

PUBLISH 21 and 24 NOVEMBER 2008

NOTICE TO BIDDERS

The Grand Prairie Independent School District will receive sealed documents for qualifications until:

10:00 AM – DECEMBER 10, 2008

at which time all responses will be publicly opened

FOR:

STUDENT INFORMATION SYSTEM

The school district reserves the right to reject any and/or all bids and to waive all formalities and irregularities in bidding.

BID ENVELOPE MUST BE ADDRESSED TO:

Grand Prairie ISD
Purchasing Department
2602 South Belt Line Road
Grand Prairie, TX 75052

and

PLAINLY MARKED:

CSP: 09-14

Bids may be submitted on any/or all items, unless stated otherwise.

Any bid received later than the specified time, whether delivered in person or mailed, shall be disqualified and will remain unopened. Failure to respond to this invitation will remove your name from the bid list. If you cannot bid at this time and desire to remain on the bid list, please submit a **NO BID** on the bid form and return.

GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT

PROCEDURES FOR SEALED BID OR PROPOSALS

1.0.0 GENERAL CONDITIONS

1.1.0 APPLICABILITY - These conditions are applicable and form a part of the contract documents in each equipment and/or service contract, and a part of the terms of each purchase order for items of equipment and/or service included in the specifications and bid forms issued herewith.

1.2.0 WITHDRAWAL OF BIDS - Any bid or proposal may be withdrawn by the contractor prior to the scheduled time for opening. Any request by a bidder to withdraw a bid must be in person or in writing and submitted to the Director of Purchasing prior to the scheduled time for opening bids. Any bid that is received after the time specified shall not be considered and may be returned unopened to the bidder.

1.3.0 BIDS SHALL BE SUBMITTED ON THESE FORMS - Deviations to the General Conditions and/or Specifications shall be conspicuously noted in writing by the bidder and shall be included in the bid.

1.4.0 CONTRACTORS WHO DO NOT BID are requested to notify the Grand Prairie Independent School District (GPISD) Purchasing Department in writing if they wish to receive future bids. Failure to do so will result in their being deleted from our contractor list.

1.5.0 GPISD reserves the right to waive any or all bid irregularities, formalities, or other technicalities, to be the sole and independent judge of quality and suitability of any products offered, and may accept or reject any bid in its entirety, or may reject any part of any bid without affecting the remainder of that bid, and may award the individual items on this bid in any combination or in any way to best serve the interests of GPISD as it perceived those interests to be in its sole discretion.

1.6.0 GPISD will enter into contractual relationships only with those contractors who have, through word and action, affirmed that they comply with all applicable existing laws or executive orders to insure equal employment opportunities, without regard to race, creed, color, sex, or national origin. Minority contractors are encouraged to compete in providing goods and services to the District. GPISD does not operate under a set-aside program.

2.0.0 SPECIFICATIONS may be those developed by the Using Department or by the Manufacturer to represent items of regularly manufactured equipment.

2.1.0 DISTRICT SPECIFICATIONS have been developed by the Using Department to show minimal standards as to the usage, materials, and contents based on their needs.

3.0.0 EVALUATION OF BIDS/PROPOSALS, in accordance with Article 2368a.3, Section 5, Reviews of bids/proposals are subject to the evaluation of the user department and subsequent recommendation.

3.1.0 PREFERENTIAL REQUIREMENT - GPISD, as a governmental agency of the State of Texas, may not award a contract for general construction, improvements, services or public works projects a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Article 601g V.T.C.S.).

3.2.0 IDENTICAL BIDS - In cases where bidding is required for proposed contracts, and more than one bidder submitted the lowest and best bids (identical bids), the bidder who is a resident of the District shall be selected by the governing body. If two or more bidders submitting the lowest and best bids are residents of the District, one of the resident bidders shall be selected by the casting of lots.

3.3.0 AWARD of BID; BID SUMMARY: The GPISD reserves the right to award a separate contract to more than one contractor for each item/group/service or to award on contract for the entire bid. All contractors will receive a statement of bid award. Contractors desiring a copy of the bid summary may request such by enclosing a self-addressed stamped envelope to the Purchasing Office.

4.0.0 CONTRACTS

4.1.0 CONTRACTS FOR PURCHASE will be put into effect by means of a purchase order(s) executed by the Purchasing Department or the User Department after awards have been made.

4.2.0 ALL CONTRACTS AND AGREEMENTS between bidders and the GPISD shall strictly adhere to the statutes as set forth in the Uniform Commercial Code as last amended in 1977 by the American Law Institute in the National Conference of Commissioners on uniform state laws.

4.3.0 The District's obligation is payable only and solely from the funds available for the purpose of this purchase. Lack of funds shall render this contract null and void to the extent funds are not available and any delivered but unpaid for the Buyer will return goods to the Seller. Do not include Federal Excise, State or City Sales Tax. Entity shall furnish exemption certificate.

5.0.0 DISCLOSURES

5.1.0 Non-Collusion

5.2.0 Felony Conviction

5.3.0 Conflict of Interest. A list of board members is available at

http://www.gpisd.org/departments/business/purchasing/bids_proposals.htm

6.0.0 CONDUCT WHILE ON DISTRICT PREMISES - All personnel that conduct work of any nature on District premises, including but not limited to successful contractor(s), sub-contractors, service technicians, etc. will be required to comply with the same standards applicable to the employees of the GPISD as referenced in the Auxiliary Services Handbook.

<http://www.gpisd.org/departments/business/maintenance/documents/08-09AuxEmployeesHandbook.pdf>

7.0.0 STATEMENT OF QUALIFICATIONS, shown in specifications below.

8.0.0 SECURITY – Not Required with this request

9.0.0 INSURANCE shall be provided by the successful offerer, in a company or companies licensed to do business in the State of Texas. Such insurance as will protect the Contractor and the District from claims set forth below, which may arise out of, or result from, the operations under the contract. The Contractor shall be a subscriber to the Texas Workers' Compensation Act for Workers' Compensation Insurance. The contractor shall file with the Director of Purchasing, before work is begun, certificates of such insurance which shall be subject to approval by the District as to the company providing insurance and the manner and adequacy of insurance protection.

9.1.0 Such policies of insurance shall be written by companies authorized by the Texas Department of Insurance to conduct business in the state and shall be satisfactory to the District. Contractor shall not commence work under this Agreement until satisfactory evidence of such insurance has been delivered to, and approved by the District.

9.2.0 Self-Insurance: A contractor who self-insures for workers compensation must possess a Certificate of Authority to Self-insure issued by the Texas Workers Compensation Commission as a subscriber to the Workers' Compensation Act. By signing below, the bidder/prospective Contractor certifies that it possesses such certificate, and shall furnish a copy of the Certificate of Self Insurance with Bid Invitation.

9.3.0 The Certificate of Insurance must be presented prior to start of service. The policy must reflect Grand Prairie I.S.D. as "additional insured" or "co-insured". The amount of deductibles and self-insurance retention must be shown on Certificate of Insurance.

The District requires ten (10) days WRITTEN NOTICE prior to cancellation of ANY INSURANCE.

10.0.1 PRESENTATION OF BIDS: All bids/proposals must be received at the Purchasing Office in a sealed document. No oral, telegraphic, telephonic, or facsimile bids will be accepted.

