Behavior/Discipline Incidents, Grades, etc. for prior school years, without having to leave the system.	
6			System stores historical grades, class rank, honor roll.	

7			System can calculate weighted GPA, unweighted GPA, grading period GPA, and cumulative GPA.	
8			System has the ability to secure access to all historical data including view, edit and/or no access.	
9			System has the ability to generate transcripts for historical records imported from other systems.	
10			System has the ability to customize transcript templates including school logo and any additional modifications.	
11			System can retrieve, update, and produce report cards/transcripts from previous school years.	
12			System maintains and displays school enrollments including entry and exit dates, entry code, and enrollment comments.	
13			System has the ability to generate student transcripts for both active and inactive students.	
14			System has the ability for selected users to update historical grades, classes, GPA calculations and recalculate GPA for an individual student when updating data.	
15			System has the ability to add classes completed at schools outside of the district into historical data.	
16			System has the ability to create class rank based on weighted or unweighted GPA.	
17			System must be able to import historical transcript data from an existing system and produce a single, unified transcript for a student.	

2.2.11 Reporting

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS GENERAL REQUIREMENTS	VENDOR NOTES
2			System has an end-user report generator to create simple lists and reports with student data.	
3			System has a robust report builder that is included as part of the system and can create drag/drop reports, pivot tables, form letters, mailing labels, etc.	
4			System has a visual display for critical functional areas, including attendance, discipline, health, and grades.	
5			System has the ability to create ad-hoc data exports using PDF, Excel, CSV and other file formats.	
7			System or an integrated reporting tool included in this proposal includes an enterprise-class ad-hoc reporting tool with the following capabilities:	
8			<ul style="list-style-type: none"> • Includes ready-to-run reports for demographics, grades, attendance, test scores, discipline, and health 	
9			<ul style="list-style-type: none"> • System administrators can create additional custom reports and data sets 	
10			<ul style="list-style-type: none"> • Supports graphs, pivot tables, conditional cell highlighting and row filtering 	

11			<ul style="list-style-type: none"> • Supports the creation of calculated data based on other fields in the report table 	
12			<ul style="list-style-type: none"> • Supports grouping and aggregation of data in the report 	
13			<ul style="list-style-type: none"> • Users can save their own versions of the report configuration 	
14			System includes a visual attendance view that displays number of students absent by attendance category and provides student contact data.	
15			System generates report showing which teachers have not taken attendance (daily and/or period)	
17			System includes audit attendance report detailing attendance codes by day	
18			System includes a report detailing consecutive student absences absence code	
19			System allows for all attendance data to be exported	
20			System includes a visual discipline view that displays reports for discipline incidents organized by behavior/infraction and disciplinary result/action with adjustable timeframe analysis	
22			System allows for all discipline data to be exported	
24			System generates a report showing the number of students for each infraction by teacher, grade level, and school	

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS GRADE REPORTS & TRANSCRIPTS	VENDOR NOTES
25			<p>System has the ability to produce a grade distribution report of grades issued by teachers. This report can be pulled by teacher, course, department, credit type, student, or a school-wide summary. The grade distribution must support both letter grades and percentage ranges and process for either the current marking period (“live” grades from the teacher gradebook) or any past grading period.</p>	
26			<p>System has the ability to generate a list of students by the report card grades given, i.e. all students who have a specific grade, All A’s and B’s, grades lower than 60.</p>	
27			<p>System includes a flexible transcript reporting system that includes a variety of page design elements (boxes, lines, images, text boxes, etc.) in addition to the list of grades.</p>	
28			<p>Transcripts include the ability to report multiple GPA calculations, such as GPA by school year or GPA by subject area, in addition to any needed cumulative GPA calculations.</p>	
30			<p>Transcripts have the ability to report student achievements and awards.</p>	

31			System includes an “at risk” dashboard that automatically analyzes students’ grades and attendance data to determine an indexed score rating for each student and bands them into school-defined risk categories.	
32			Report cards are automatically and dynamically report on class period, course name, teacher, grade, attendance, teacher comment, and other items for all classes in a selected grading period.	
33			System includes a health check capability that allows for reporting on potentially-incorrect and/or missing values (preferred)	

