



## RFP – Purchase, Installation & Maintenance of a Student Information System

### Questions & Answers May 20, 2013

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RFP Attachment 1 - Mandatory Item 15 states: “The vendor must provide a perpetual license for all applications.”

RFP Attachment 1 - Mandatory Item 16 states: “The vendor must be able to provide a perpetual license for this software.”

1. Would the district be willing to eliminate the above mandatory RFP items 15 & 16, so that we could respond?

**This item is waived as long as the vendor is willing to provide a software escrow.**

2. Why would the district be willing to keep a perpetual pricing model mandatory even if it means not considering a vendor with the best solution for your district at the lowest cost?

**This item is waived as long as the vendor is willing to provide a software escrow.**

3. Why is a perpetual license pricing model a mandatory item in this RFP?

**In lieu of a perpetual license, the District is accepting a software escrow agreement. The objective is to ensure that should the vendor run into difficulty in the future, the District would be able to obtain a copy of the software to ensure the continuity of operations.**

The mandatory requirements section indicates that vendors must be able to say YES to all requirements or they will be disqualified. Is the district hard set on this? There are 2 questions we cannot say YES to which are the

4. Requirement to allow users access to the back/forward buttons

- o We treat our solution as a true application and not a website which necessitates that we control that functionality. Users can easily navigate through the system but not through the use of those buttons.

**The District is not “hard set” on this requirement. If you cannot answer “Yes”, you will not be disqualified.**

5. Requirement to be SIF Certified and CDE compliant

- o Our solution is SIF compliant and we are CDE certified. Our response is typically that we are willing to become SIF certified if it is truly required by one of our clients. To date, none of our clients use SIF or have required this, however we do have a SIF compliant agent which is written using the EDUStructures SDK which is SIF certified.

**The District is not “hard set” on this requirement. If you cannot answer “Yes”, you will not be disqualified.**

6. The lists of schools on the SCUSD website include a list of Charter Schools. Should the “Independent Charter Schools” be included in the pricing for the SCUSD SIS RFP?

**No, only dependent charter sites should be included in the pricing. Those schools would be both Bowling Green Academies, G.W. Carver School of Arts & Sciences, The MET, and New Tech High School.**

6a. To make sure I have the correct number of schools for the district, the RFP stipulates a total of 77 schools on page 6. This is the total without the dependent charter sites, so the overall total would be 82 included Adult Ed, correct?

**No, the correct number of schools is 72 and does not include Adult Education.**

6b. Because our perpetual licensing cost is based on the number and type of each school, it is important that we know which schools you are closing so our pricing will be accurate. Can you tell me which schools are closing?

**They are all elementary schools. For more information, please go to [scusd.edu](http://scusd.edu).**

7. The link, [www.scusd.edu/Offices/Contracts/Request](http://www.scusd.edu/Offices/Contracts/Request) for Proposals/Student Information Services, on page 7 of the RFP, section **Requirements for the SIS Software** does not appear to be working. I have attempted to navigate through the district website have been unable to locate the requirements document.

**The Technical Requirements are indicated in Attachment #6. Some browsers are not opening the files (Internet Explorer). Try Mozilla or Chrome to open and download attachments. If that doesn't work, attachments are also available as one zip file (bottom of list). If you still cannot access the documents, please contact us for additional assistance.**

**The RFP and all attachments are located at [www.scusd.edu/Offices/Contracts/ Request for Proposals](http://www.scusd.edu/Offices/Contracts/Request%20for%20Proposals), second RFP listed.**

In mandatory section:

8. What is meant by "Integrated easy to use graphical report writer with ability to see all data in user terms, with appropriate security."

**The RFP as worded is sufficient for an appropriate response. No further explanation will be provided.**

9. What is meant by "must be the author of all software applications"? Does this have any reference to open source software code that is integrated into the solutions?

**Vendor submitting proposals must own and possess complete rights to sell all software that is being offered as part of the vendor's response.**

10. What is meant by "perpetual license" for all applications and for this software?

**In lieu of a perpetual license, the District is accepting a software escrow agreement. The objective is to ensure that should the vendor run into difficulty in the future, the District would be able to obtain a copy of the software to ensure the continuity of operations.**

11. In providing data migrations and conversions what is the amount of data that is expected to be converted, time frame of data and specific data?