10.0.2 INTERLOCAL AGREEMENT CLAUSE

The Grand Prairie ISD participates in the Educational Purchasing Cooperative of North Texas (EPCNT) There are several governmental entities which utilize this organization for potential purchases. A complete list may be viewed at

http://www.epcnt.com/Current_members.htm

Governmental entities utilizing Internal Governmental contracts with the EPCNT will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by governmental entity other than Grand Prairie ISD will be billed directly to that governmental entity and paid by that governmental entity. Grand Prairie ISD will not be responsible for another governmental entity's debts. Each governmental entity will order material/service as needed and issue the appropriate purchasing documents/contracts.

MUST RETURN THIS PAGE

OFFERER'S CERTIFICATE

FIRM'S NAME

ADDRESS

CITY & STATE

ZIP CODE

EMAIL

TELEPHONE

FAX

AUTHORIZED SIGNATURE

DATE

POSITION WITH COMPANY

INTERLOCAL AGREEMENT

Should the governmental, referenced above, elect to participate in this contract, would you, (the contractor) agree that all terms, conditions, specifications, and pricing would apply? Yes No

**REQUEST FOR PROPOSAL 09-14
Student Information System**

SCOPE OF WORK

The Grand Prairie Independent School District is requesting competitive sealed proposals (CSP) for a Student Information System (SIS). This proposal should include the software, maintenance, support, data conversion, project management, training and implementation, including all costs related to the implementation of a complete turnkey SMS.

The Grand Prairie Independent School District is composed of part of the City of Grand Prairie, Texas Grand Prairie ISD has two high schools, two ninth grade centers, seven (7) middle schools, twenty-five (25) elementary schools, one special campus for high school students, an Alternative Education Placement Center, and four (4) other facilities for a total of 42 facilities.

Summary Information

The SIS must include the following core function software application modules:

- Census/Demographics
- Attendance
- Grading
- Health Information
- Discipline
- Special Education
- Teacher Access
- Family Access

Accompanying this proposal request is a disk containing the proposal request in MS Word 2000 format.

Any deviation in the functionality or the terms under which you are willing or able to provide a proposed System from those indicated by this request must be noted. If the requirement cannot be met by your base system, but rather by the report writer or other software adjunct to your system, this must also be explained. If the requirement can only be met by a future release of the system, you must specify the expected release date. If the requirement would need custom programming, please indicate that as well.

You are to submit your response and one copy on disk in MS Word 7.0 or Word 2000 format.

For any additional information or clarification of this request for proposal contact:

Lyle Dubus, Executive Director of Instructional Delivery – lyle.dubus@gpisd.org

Closing Date and Delivery of Proposals

The offeror has the sole responsibility to have the proposal delivered to the specified location by the deadline for proposal submission. All expenses for submitting an offer in response to this RFP shall be borne by the offeror. All proposals may be submitted in a sealed package(s) with the following information clearly marked on the front of the package:

"RFP 09-14 – Student Information System"
and addressed to:

GRAND PRAIRIE ISD – Purchasing Office
2602 S. Beltline Road
Grand Prairie, TX 75052

PROPOSAL DEADLINE: 10 December 2008 10:00 A.M. CST. All responses will be time/date stamped when received. Late proposals will not be considered. Offers submitted after the proposal submission deadline will be returned to the offeror unopened providing that the mandatory proposal identification information is shown on the outside of the proposal envelope. Offerors mailing proposals should allow sufficient mail delivery time to insure timely receipt by the Purchasing Department. Proposals arriving after the closing date and time will not be considered. Submitting individual or organization will be contacted to arrange for either return (unopened, at submitter's expense) or disposal.

Evaluation Committee

The evaluation committee will be responsible for the evaluation of all proposals received as a result of this RFP and for recommending any subsequent awards.

Rejection of Proposals

The District reserves the right, at its sole discretion, to reject any and all proposals that it receives as a result of this RFP. The District also reserves the right to waive informalities and minor irregularities in those proposals received, and retains the right to negotiate separately with any source whatsoever, in any manner necessary, to serve the best interests of the District. The District will, at its discretion, award the contract to the responsible vendor(s) submitting the best proposal that complies with the RFP.

Liability and Reserved Rights

The District is not liable for any costs incurred by the vendor prior to the issuance of any agreements, contracts, or purchase orders, and will not pay for information solicited or obtained in response to this RFP. The information obtained will be utilized solely to determine the suitability of the products or services offered. Subsequent procurement, if any, will be in accordance with appropriate rules and regulations.

This RFP does not commit the District to pay any cost incurred in the preparation or submission of any proposal or to procure or contract for any services. The District reserves the right to amend this RFP by an addendum issued up to five business days prior to the date set for receipt of proposals. Addenda or amendments will be mailed or faxed to all vendors who have procured copies of the RFP. If revisions are of such a magnitude to warrant, in the District's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

References

Include not less than three references for the proposed software solution. Referenced clients must be able to attest without reservation that the proposed software is currently in operation operating at the referenced location for a minimum of one year (12 full months for all modules) equal to, or better than as proposed to the client. References must be from a similar size and scope of operation as the District

Preferred Solution and Method of Selection

For ease of acquisition, implementation and use, proposals from a single source offering a fully integrated solution are preferred. However, proposals for partial solutions will be fully considered provided the offered solution meets our requirements.

Proposal should include:

- A single, integrated software application for all modules from a single, proprietary source.
- Software license, installation, implementation, training, warranty and annual software support
- The proposer submitting the proposal to the District will act as the prime contractor and be responsible for providing a turnkey system, including:
 - Implementation
 - Training
 - Warranty and support for an integrated module system
- The software integration firm will propose an integrated solution for all modules including products from more than one software firm and will act as the prime contractor.

Mandatory Requirements

The proposed application(s) must meet the following minimum criteria:

Server resident application(s)

- Minimum of 5 districts utilizing the application in state for 12 full months
- 4th Generation Relational Database
- Integrated security
- E-Mail integration
- Integrated Report Writer or Integrated 3rd party report writer

Client

- Windows 95/98/NT/2000 XP OS
- Print to any available Windows 95/98/NT/2000 XP Printer

Preparation Cost Of Proposal

The District will not reimburse any proposer for any costs associated with the preparation and submittal of any proposal or for any travel and per diem costs that are incurred by any proposer.

Oral Presentations and On-Site Demonstration

Offerors who submit proposals may be required to make individual presentations and an on-site demonstration of the proposed software to the District's evaluation committee as part of the evaluation process. If so notified by the Purchasing Agent, the offeror must provide a presentation and demonstration within three calendar weeks of notification, or as may be arranged by the Purchasing Agent. On-site demonstrations should allow sufficient time for all modules to be fully explained and all questions reviewed.

Final Ranking and Selection

After considering both the technical and financial factors set forth in this RFP, the committee will make recommendations for the award of the contract to the responsive and responsible offeror whose proposal is determined to be the most advantageous to the District and will be based on the Texas Educational Code 44.031 (b). Selection criteria will be as follows:

- A. Extent to which the proposal meets functional and technical specifications with modifications and implementations – 25%
- B. Total cost over three (3) years – 50%
- C. Reputation of firm's goods and services as a proven provider/references – 20%
- D. Extent vendor meets compliance with Texas State law and regulations regarding student management systems – 5%.