2.2.12 Technical

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			Proposal must include both cloud-hosted and self-hosted options	
2			System is fully web-based and utilizes a standard web browser for its user interface with 256-bit encryption	
3			System utilizes a scalable, industry-standard relational database management system (RDBMS), preferably Microsoft SQL or other enterprise-proven database System that supports real-time user access to critical data	

4			System utilizes a single, centralized relational database management system (RDBMS) for all schools within the district	
5			System relational database management system (RDBMS) includes integrated data backup and recovery tools	
6			System relational database management system (RDBMS) includes the use of multiple online log files for data recovery, rollback capabilities and auditing	
7			System relational database management system (RDBMS) should enable locking of records to prohibit simultaneous updating by multiple users while still allowing multiple users to view the record.	
9			System can support horizontal scaling to accommodate growth and workloads	
10			System can support vertical scaling to accommodate growth and workloads	
12			System supports integration with LDAP for credential synchronization or direct authorization between directory services structure and system	
13			System supports Single Sign-ON (SSO) capabilities utilizing ClassLink or SAML	

14			System supports the use of non-production environment(s) with documented procedures on replicating data from the production instance to the non-production environment(s)	
15			System does not require any specific toolsets	
16			System supports true mobile apps across both Android and iOS mobile devices	
17			System is fully compatible for end user access across Microsoft Windows, MacOS, and ChromeOS based platforms	
18			System is fully compatible across all standard web browsers including Internet Explorer, Edge, Firefox, Chrome, and Safari	
19			System does not require any third-party plugins or application to be installed on the local client for full system functionality	
21			Firm will provide information about current development cycle system / product updates (time between upgrades) in the RFP bid.	
22			System supports standard Simple Mail Transfer Protocol (SMTP) or equivalent email messaging capabilities	
23			System maintains detailed tracking of all types of staff members, including but not limited to teachers, administrative staff, volunteer staff, maintenance staff and other staff member types	
24			System supports an unlimited number of students	

25			System supports an unlimited number of schools and support departments	
26			System supports an unlimited number of simultaneous users on the system	
27			System supports an unlimited number of registered users	
28			System supports unlimited number of saved historical database sets (years)	
29			System supports a student population larger than 15,000 – the SIS Vendor has a current customer, who is fully implemented, using the current version of the specific system being proposed in the RFP, with a student count of at least 15,000	
30			System supports synchronization of courses and rosters to Canvas LMS on at least a daily basis.	
31			Firm will provide information about what HR or ERP systems can be synchronized with the System, and what is the method of synchronization, within the RFP bid.	

32			System has the ability to synchronize with HR/ERP systems on a bidirectional basis.	
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2.2.13 Counseling

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			System provides method to assign counselors for one student or group of students	
2			System can automatically assign counselors to a group of students based upon multiple criteria, including grade level, range by last name, range by first name, and those students who have no counselor assigned	
3			System provides online access for the counselor to all student data, including grades, transcripts, schedules, behavior, assessments, and any other data based upon permissions	
4			System provides online access for the counselor to all student data, including grades, transcripts, schedules, behavior, assessments, any other information from all schools the student attended, for current and previous years	

5			System allows counselors to create and maintain plans for students, such as student graduation plans, diploma track, and 504 plans	
6			System has the ability to allow forms and documents used when counseling with students to be scanned/uploaded to the student's counseling screen	
7			System tracks phone calls made to parents, case managers, and any other person working with the student	
8			System records student visits to the counselor including the date, purpose, outcome, and other notes	
9			System allows counselor to view/print summary contact information (i.e. contacts, phone numbers, emergency contact information)	
10			System supports unlimited number of meetings between counselor and student. (preferred)	
11			System allows counselors to search for only their assigned students within the database without creating search or query text	
12			System allows counselors to limit reports to only their assigned students within the database without creating search or query text	
13			System provides the ability to scan/upload signed parent and student forms to the student's counseling screen.	