**The type and quantity of data may vary from vendor to vendor depending on each vendor's capabilities. Vendor is responsible for determining what data may be converted from our**

old legacy systems into their proposed solution. In determining how to estimate the quantity of data, it is recommended that if vendors are unsure, they should visit the “Ed-Data” website and use the data currently on file for the 2011/12 school year. This site should provide more than sufficient data as to the number of students and staff that must be considered when doing an initial estimate of data conversion.

In General Section:

12. How does an application become “CDE compliant”? CDE has no idea what I was talking about when I asked that question and we have never dealt with CDE to be “compliant”

**An application will be considered CDE (California Department of Education) compliant by the District when it can store, access, maintain, and report on all CDE required data fields while ensuring that all legal access and security requirements are maintained. In simple terms, security must be sufficient to protect all student and staff data and the system must be able to produce all CDE required reports.**

13. The URL for the reports doesn’t appear to work. Can you verify that it is <http://www.scusd.edu/business/sis>

**The link to the attachments became inoperative and we apologize for the inconvenience. Some browsers are not opening the files (Internet Explorer). Try Mozilla or Chrome to open and download attachments. If that doesn’t work, attachments are also available as one zip file (bottom of list). If you still cannot access the documents, please contact us for additional assistance.**

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14. Under assessment reporting you asked for “pre-slugged” scan sheets for assessments for individual students. What assessments are you speaking of? Do you have a list of the assessments that you need a scan sheet for?

**Please answer the question related to your ability to have users of your software quickly and easily place data from the SIS system onto scan or other documents.**

15. Under reporting Ability to print reports correlating attendance to grades and assessment data, what is meant by that?

**The RFP as worded is sufficient for an appropriate response. No further explanation will be provided.**

16. What is meant by census reports required by district employees? Do you have an example of what is currently used?

**An example of a census report would be a report of all student birthdays, or ages, or ethnicity. We are looking for vendors to provide us with examples.**

17. Are there specific fields you want on the Mandatory Permanent Pupil Record Report?

**Please provide a sample of your permanent pupil record.**

18. Are you really still doing CBEDS through CSIS? Do you mean CALPADS in all those instances where you ask for CSIS compliancy?

**Yes, we are still doing CBEDS through our current SIS system. The ability to meet all CSIS upload requirements is essential. Please reference [www.cde.ca.gov/ds/dc/es](http://www.cde.ca.gov/ds/dc/es) for more information.**

19. Wouldn't you just use holed punched paper to print Ability to produce automatically hole-punched report cards and progress reports for filing in binders?

**The question relates to the ability of your software to utilize the advanced features of multi-function copier/printers.**

20. When you ask for a CD in various places throughout the SIS do you mean for archive purposes? Must it be in pdf format or is it a back up?

**Yes. Must be in pdf format.**

21. When you say ability to print on SCUSD (printer is not on network) what does this have to do with an SIS? Wouldn't you just select the printer if you have rights to it? Please clarify.

**Not all software can utilize any printer. Some software must utilize printing devices configured only for specific functions of that software and only certain printers. We are asking if your software has the ability to be directed to printers or multi-function devices on our network.**

22. Can you please provide a sample of "Please attach copies of preprinted forms and scan sheets currently used by the vendor's SIS." As referenced in the attachment 7.

**We are looking for vendors to provide their sample documents.**

23. For training and hardware estimation purposes, what is the staff count of SIS users? How many are teachers and how many are administrative users?

**Approximately 2,300 Teachers and 125 Administrators.**

24. How many years of data conversion is SCUSD desiring with the new SIS?

**Please provide pricing for five (5), ten (10), fifteen (15), and twenty (20) years of conversion.**

25. Page 4 of the RFP states that SCUSD desires to go live with the new Student Information System February 2014; does the district desire to do a full go-live, district-wide or a scheduling start for the 14/15 school year?

**At a minimum, the District desires to be able to go live with a new system for all scheduling and mandatory reporting by the 2014/15 school year. We welcome recommendations for a proven and successful implementation calendar.**

26. How many standards-based report cards (different grade levels, languages) does the district use or expect to use?

**Standards based report cards are used for grades K-6 only. Grades 7-12 use a traditional letter grade system. Languages are Spanish, Hmong, Chinese and Russian.**

27. Is SCUSD looking for the special education module to be part of the base system or offered optionally?

**Optional**

28. The RFP price form indicates that vendors should price and include source code. Please clarify if the district is interested in source code license or source code escrow.

**Please provide price for both.**

29. Does SCUSD wish to have the cost of SIF included in the proposal?

**Yes, please show as an alternate cost item.**

30. Edupoint would like to learn more about the implementation schedule in relation to the desired go-live date. What is the intended award date and the intended project start date?