After selection but prior to contract award, the committee (District) reserves the right to negotiate any aspect of the proposal or proposed contract to ensure the final agreement is in the best interest of the district. Subject to successful negotiations and approval of the Board of Education, a contract or purchase order will be issued to the selected offeror.

Response Layout:

- 1) Cover Letter
- 2) Executive Summary – Describe the scope of the Products and Services being proposed to meet the requirements of this RFP.
- 3) Company Background
- 4) Product Overviews – Summarize the proposed products clearly indicating the features and benefits these products will provide District.
- 5) Systems Architecture – Provide hardware recommendation on Servers and workstation requirements need to sustain the proposed products.
- 6) Implementation Plan – Provide sample implementation plan.
- 7) Training – Provide training methodologies and sample training agenda.
- 8) Support – Describe the annual software support program. On the proposal response, include the annual cost. Annual increases are to be expressed as a percent increase to the previous year's cost and must be consistent with increases to other districts within the state using the same products.
 - User Group Meetings – Advise if your company sponsors a user's group. List locations of the User Group meeting and how often the meetings are held.
- 9) Cost Proposal – Provide Detailed Cost Proposal.
- 10) Functional Specifications
- 11) Third-Party Products/Optional Software - Describe any/all third-party products that are either part of the proposed solution, required to make the software fully operational, or would otherwise enhance operation of the proposed software.
- 12) References – Provide a minimum of 3 References.
- 13) Contracts and Terms and Conditions – Provide relevant contractual documents.
- 14) Any additional information relevant to the RFP.
- 15) Required submittals
 - a. Non-Collusion Statement
 - b. Felony Conviction Notification
 - c. Conflict of Interest
 - d. Insurance Certificate

INSURANCE: Copies of the successful contractor’s liability insurance and workman’s compensation certificates will be required. This certificate does not amend, extend or alter the coverage afforded by the policies below.

Insurance Requirements:

Limits:

| | | |
|--|--|--|
| <p>A. General Liability</p> <p>Commercial General Liability Claims Made Occur. Owner’s Contractor’s Prot.</p> | <p>General Aggregate</p> <p>Products - Comp/or Agg</p> <p>Personal & Adv. Injury</p> <p>Each Occurrence</p> <p>Fire Damage (Any one fire)</p> <p>Med. Expense (Any one person)</p> | <p>\$1,000,000</p> <p>\$1,000,000</p> <p>\$1,000,000</p> <p>\$1,000,000</p> <p>\$ 50,000</p> <p>\$ 5,000</p> |
| <p>B. Automobile liability</p> <p>Any Auto</p> <p>All Owned Autos</p> <p>Scheduled Autos</p> <p>Hired Autos</p> <p>Non-Owned Autos</p> <p>Garage Liability</p> | <p>Combined Single Limit</p> <p>Bodily Injury (per person)</p> <p>Bodily Injury (per accident)</p> <p>Property Damage</p> | <p>\$1,000,000</p> |
| <p>C. Umbrella form - Excess liability</p> <p>State the limits that your company carries. _____.</p> | | |
| <p>D. Worker’s Compensation and Employer’s Liability</p> | <p>Statutory</p> <p>Each Accident</p> <p>Disease-Policy Limit</p> <p>Disease-Each employee</p> | <p>\$500,000</p> <p>\$500,000</p> <p>\$500,000</p> |

The insurance requirements, as listed above also apply to any sub-contractor(s) in the event that any work is sublet. The contractor is responsible to insure that the sub-contractor(s) meets the minimum insurance requirement limits as by law.

1. Should any of the above describe policies be canceled before the expiration date, the issuing company will mail thirty (30) days written notice to the certificate holder, Grand Prairie I.S.D.
2. The Contractor shall agree to waive all right of subrogation against the District, its officials, employees and volunteers for losses arising from work performed by contractor for the District.
3. The contractor shall hold the District harmless from and indemnify it against all liability, including attorney’s fees, which may arise from and accrue directly from the performance of the work or any obligation of Contractor or failure of Contractor to perform any work or obligation provided for in this Agreement.
4. The select vendor will be required to supply an insurance certificate naming Grand Prairie Independent School District as an additional insured.

You are required to submit a certificate of insurance for the above insurance requirements with your response.

Communications: All questions received and the corresponding answers will be distributed to all bidders. **No verbal responses will be provided.** The deadline for questions about this proposal will be 1:00 P.M. Wednesday, 03 December 2008. Question should be submitted to lyle.dubus@gpisd.org The District will not respond to questions after this time and date. Although every effort has been made to provide accurate and up-to-date information, companies supplying quotations should email all questions. Response to questions will be posted in the form of an addendum to this CSP on the GPISD Purchasing website <http://www.GPISD.net/purchasing/bidspecs.htm> by 4:00 PM Friday, 05 December 2008. **The vendors will be responsible for checking the website for any posted addenda.**

PROPOSAL SOFTWARE DETAIL FORM

The Vendor should list, in detail, the software being offered to the District. All individual modules should be listed separately, under the appropriate heading. The version(s) specified below should be the one(s) used to respond to the Specifications section of this CSP. The District is only interested in software that is currently operational in a Texas Public school. If the Vendor is proposing a software package or version that is not currently operational in a Texas Public school, this should be clearly noted in the Proposal Summary and the Deviation/Exception forms. The Vendor should clearly illustrate why they are offering a software version that is not fully operational in a Texas Public school.

SECTION 1 – Student Information System

| Software Type | Name of Software | Version of Software | Date Version Released for Use by Texas Schools |
|----------------------------|-------------------------|----------------------------|---|
| Student Information System | | | |

Please indicate how you plan to integrate with the following Third Party Softwares.

| Third Party Application Currently Used in GPISD | Vendor | Version | Integration Type: B-Batch, R-Real Time |
|--|------------------|---------------------------|---|
| <i>Phone Messenger System:</i> Reliant Communications | School Messenger | 5.2 | |
| <i>Transportation and District Boundary Planning:</i> Transfinder | Transfinder | 7.8.61 | |
| <i>Child Nutrition:</i> WebSmartinSnap | SL-Tech | 2.61.1032 | |
| <i>Directory Services:</i> eDirectory | Novell | 8.8.3.9 Service Pack 2 | |
| <i>Special Education:</i> Encore | Spectrum | 6.8.7.36 | |

Vendor Qualification Profile

Company Name: _____

Local Address: _____

Headquarters address: _____

Telephone Numbers; Main: _____

To place orders: _____

To check on orders: _____

FAX: _____

If there is no toll free number, does the company accept collect calls? _____

Company Website Address: _____

Contacts:

Corporate contact for this proposal:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Contact Title: _____

Local contact for this proposal:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Contact Title: _____

Number of years company has been in business under this name: _____

Other company names used with dates, from/to: _____

How many years has the office, which will serve the District, been operational? _____

How many employees/consultants does the company have?