14			System provides the ability to upload blank forms commonly used in the district/school for easy retrieval, such as college readiness forms, work permits, and any other forms used for counseling purposes	
15			System provides the ability for the forms to be formatted using Forms Document Format (FDF), which makes the forms interactive, without storing any information on the local drive. (optional)	
16			System allows the FDF form to pre-populate with the student and school information (optional)	
17			System allows the FDF form to be saved directly into the student's record (optional)	
18			System allows the FDF form to be modified and updated (optional)	
19			System allows the FDF form to be printed (optional)	
20			System provides an academic planner to define the requirements a student must meet for graduation or Promotion	
21			System supports the definition of multiple academic plans per school	
22			System can mass assign a specific academic plan to a group of students	
23			System automatically updates the student's academic plan based upon the completion of courses by the student without manual intervention	

24			System accommodates a combination of criteria the students must meet for the academic plan, including minimum GPA, specific course requirements, test requirements, and credit requirements by department	
25			System can automatically give course requests to students for the following year based upon the student successfully passing courses defined in their academic plan	
26			System enforces pre-requisites and co-requisites when given course requests to students for the following year based upon the student successfully passing courses defined in their academic plan	
27			System provides a color-coded method to easily view the student's progress towards the completion of the academic plan without needing to generate a report (preferred)	
28			System provides teachers access to the academic plans for their students so they can monitor progress (preferred)	
29			System provides the option for the academic plan to be made available on the online portal for the students and parents/guardians to access in real time (preferred)	
30			System provides an interactive calendar with the ability for counselors to schedule meetings with students, staff, and parents/guardians (optional)	
31			System allows meetings to be given a start and end time (optional)	

32			System allows the counselor to define meeting location (optional)	
33			System allows the option to mark the meeting as recurring and to define the recurrence pattern (optional)	
34			System allows the option to include attachments for the attendees to access before the meeting begins (optional)	
35			System sends messages to the meeting attendees with the meeting information directly through the system, without needing to access an external email system (optional)	
36			System tracks who attended the meeting and automatically updates a contact log (optional)	

2.2.14 Support

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			System provides an online portal where customers can view software releases status, reported problem resolution status, current documentation, and training schedule	
2			System provides a central client support help line to be available during district business hours	
3			System provides a toll-free number to log issues as well as an online support portal	
4			System provides online help functions including: <ul style="list-style-type: none"> The ability for authorized users to initiate online support requests 	

			<ul style="list-style-type: none"> • Access to online help documentation for all authorized users <ul style="list-style-type: none"> • Tip sheets • Procedure documentation • Frequently asked questions relevant to the implemented solution 	
5			System provides a technical support contract to the district	
6			System develops a service level agreement (SLA) which defines all support parameters, including but not limited to, hours of supplier support availability, supplier response times to client calls, and supplier resolution times	
7			System provides ongoing training classes available via the web with a trainer and as recorded classes	
8			System provides online help for every function within the system	
9			System makes user guides accessible to all users	
10			System allows any section of the user guide to be printed	
11			System provides online video tutorials	
12			System provides online video simulations in which the user can “practice” completing tasks	
13			System provides online discussion boards in which users can discuss topics with other SIS users	

14			System provides online help documentation for interactive use	
15			System provides the ability to search for specific help topics	
16			System provides the option to print the help text	
17			System provides the ability for authorized users to edit the pre-programmed help text to support district policies	
18			System provides the ability for authorized users to create new help articles to outline district policies and procedures	
19			System provides the ability for authorized users to link help to outside URL's for further description, video content, or district defined policy documents	
20			System includes local or state user group facilitation (available in Iowa)	

2.2.15 Student Intervention

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
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1			System provides a warehouse for multiple types and sources of student-centric data: State Summative Assessment Results, Local Assessments, Student Grades, GPA, Attendance, Discipline, etc.	
2			System supports single or multiple interventions per student fields for intervention to include, but not limited to name of intervention, persons responsible, duration of intervention, frequency of intervention	
3			System provides identifiers (or “flags”) for student performance which will result in students being identified as eligible for intervention and/or at risk of failure or drop-out	
4			System support creation of performance metrics (predetermined key performance indicators based on student data)	
5			System provides comprehensive student profiles comprised of comprehensive student data sets	
6			System provides longitudinal displays of student, teacher, school, district, and state performance over time	
7			System allows users to save student list results of queried reports as student watchlists	
8			System offers an early warning system intervention monitoring system data store	

9			System provides multiple levels of access to the system (teacher, school, district, and state) to be controlled by district	
10			System allows comparison of data sets (teacher, school, subgroup, district, state, race, etc.)	