**Intended award date is July 18, 2013; intended project start date is August 1, 2013.**

31. You've provided a specific layout for the response. What I do not see is where you would like to see the required forms with signatures (specifically page 14 & 15 of the RFP) in this structure. Can you please let me know where we should place these?

**Please include in Section One with Transmittal Letter.**

32. Section 9 has the potential to be hundreds of pages. It might be more prudent to provide samples of the different types of reports and if desired include a fuller sampling in digital format only. Is this something you would consider?

**Agreed. Please provide samples of different types of reports and include a fuller sampling in digital format only.**

33. Do you want the 7 electronic copies on 7 separate thumb drives?

**Yes**

34. I have a question about the list of reports on Attachment 7, would SCUSD like a copy of ALL of these reports or just specify which ones we do provide?

**Please provide samples of different types of reports and include a fuller sampling in digital format only.**

35. RFP – Student Information System PD

Page 7, 8 - Software Deliverables

Please provide list of “agreed-upon SCUSD requirements” if more than list of State and Federal items identified in Attachment #7.

**Our requirements will be determined upon negotiation of the deliverables when a vendor is selected and the implementation process is explored.**

36. Page 7 – Can they provide a detailed list of the in-bound and out-bound interfaces required?

**We do not have a documented list currently. We are looking for standard SIS interactivity with other district databases and systems, like Escape Finance, Nutrition Services, HR Systems, etc.**

37. Page 8 – Can they clarify desired scope of integration services?

**The scope of integration services is listed on pages 7 and 8 of the RFP. Essentially, we are seeking a vendor that can transition us from our old/current SIS to a new one, lay out the project planning successfully, convert all data, plan out how users are trained, and automatically tie into our other databases (in-bound and out-bound).**

Is there a specific format required for the Standards based report card?

**Needs to be aligned to the Common Core including the mathematical practices and the Achievement Level Descriptors of the Smarter Balanced Assessments. Should be able to be customized for District level standards.**

What grade levels will be using the Standards based report card?

**Standards based report cards are used for grades K-6 only. Grades 7-12 use a traditional letter grade system.**

38. Attachment #1

a. General tab, item #73: Please provide SIS Reports Manual as link appears to be broken.

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b. General tab: Several items are no longer reported to the state or are reported via CALPADS, not CBEDS or CSIS such as the examples below. Is it acceptable for our response to indicate how the data is collected and reported via CALPADS, for example? Note that we do still report CBEDS ORA (SIF and CDIF) and CSIS ELC and ART, but all other CBEDS and CSIS data is reported via CALPADS, if reported at all.

- i. #116: ASAM is no longer reported
- ii. #167: Most CBEDS data is now reported via CALPADS
- iii. #169: R30 data is now reported via CALPADS
- iv. #416 – 422: Staff PAIF data is now reported via CALPADS

**It is acceptable for a vendor to demonstrate how their product is compliant for all current State and Federal reporting as it is presently required. Demonstrating that a vendor can quickly adapt to new reporting requirements and that they are fluent in the changing requirements of Federal and State reporting requirements, is the desire of the District.**

39. Attachment #7

a. Similar to #2b above, several documents listed in the first section are either no longer reported or now reported via CALPADS. In these instances, is it acceptable to identify the comparable reports that we do provide?

**It is acceptable for a vendor to demonstrate how their product is compliant for all current State and Federal reporting as it is presently required.**

- b. The second section references collections to be submitted via CSIS. Most of these reports fall into one of the following categories:
  - i. We provide the report in our software – no questions here.
  - ii. Many of these reports are available to districts once the appropriate data has been submitted via CALPADS. Since these reports are available for each district via the state site, we do not provide them specifically in our software. Data for all such reports listed is collected and maintained within our software.
  - iii. Some are reported via a district's 3<sup>rd</sup> party product such as a Lunch application and therefore not via our software. In some cases, the data is imported into our software since it is reported via CALPADS. However, much of the data is not required for CALPADS reporting and therefore districts choose not to import this data into our SIS. A district can choose to import this data and make it available for ad hoc reporting.
  - iv. Some are reported to a County Office of Education which we do not include with our state or federal reporting offering. The data is or may be collected and maintained and available for reporting.
  - v. Are these acceptable responses for these scenarios?

**These are acceptable, so long as the required data is housed in the product, or can be imported into, and then exported out of, for delivery.**