Total number of employees _____

Consultants/Support Staff in Texas _____

Consultants/Support Staff in education division _____

Consultants/Support Staff in the office serving our District _____

Vendor Qualification Profile (continued)

Company Name: _____

Company Operations/Services

What are the hours of operation for your customer support help desk (CST)? _____

If a GPISD staff member called the help desk, would it be answered by someone located in Texas? _____

How many support staff are available to assist users with problems? _____

How many Staff are assigned to the Help Desk? _____

How many Staff are available for on-site consulting? _____

If the Vendor guarantees a return response on all help desk calls placed by the District, what is the return phone call turn around guarantee time? _____

If the Vendor offers extended phone support during certain times of the year, indicate when the extended phone support is offered and if there is an additional cost for the support. _____

Executive Summary – Include a brief narrative, which summarizes your proposed administrative software package. Clearly identify how your software solution meets the vision and goals of our District.

Please provide any additional information pertaining to your company that would be important to the Grand Prairie ISD administrative system software evaluation process:

COMPANY NAME: _____

General

Student Management System Functionality Specifications

| | Question | Yes | No | Modification | Notes |
|----|--|-----|----|--------------|-------|
| 1 | The District is looking for a solution and a vendor who has successfully developed, implemented, and installed Student Information Systems in districts of a comparable size. | | | | |
| 2 | The District is looking to partner with a vendor that can provide a Commercial-off-the-shelf (COTS) system that supports a true centralized database for both student and financial management systems. | | | | |
| 3 | To ensure clarity of responsibility, it is required that the proposed software and services be provided through a single point of contact of the vendor. | | | | |
| 4 | The system must support access to data structure (table, index, field) via external query tools or user definable exports | | | | |
| 5 | The system must be supported on a standard NOS based on a standard Database Engine that is sized appropriately. | | | | |
| 6 | The system must employ a district wide approach so that all data across the District is stored in a centralized database system with real time update for all online transactions. The District desires to avoid school based databases and all batch data transfers of information. | | | | |
| 7 | There must be no requirements for the database server hardware to be located at a school site or for specific servers dedicated to a school or set of schools at a central site. All hardware should support a district wide implementation. | | | | |
| 8 | There must be no requirements for all modules or features to be used (implemented) by all school buildings in the District. | | | | |
| 9 | The system must support both Client and Web-based (HTML) access options for district maintained database server. | | | | |
| 10 | The system must provide for specific user interfaces and access levels for different types of users, i.e., standard users, teachers, RNs, special ed, etc. Being able to save templates for creating users and groups would be a significant benefit. | | | | |
| 11 | The district should be able to create different user interfaces for different end users or end user groups. | | | | |
| 12 | The system should support the use of pop-up calendars for date selections. | | | | |
| 13 | The system should not require the use of unique plug-ins for browsers. | | | | |
| 14 | The system should support online help screens for users. | | | | |

COMPANY NAME: _____

General

| | Question | Yes | No | Modification | Notes |
|----|---|-----|----|--------------|-------|
| 15 | The application software must have specialized access that maintains security specifically to functions that may be performed by the specific user, by function, by building or by student. | | | | |
| 16 | The application must be able to allow full school control of parameters for overall operation such as attendance, scheduling and grading. Schools should not have to share processing rules. | | | | |
| 17 | The application must include open database connectivity to allow for interface access between database systems and different front-end tools. | | | | |
| 18 | The system should be SIF compliant. | | | | |
| 19 | The application provides the user managed capability to export to other systems in a variety of formats such as: ODBC, MS Backoffice, standard ASCII, etc. | | | | |
| 20 | The application should have a report generator that uses a graphical interface employing such functions as point and click, drag and drop, graphical displays, etc. SQL entry alone is not an acceptable query method. | | | | |
| 21 | The application must allow the user to customize standard reports with different selections, includes/excludes, and sort sequences. | | | | |
| 22 | The application must allow users to save standard report definitions and reprocess those requests for future reporting. | | | | |
| 23 | The application must allow users to route reports to network based printers or to centralized printers. | | | | |
| 24 | A user must be able to lock defined report parameters so that it may not be changed by other users. | | | | |
| 25 | The application must include both login and access security systems. At a minimum, type of access levels must include: a) No access of any data within an application; b) inquiry of some of the data within an application; c) inquiry of all data within an application; d) updating or inquiry only. | | | | |
| 26 | The application must allow the teacher to access only his or her own student data information from the classroom. This includes grade and attendance data. | | | | |

COMPANY NAME: _____

General

| | Question | Yes | No | Modification | Notes |
|----|--|-----|----|--------------|-------|
| 27 | The application must provide the ability for the user and or district to define additional data field for data tracking and reporting. Please indicate the number of additional fields able to be user defined for each system file. Field formats should include pop-ups, check boxes, value lists, etc. | | | | |
| 28 | The application must not require the user to redefine user defined data elements when new releases are installed which have been distributed by the vendor. | | | | |
| 29 | The user defined data elements must be available to the interactive user query and reporting system described above. | | | | |
| 30 | The application provides for extensive documentation identifying end-user step-by-step procedures for completing tasks and activities as well as technical documentation. | | | | |
| 31 | The system should provide for basic image enabling capabilities in its base design. Users must be able to attach image files stored at the network level to online data records in an interactive manner to create electronic folders. Images should be accessible in a point and click manner. For example scanned images will be attachable to a student or staff record, to a discipline event, to a special education assessment, etc. Multiple image types should be supported. | | | | |
| 32 | The image enabling system must also be able to integrate other network objects such as word processing files, spreadsheets, web or email sites, etc. in the same manner as images. | | | | |
| 33 | The application can support integration and/or synching with PDA devices in the event that the District decides to acquire different hardware in the future. | | | | |
| 34 | The applications should be easy to use and administer by the end users. Functions such as assigning new users or modifying and printing reports should be handled by the building administrators thus freeing District technical support staff for other duties. | | | | |
| 35 | The system must allow for unlimited online notes to be attached to data records and maintain the user adding the note and the date the note was added. | | | | |
| 36 | The system must track changes to information by users and report interactively the date and individual making the change on the online screens accessible by the system administrator. | | | | |

COMPANY NAME: _____

General

| | Question | Yes | No | Modification | Notes |
|----|---|-----|----|--------------|-------|
| 37 | The application must allow for real-time registration of students at either the school-level or district-level. | | | | |
| 38 | All modules within an application program must provide a common look and feel in command structure, navigation, functionality, etc. | | | | |
| 39 | The system must accurately handle attempts by two or more users to update the same record at the same time, but must not restrict any number of users to access the same record concurrently. | | | | |
| 40 | Error messages are easily comprehensible by the user and are displayed in an online manner. | | | | |
| 41 | The system has the capability for displaying digitized pictures for attendance purposes as well as for general student verification. | | | | |
| 42 | The system has the capability for easily transferring picture files from school to school. | | | | |
| 43 | The system provides the capability to print table definitions. | | | | |
| 44 | Reports must be able to be printed to a backup file and then maintained by the system for a user-determined period of time. | | | | |
| 45 | Provide for a report menu to allow users to select online from available reports. | | | | |