2.2.16 Portal and Mobile

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			System must have a powerful Online Parent/Student Portal that allows flexible security of parents/student's access and their ability to see classroom/gradebook grades, attendance, report cards, assignments, student schedule with affiliated teacher information	
2			System must have the ability to display Classroom/Gradebook Grades and current marking period average for the student for each class	
3			Parent and Student portal must be available in multiple languages, including but not limited to English, Spanish, Traditional Chinese, Simplified Chinese, Arabic, Italian, Hindi, Japanese, Korean, Russian, Vietnamese, French	

4			System provides a self-service password or email recovery for parents and students.	
5			System has the ability to generate custom portal “Welcome letters” for new parent/student accounts to distribute by paper and/or email.	
5.1			System has the ability to place documents in the parent portal for viewing.	
6			System must have the ability for students to make course requests for the upcoming school year in the student portal.	
7			System must have the ability to turn access off to parents/students during summer months or maintenance periods.	
8			System must have the ability to turn off portal features for individual schools. (i.e. Disable display of schedules prior to the start of a school year)	
9			System can create multiple parent accounts for each student	
10			System provides the ability to email teachers through Parent Portal	
11			System has the ability to submit/update parent contact information for verification/approval by a district administrator	

12			System enables parents to merge multiple student accounts into one parent login account with multiple students associated (single sign-on for parents)	
13			System has the ability to submit recurring email updates to parent(s) automatically that include attendance, grades and school/district announcements	
14			System must have a free mobile app (iOS and Android) for parents and students to access all student related information made available in the parent/student portal.	
17			System has ability for parents to register student for upcoming school from within the parent portal without signing into separate system	
18			System has ability for students to submit course requests for the upcoming school year based on student's grade level and prerequisites defined in the graduation plan for high school students	

2.3 Training & Support

Complete proposals must include a detailed description of implementation support and services, as well as operational support, services, and available certifications. Further, proposals must include (in section 3.1) costs associated with each of these items. Descriptions should include itemized services, support SLA, a detailed implementation timeline, and an overview of the roles and responsibilities that will be assumed by District staff. Training/certification programs for District staff must be available for both implementation and ongoing operation of the proposed platform.

Section 3: Student Information System RFP Response Documents

3.1 District Costs

Completed proposals will include an overview of costs incurred by the District, including (but not limited to) costs incurred due to or related to implementation support and services, licensing, hosting, maintenance, ongoing support, hardware, add-on modules, associated third-party costs, consulting fees, and custom modifications. Costs should include any that would be expected to be incurred by the District as part of implementation or operation of the platform(s) prior to June 30, 2022, assuming that implementation begins on January 3, 2021 with a formal go-live date of July, 1, 2021. These costs may be presented in any format at the discretion of the submitter.

3.2 Vendor Information and Project Team

Vendor must provide a description of the firm, the knowledge, experience, and resources it has available to execute the scope of work set forth in this RFP, and the process by which it proposes to do so, and attach this information as Tab 2 of its proposal. If applicable, the vendor should also include information relating to state or local preference under this RFP, or status as a certified targeted small business, minority-owned business, and/or female-owned business. Vendor must also complete the following required information about the Project Team proposed to provide the work, and include this Project Team in Tab 2 of its proposal. The vendor must include all of the information below at a minimum, but may file vendor information and project team profiles in a format of the vendor's choosing.

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Professional Biography: _____

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Professional Biography: _____

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Professional Biography: _____

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Professional Biography: _____

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Professional Biography: _____

3.3 References Vendor must complete the following required references for similar products/services provided by Vendor to at least three clients **within the state of Iowa** in the past five years, and attach these references as Tab 3 of its proposal. Vendors must include as a minimum the information specified below, but may provide reference information in a format of the vendor's choosing.