COMPANY NAME: _____

Census&Demographics

Student Management System Functionality Specifications

| | Question | Yes | No | Modification | Notes |
|----|--|-----|----|--------------|-------|
| 1 | The school-level application must simultaneously support elementary, middle and secondary schools. | | | | |
| 2 | The system must provide for the functionality of a centralized district-wide database that is updated on a real time basis and allow each school site based and individual control over policies and defaults for areas such as grading, attendance, and scheduling. | | | | |
| 3 | The system must allow for the attributes of a school to be defined, maintained, and printed such as address, phone, Internet address, principal's name, etc. | | | | |
| 4 | The system must allow for a district wide calendar to be established and allow each school to modify the calendar for that individual school. | | | | |
| 5 | The school calendars must automatically interface to the attendance module so that students not scheduled to be in school or in a class are so noted. | | | | |
| 6 | The system must allow enrollment functions (enrollments, withdrawals, and transfers) to be performed in an online, interactive manner at the district and school with automatic update of all data simultaneously. | | | | |
| 7 | The system must allow for a student to be enrolled in multiple schools simultaneously. | | | | |
| 8 | The system must track students that are in the district boundaries but are being schooled elsewhere such as home schooling or attending private schools. | | | | |
| 9 | The system must track all enrollments at District schools, other districts and elsewhere enrollments on a historical basis. | | | | |
| 10 | The system must allow for user-definable enrollment and withdrawal codes. | | | | |
| 11 | The system allows for all enrollment and withdrawal dates to be tracked and reported by student. | | | | |
| 12 | The system allows the user to track, maintain, and print all enrollment and withdrawal history. | | | | |
| 13 | The system provides for unique student ID's and prohibits duplication with another student's ID number | | | | |
| 14 | The system must allow for entry of a grade level for each student. | | | | |
| 15 | The system must allow for identification a student's ethnic origin. | | | | |
| 16 | The system must track the primary language of the student. | | | | |
| 17 | The system allows for tracking of and reporting of sibling information. | | | | |

COMPANY NAME: _____

Census&Demographics

| | Question | Yes | No | Modification | Notes |
|----|---|-----|----|--------------|-------|
| 18 | The system allows the user to search for all siblings or family members within a school by entering a last name or family member. | | | | |
| 19 | The system allows the user to search for a family or family member through the entry or an address or street name. | | | | |
| 20 | The system allows the user to search for a family or family member through the entry of a first name only. | | | | |
| 21 | The system allows the user to send one mailing home to parents based on family linking of siblings within a school. | | | | |
| 22 | The system tracks which family members have legal responsibility for the student. | | | | |
| 23 | The system must be able to track and manage which family members have and/or are restricted from Internet access to the student's information. | | | | |
| 24 | The system will allow a single student to be a member of an unlimited number of families and tracks which family that the student lives with. | | | | |
| 25 | The system has the ability to track the mailing address of the family even when it is different from the dwelling address that the family is located. | | | | |
| 26 | The system must track the email address of each family member. | | | | |
| 27 | The system must track the primary language of each family member. | | | | |
| 28 | The system must track at least three unique phone numbers for each family member. | | | | |
| 29 | The system allows the classroom teacher to access his or her own student data located on the teacher's classroom system or on the school system's database. | | | | |
| 30 | The system provides a process for automatically assigning, in mass, students to the next grade level at the end of the academic year. | | | | |
| 31 | The system must be able to allow for the entry of and management of students that are being held back and students that are skipping grade levels. | | | | |
| 32 | The system should allow for the entry of a specific school to which the student is to be promoted. This entry will override the normal school progression for that student. | | | | |
| 33 | The system must allow for a student to be assigned to a house or group of students that will be scheduled together in classes. | | | | |
| 34 | The system must track and report to only properly secured users the student status for free and reduced lunches. | | | | |
| 35 | The system must notify the user if the student is a special education student. | | | | |

COMPANY NAME: _____

Census&Demographics

| | Question | Yes | No | Modification | Notes |
|----|---|-----|----|--------------|-------|
| 36 | The system allows the user to add notes or written comments for each student in the general student record area. | | | | |
| 37 | The system allows for notes to be tracked by date entered, by user entering the note, and by key words. | | | | |
| 38 | The system allows for the tracking of a student's homeroom and homeroom teacher. | | | | |
| 39 | The system allows for the tracking of a student's counselor. | | | | |
| 40 | The system can record and track each student's school activities and associated dates. | | | | |
| 41 | The system will track and report limited English proficient students. | | | | |
| 42 | The system has the capability to track and report migrant students. | | | | |
| 43 | The system can track the students involved in various types of activities. The ability to feed these groups of students to the attendance system is required so that activity groups (such as the basketball team) may be marked for an excused absence as a group. | | | | |
| 44 | The system should provide for a standard inquiry that shows all groups to which a student belongs. | | | | |
| 45 | The system is able to track a generally unlimited number of student contacts that may be coded as emergency, medical or by other user defined contact types. Multiple phone numbers per contact must be tracked. | | | | |
| 46 | The system can track students with exclusions such as for those not allowing release or information or not to be released to specific parents or relatives. Each student screen or panel system wide must indicate that exclusions exist for a student. | | | | |
| 47 | The system includes the capability to define, display, and print a parent's cellular or pager phone number. | | | | |
| 48 | The system must track the relationship between the student and other family members such as father, mother, step-father, etc. | | | | |
| 49 | Reports should provide printing at the users printer location. | | | | |
| 50 | At a minimum standard census reports must include a family listing report and a dwelling listing report. | | | | |
| 51 | At a minimum standard student reports must include a student information, student audit and student roster report. | | | | |

COMPANY NAME: _____

Census&Demographics

| | Question | Yes | No | Modification | Notes |
|----|---|-----|----|--------------|-------|
| 52 | Provide for the ability to track student activities and awards including the start and end date of each activity and the date of each award. | | | | |
| 53 | Provide the ability to maintain a valid address file for each address located in the school district. Allow for users to select addresses from this file instead of typing addresses when enrolling students. | | | | |
| 54 | Allow for the tracking of home schools for each address in the school district. | | | | |
| 55 | Provide for the input and tracking of new addresses when a new address is used by a new student. | | | | |
| 56 | Maintain the ability for multiple families to live at the same address and report all families by address. | | | | |

COMPANY NAME: _____

Student Management System Functionality Specifications

| | Question | Yes | No | Modification | Notes |
|----|---|-----|----|--------------|-------|
| 1 | The system must allow the user to optionally record absences and tardies by period or by day. | | | | |
| 2 | The system allows the user to optionally record absences and tardies by class. If a student drops a class and adds a new class for the same period, attendance is reported only for that class in which the student is enrolled. | | | | |
| 3 | The system provides for specialized teacher access that allows a teacher to access attendance for only those classes taught by that teacher. | | | | |
| 4 | Teachers must be interactively notified when students are dropped or enrolled in their classes. | | | | |
| 5 | Teachers can not make a change to attendance other than for the current day. | | | | |
| 6 | Teachers must have access to student contact data such as parents phone numbers, addresses and email addresses, secondary family contact data and emergency contact data. | | | | |
| 7 | Administrators must have access to any student's attendance data across the District, WITHOUT the need to log into or out of each school individually. (ie- need to be able to search for a student at the District level if the specific school is not known.) | | | | |
| 8 | The system allows the user the ability to update attendance activity with a variety of user-defined absence/tardy reason codes. | | | | |
| 9 | Reason codes should basically be unlimited and defined in a user defined table by the District or by the school. | | | | |
| 10 | Each reason code should indicate if the absence is excused or unexcused for reporting purposes. | | | | |
| 11 | The system provides an easy to use interface that allows the teacher to input absences and tardies from a classroom workstation. | | | | |
| 12 | The teacher access system must be easy to use, train and support. Teacher training should be one hour or less. | | | | |
| 13 | The system must allow attendance, both absences and tardies, to be entered by mouse or keyboard on class or student screens, individually or by mass entry. | | | | |
| 14 | The system allows the teacher to access student attendance history for the specific class for which roll is being taken on an interactive basis for review. The history must include the reason codes for the absences. | | | | |

COMPANY NAME: _____

Attendance

| | Question | Yes | No | Modification | Notes |
|----|--|-----|----|--------------|-------|
| 15 | The system allows the teacher to access student attendance history for the entire school year on an interactive basis while attendance is being taken. | | | | |
| 16 | The system tracks each day or period in which attendance is taken and reports to administrators if any teacher has not taken attendance. | | | | |
| 17 | The system reports to the teacher during attendance each student that has a recorded pre-approved absence. | | | | |
| 18 | The system indicates to a teacher that a student has been marked as absent in a previous class. | | | | |
| 19 | The system provides access via a secure Web connection for a parent to view a student's attendance for the current day. For the previous day (days). | | | | |
| 20 | Attendance for a group, grade, homeroom, or teacher must be able to be entered in advance for any date in the school year. | | | | |
| 21 | The system allows the user to optionally record and store attendance in a student's homeroom class rather than period-by-period. | | | | |
| 22 | The system must allow for the reporting of students that have been absent a user defined number of times in any date range. | | | | |
| 23 | The system automatically tracks students with perfect attendance. | | | | |
| 24 | The system allows each school to define the rules for attendance marking and perfect attendance individually without regard for rules in other schools. | | | | |
| 25 | The system provides for tracking and reporting of total days absent for each student during the present school year. | | | | |
| 26 | The system provides for tracking and reporting of total number of tardies for each student within a given date range. | | | | |
| 27 | The system provides for storing and reporting of an unlimited number of years of attendance history, including days absent, present, and a tardy, for each student in the school-level database. | | | | |
| 28 | The system provides an interface of student's attendance data to an automatic telephone dialing system. | | | | |
| 29 | The system provides for an online and real time call list of all students that are absent or tardy on a user specified day. This list must provide for contact names and phone numbers and facilitate the calling process. | | | | |
| 30 | The system must provide an option to print the call report. | | | | |

COMPANY NAME: _____

Attendance

| | Question | Yes | No | Modification | Notes |
|----|--|-----|----|--------------|-------|
| 31 | The system has the capability to optionally include cumulative absences and tardies to be printed on the Daily Attendance Report. | | | | |
| 32 | The system should support multiple attendance calendars and be able to account for holidays, snow days, in-service days, and unlimited number of user-defined day types. | | | | |
| 33 | The system allows users to define multiple calendars for each school and assign calendars by either grade or student. | | | | |
| 34 | The system must maintain attendance for students that enter and withdraw multiple times within the same school year. | | | | |
| 35 | The system must allow for a student to simultaneously attend multiple schools (for specialized classes) and track the attendance at each school and for the district as a whole. (Without inflating overall attendance figures) | | | | |
| 36 | The system must provide an on-line display of student attendance based on day, period, and specified date range. | | | | |
| 37 | The system must allow for online attendance history inquiries that report attendance for a particular school, for the entire district or for a specific class. This inquiry capability must support multiple school years interactively. | | | | |
| 38 | The system allows the user to select filters that creates user-defined views of attendance data for a student. | | | | |
| 39 | The system must provide an on-line display of each class, listing student's attendance based on day and period over a specified date range. | | | | |
| 40 | The system must allow for the seamless and automatic transfer or retrieval of absences, tardies, and dismissals to the grade-reporting module. | | | | |
| 41 | The system supports both summary and detailed attendance reports based on date ranges, number of absences, excused and unexcused absences, reason codes, etc. | | | | |
| 42 | The system must automatically generate letters to parents based on the number of user defined absences or tardies that a student accumulates. | | | | |
| 43 | The system must track each time that a notification letter is generated and provide for online inquiry into this information. | | | | |
| 44 | The system must allow for user override of a letter to be mailed and track that the letter was not sent in the online history. | | | | |

COMPANY NAME: _____

Attendance

| | Question | Yes | No | Modification | Notes |
|----|--|-----|----|--------------|-------|
| 45 | A special optimized screen should be provided for school office user to note students leaving school or arriving during mid-day or to override errors. | | | | |
| 46 | All reports have to have the capability of being run at all levels of granularity, from District-wide to Grade-level, to School Building to Class. Report criteria must be user selectable and based on numerous variables and sort options, such as ethnicity, etc. | | | | |
| 47 | Reports for the attendance module should include at a minimum: | | | | |
| 48 | The system must create, on demand, all pertinent state reports with any district customization required. | | | | |

COMPANY NAME: _____

Student Management System Functionality Specifications

| | Question | Yes | No | Modification | Notes |
|----|---|-----|----|--------------|-------|
| 1 | The system provides for the printing of grade reports and progress reports at a school or at a central facility. | | | | |
| 2 | The system must provide for maintaining the date range that each teacher may enter or change grades, outside of which entry is only allowed by school or district staff. | | | | |
| 3 | The system must provide for any letter grades and/or number grades that may be a minimum of three characters in length. | | | | |
| 4 | The system must be able to support multiple user defined grading strategies simultaneously such as pass/fail, A-B-C, 1-5, etc. | | | | |
| 5 | The system must allow for the assignment of grading strategies by school, course house/team or department. | | | | |
| 6 | The system must allow for different grading strategies to be used in different school years. | | | | |
| 7 | The system must report attendance on the report cards and allow for user definition of the date ranges for attendance reporting for each grading period. | | | | |
| 8 | Each grade should have a user defined description in addition to the grade such as "90 to 100" for an A. | | | | |
| 9 | The system must be able to track student learning standards in addition to standard grades for a course. | | | | |
| 10 | The system must allow the teacher to select and report at least three comments for each student per class. | | | | |
| 11 | The system must be able to track and report competency based grading. | | | | |
| 12 | A Teacher can only see or edit grades for their classes and students. | | | | |
| | Report cards | | | | |
| 1 | The system must allow for the online definition of content for report cards and the printing of that information. This, at a minimum, should include comments and grading scales. | | | | |
| 2 | The user must be able to define the grades types to be included on each report card. | | | | |
| 3 | The system must have the ability to print report cards for each family for which the student is a member. As an example this would include the primary family and also a father or mother that lives at another location. | | | | |