Client 1: _____

Contact Name: _____

Phone: _____

Service Dates: _____

Description of Project: _____

Client 2: _____

Contact Name: _____

Phone: _____

Service Dates: _____

Description of Project: _____

Client 3: _____

Contact Name: _____

Phone: _____

Service Dates: _____

Description of Project: _____

3.4 Response Affidavit

Vendor must fully execute the following affidavit (including notarization), and attach this affidavit as Tab 4 of its proposal:

(To Be Completed, Signed and Notarized, and Attached to Proposal as Tab 4)

Affidavit of _____ [Name of Vendor]

State of _____)

County of _____)

I, the undersigned, being first duly sworn on oath, state that I am the _____ [title] of _____ [name of firm], and that I am authorized to make this affidavit on behalf of my firm, its owners, directors, and officers. I am the person responsible in my firm for the price(s) and amount of this proposal.

I hereby certify that the following statements are true and correct:

- _____ [name of firm] is not delinquent in any real estate, personal property, or earning taxes assessed against it or which it is obligated to pay to any municipality in Iowa or the state of Iowa.
- No fictitious name of any entity or person has been used in this proposal, and no unidentified third party will have an interest in any resulting contract or in the performance of any work under this proposal.

- _____ [name of firm] does not do business as or operate under any fictitious name, other than _____.
- No director, officer, or employee of the Iowa City Community School District, or their spouse, dependent child(ren), or any business with which they are associated, will receive any monetary benefit or financial gain with regard to this proposal or resulting contract.
- The prices in the proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other vendor, contractor, service provider, or any other competitor.
- Unless otherwise required by law, the prices in the proposal have not been knowingly disclosed to any other vendor or service provider or competitor, and will not be knowingly disclosed, directly or indirectly, prior to the proposal opening date and time.
- No attempt has been made or will be made by me or my firm to induce any other person, partnership, corporation, or entity to submit or not to submit a proposal in response to this RFP for the purpose of restricting competition.
- My firm has only presented one proposal in response to this RFP.
- This proposal is made in good faith.
- _____ [name of firm], its affiliates, subsidiaries, officers, directors, and employees have not been convicted of a felony within the past five (5) years, which felony is related in any way to providing the products and/or services referenced in this RFP, or to the competency of the firm to perform under any resulting contract.
- _____ [name of firm], its affiliates, subsidiaries, officers, directors, and employees are not currently subject to any litigation, administrative proceeding, or investigation and have not in the past five (5) years been subject to any litigation, administrative proceeding, or investigation or been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, including conspiracy or collusion with respect to responding to any public contract, except as follows:

[Please explain]

- _____ [name of firm], its affiliates, subsidiaries, officers, directors, and employees have not been debarred, suspended, or otherwise excluded from or ineligible to participate in any procurement or non-procurement programs or other assistance programs or activities with the state or federal government, including but not limited to exclusion as identified by the U.S. General Service Administration Office of Acquisition Policy or similar body.

I state that _____ [name of firm] acknowledges and understands that the above representations in this Affidavit are important and material and will be relied upon by the Iowa City Community School District, in awarding the contract for which this bid/proposal is submitted. I and my firm understand that any misstatement or omission in this Affidavit may be treated by the Iowa City Community School District as a fraudulent misrepresentation or concealment

of the true facts relating to this proposal. Any such misstatement or omission in this Affidavit will be grounds for disqualification and/or immediate termination of any resulting contract at the sole discretion of the Iowa City Community School District.

Sworn and subscribed to this ____ day of _____, 20__.

_____ [Name of Vendor]

Signature: _____

Printed Name and Title: _____

Notary Public

My Commission Expires: _____

3.5: Disclosure Information

Vendor must submit disclosure information on vendor letterhead regarding any potentially improper business relationships as described in this RFP, including all officers and key employees of the Vendor, and attach this document as part of its proposal.

3.6 Itemized Responses

Vendor must provide its Itemized Responses and/or Exceptions to this RFP by using and referencing the same numbering scheme as in the RFP, and attach such responses as part of its proposal.