COMPANY NAME: _____

Grading

| | Question | Yes | No | Modification | Notes |
|---|--|-----|----|--------------|-------|
| 4 | Report cards should be able to be sorted by grade, homeroom, school, counselor, or zip code. | | | | |
| 5 | The system should have the ability to print report cards for other contacts on file such as relatives or caseworkers. | | | | |
| 6 | Report card printing should have an option of printing in a self-enclosed mailer format that includes the school or district postal permit number. | | | | |
| 7 | Report Card format that supports elementary needs with subject and skill components? | | | | |
| 8 | Elementary report card that supports rubric scoring methods that differ between subject area? | | | | |
| 9 | Report cards can be printed in Spanish or other languages according to the Home Language Code as reported to the district. | | | | |
| | GPA Calculations | | | | |
| 1 | The system must be able to compute both term and year to date grade point averages and include both on the report card. | | | | |
| 2 | The system must allow for the definition of at least two additional GPAs that are user defined and have the ability to include these user defined GPAs on the report cards in addition to system generated GPAs. | | | | |
| 3 | The system automatically posts final grades to the course history file. | | | | |
| 4 | The system must provide for the final grade and other user defined grades, such as the final exam, term paper, term grades, etc. to also be posted to the student transcript history file. | | | | |
| 5 | The system provides the capability to automatically calculate and report a standard cumulative GPA based on all grades received or based on only selected academic grades.. | | | | |
| 6 | The system should allow for an unlimited number of grades to be able to be calculated from other grades. | | | | |
| 7 | The system must be able to support multiple calculated final grades for a class. For example, provide support for a first semester final grade in a full year class. | | | | |
| 8 | The system provides the capability to automatically calculate and report a current grade reporting term GPA. | | | | |

COMPANY NAME: _____

Grading

| | Question | Yes | No | Modification | Notes |
|----|--|-----|----|--------------|-------|
| 9 | The system provides the capability to store any and all designated GPAs per student for at least twelve years. | | | | |
| 10 | The system must have the ability to define percentage, add on or a combination of percentage or add on weights for each GPA calculated for each course. | | | | |
| | Transcripts | | | | |
| 1 | The system provides a user-customizable transcript that includes standardized testing, class rank, GPA, and demographic information. (see sample): | | | | |
| 2 | Transcripts must provide an option to print standardized test scores. Users must be able to select the test scores to be included. | | | | |
| 3 | The system has the capability to monitor a student's progress toward graduation by maintaining and reporting credits earned by subject area, by analyzing courses in progress and showing both detailed and summarized information for review. | | | | |
| 4 | The system allows the user to maintain all graduated student data, including selected demographics and transcript data, for an unlimited period of time. | | | | |
| 5 | The system must be able to support multiple honor rolls that are calculated on all four possible grade point averages. | | | | |
| 6 | The system must have the ability to inquire on the student's transcript information. | | | | |
| 7 | The system must support the ability to print an UNOFFICIAL Transcript that is marked as such. | | | | |
| 8 | The system must support the ability to track where copies of transcripts have been sent on behalf of the student. | | | | |
| | Gradebook and Teacher Entry | | | | |
| 1 | The system must allow for the recording of grades by mouse or keyboard on class or student screens, by mass entry, from an integrated electronic gradebook. | | | | |
| 2 | Teachers must be able to enter grades and comments online and interactively from any location, including the classroom, home or any other Internet accessible location. | | | | |
| 3 | During grade entry, teachers must have interactive access to student contact information. | | | | |
| 4 | Teachers must be able to change grades after the initial entry as long as it is before the date threshold for grades being due. | | | | |
| 5 | If a student is dropped or added to a class, that add or drop must immediately be reflected in the electronic gradebook application. | | | | |

COMPANY NAME: _____

Grading

| | Question | Yes | No | Modification | Notes |
|----|---|-----|----|--------------|-------|
| 6 | Once a final grade is determined in the electronic gradebook, the teacher must only indicate that she/he is done for that grade to immediately be loaded into the grade reporting system. No secondary entry is acceptable. | | | | |
| 7 | The teacher must be able to change a student's final grade after submission, either by resubmission from the gradebook or by manual entry, as long as the change is within the cutoff date established by the school. | | | | |
| 8 | The gradebook should support both MAC and PC workstations. | | | | |
| 9 | The gradebook supports the ability to use a PDA for entering grades and syncing to the master database. | | | | |
| 10 | Allow for a teacher to define an unlimited number of grading categories to which to assign class assignments and to determine the calculation of a final grade for a class. | | | | |
| 11 | Allow for a teacher to define an unlimited number of assignments to a class and to assign each assignment to a grading category, for example test, quiz, homework, etc. | | | | |
| 12 | For each class assignment, provide for the definition of points for that assignment for the calculation of final grade weights within that category. | | | | |
| 13 | Provide for the ability to enter descriptions of all class assignments. | | | | |
| 14 | Provide for the ability to track assignment dates and due dates for each assignment. | | | | |
| 15 | Provide the ability to change any information on a class assignment after it has been entered. | | | | |
| 16 | Provide for the ability to copy all class assignments from one class to another class. This would be used in the event that a teacher teaches multiple periods of the same course. | | | | |
| 17 | Provides the option for gradebook entry by subject and skill for elementary teachers? | | | | |
| 18 | Provide for tracking missing or inactive grades for students. | | | | |
| 19 | Provide for the ability to print class progress reports for all students or a single student in an interactive manner. | | | | |
| 20 | Provide the ability to print a blank student roster for the offline preparation of student grades or manual attendance. | | | | |
| 21 | Provide the ability to define grade calculation cutoffs for each alpha grade to determine the range for an A, B, etc. | | | | |

COMPANY NAME: _____

Grading

| | Question | Yes | No | Modification | Notes |
|----|---|-----|----|--------------|-------|
| 22 | Provide for the ability display a student's class assignments on the Parental Access System so that parents and students can see the class assignments via Internet access. | | | | |
| 23 | Provide for the ability to display all individual grades entered as well as comments to parents via Internet access. | | | | |
| 24 | Provide the ability to define specific classes that are not to be posted for parental Internet access. | | | | |
| 25 | Provide the ability to combine sections that meet within a single class period for assignments and attendance. | | | | |

Student Management System Functionality Specifications

| | Question | Yes | No | Modification | Notes |
|----|--|-----|----|--------------|-------|
| 1 | Each school, including elementary schools, must be able to be supported by the scheduling system. | | | | |
| 2 | Mosaic Scheduling: Combination of traditional and block schedules but a variation of period lengths are assigned to each class over the days of the cycle. | | | | |
| 3 | The system supports cycle scheduling where the cycle may be defined from 1 to 10 days in length. | | | | |
| 4 | The system supports scheduling for 6/8 week rotations, semesters, quarters, trimesters and full year classes and will allow any combination of these classes in a single school year or period. | | | | |
| 5 | The system allows for the setup of any number of scheduling versions where all of the scheduling information may be copied from one version to another and modifications made for simulation purposes. | | | | |
| 6 | The system supports the setup and scheduling in a future year while a current year is in live production in the same system. | | | | |
| 7 | A user may switch from one year to another or from one version to another in the same year in an online interactive manner. | | | | |
| 8 | The system must maintain a master record for each teacher maintaining the schools to which that teacher is associated. This record, at a minimum, must maintain the teacher name, address, email address, gender, role, beginning date in that school, SSN, and other basic information. | | | | |
| 9 | The scheduling system must be an integrated module of the student information system so that all scheduling can be done interactively by sharing all student information. | | | | |
| 10 | Scheduling for a future year must be able to be done before or after the student promotions are completed. | | | | |
| 11 | Team Teaching: The system allows for two or more teachers to team-teach the same class. | | | | |
| 12 | Platooning or House Support. Student groups (houses) are established and stay together in a homogeneous group to move through core classes together. | | | | |
| 13 | Homerrooms: More popular with elementary schools, students are scheduled by homeroom and stay together for all their classes. | | | | |

COMPANY NAME: _____

Scheduling

| | Question | Yes | No | Modification | Notes |
|----|--|-----|----|--------------|-------|
| 14 | The system accommodates the scheduling of up to a maximum of 32 periods per day. | | | | |
| 15 | The system supports course-sections that meet on varying days and periods throughout the schedule cycle or week. | | | | |
| 16 | The system supports multiple meeting times for one course section in the master schedule. | | | | |
| 17 | A course must have to ability to be use student demographic criteria as a basis for enrollment. For example, the course requires 50% male and 50% female. The system automatically balances students across classes or class sections based on pre-defined criteria. | | | | |
| 18 | The user must be able to relate courses to a department and/or to another user-defined group. | | | | |
| 19 | The system must allow for the grouping of courses that must be taken together such as a chemistry lab with a chemistry course and allow for both courses to be requested as a single course. | | | | |
| 20 | The system must allow for the definition of groups of courses so that a graduation track for multiple years can be defined and interactively assigned to students without individual course entry. | | | | |
| 21 | The system must allow for prioritizing certain classes when doing a schedule run, so that students get placed into core subjects as a priority over "study halls" or Drivers Ed. | | | | |
| 22 | The system must allow for all marking subjects to be defined for a grade level so that students enrolling in a grade (i.e., first grade) may be assigned to that defined grade and be automatically associated with those marking subjects. | | | | |
| 23 | The system must allow for scheduling "Specials" in the Elementary schools, such as Band, Drama, etc. | | | | |
| 24 | The system must allow the entry of course requests submitted and support the following methods: | | | | |
| 25 | " Via online interactive entry by staff | | | | |
| 26 | " Via Internet connections by the student or parent | | | | |
| 27 | " Via predefined courses by grade level | | | | |
| 28 | " Via interactive scheduling with the student | | | | |

COMPANY NAME: _____

Scheduling

| | Question | Yes | No | Modification | Notes |
|----|---|-----|----|--------------|-------|
| 29 | Any combination of the above for a single student | | | | |
| 30 | A variety of standard pre-scheduling reports are available to aid in the development of a master schedule; | | | | |
| 31 | Course Request Tally Reports | | | | |
| 32 | Course Request Verification Listings | | | | |
| 33 | Potential Conflict Matrices | | | | |
| 34 | The system must allow for specific periods to be blocked out for a teacher, a room, or a student so they are not scheduled during the schedule run. | | | | |
| 35 | The system must allow scheduling for the coming year (or multiple years), or rescheduling of another term, to occur at any time without affecting the current year's class schedules. | | | | |
| 36 | The system provides for summer school scheduling without affecting scheduling for the regular school year. | | | | |
| 37 | The system allows the user to identify class sections by term, beginning and ending period, days taught, rotation schedule and team. | | | | |
| 38 | The system must allow the user to interactively process a mass transfer of students from one course to another, from one section to another, from one course and section to another course and section or to add or delete a group of students from a course or section request, based on user selectable criteria. | | | | |
| 39 | The system automatically builds the appropriate number of classes for a course based on either user input or on the number of student requests for a course. | | | | |
| 40 | The system allows a student to demand a specific section of a course. | | | | |
| 41 | The system automatically adheres to pre-defined maximum class sizes, yet accommodates a manual overfill of classes with proper access rights. | | | | |
| 42 | The system allows for the user to keep numerous scheduling runs/results from the past while continuing the mass scheduling process. | | | | |
| 43 | At the user's option, the system must have the ability to automatically assign students to an alternate course when the primary course is unavailable. | | | | |
| 44 | The system will generate a conflict matrix report that will identify those students who have potential conflicts and compute the potential irresolvable conflicts based on period meeting assignments | | | | |
| 45 | The system displays course tally data on the screen and on a printed report. | | | | |

COMPANY NAME: _____

Scheduling

| | Question | Yes | No | Modification | Notes |
|----|--|-----|----|--------------|-------|
| 46 | The system schedules students into as many classes as possible, and provide reports of students with partial schedules. | | | | |
| 47 | The system allows the user to apply instructional rules to courses. Examples: typing I must be taken before Typing II, Economics must not be taken the same time as Civics, two courses must be or can not be in the same term, etc. | | | | |
| 48 | A variety of standard post-scheduling reports are available to aid in the development of a master schedule: | | | | |
| 49 | " Class Load Analyses Reports | | | | |
| 50 | " Conflict Matrix Listing | | | | |
| 51 | " Irresolvable Listing | | | | |
| 52 | " Master Schedule Listing with seats available. | | | | |
| 53 | " Student Schedules | | | | |
| 54 | " Teacher Schedules | | | | |
| 55 | " Class Rosters | | | | |
| 56 | " Room Schedules | | | | |
| 57 | The system must allow for schedule runs to be made on a concurrent basis with all other online processing in the system so that no processes are stopped during the process. | | | | |
| 58 | A variety of standard scheduling reports need to be available. | | | | |
| 59 | " Teacher Class Roster | | | | |
| 60 | " Open Periods by Grade Report | | | | |
| 61 | " Potential Conflicts Report | | | | |
| 62 | " Student Request Worksheet | | | | |
| 63 | " Room Program Report | | | | |
| 64 | " Student Program Report | | | | |
| 65 | " Teacher Program Report | | | | |
| 66 | " Incomplete Student Schedule Report | | | | |
| 67 | The system allows for at least 50 class sections to be assigned to one teacher ID. | | | | |
| 68 | The system allows for up to 999 class sections per course in the master schedule. | | | | |
| 69 | The school wide scheduler must be able to be run at any time without regard for other actives or users that may be active on the system. | | | | |

COMPANY NAME: _____

Discipline

Student Management System Functionality Specifications

| | Question | Yes | No | Modification | Notes |
|----|---|-----|----|--------------|-------|
| 1 | The system must include the tracking of discipline incidents, actions (responses), and detailed comments. | | | | |
| 2 | The system must include the capability to enter, maintain search, and print the date and time of each incident per student record, including but not limited to the incident number, date, time, staff member, and all responses to the event. | | | | |
| 3 | The system must be able to track other factors involved in the incident such as alcohol or drug use, victims, witnesses, weapons, damage to property, injuries, etc. | | | | |
| 4 | The system must track if a police report was filed in relation to the incident and the police report number or reference. | | | | |
| 5 | The system will print reports of all discipline incidents for each student during the current school year. | | | | |
| 6 | The system must be able to track an unlimited number of responses or punishments to a discipline event including the following for each event. A response should be from a user defined table and may include suspensions, letters or calls home, detention, etc. | | | | |
| 7 | - The date the response was made. | | | | |
| 8 | - The type of response from a user defined response table. | | | | |
| 9 | - The date and time the response starts and ends such as for a suspension. | | | | |
| 10 | - The staff member assigning the response. | | | | |
| 11 | - The number of days of suspension if the student is suspended. | | | | |
| 12 | - The number of days the student served suspension if it varies from the number of days assigned. | | | | |
| 13 | - The reason that they student did not serve the full suspension. | | | | |
| 14 | The system will report the total number of students involved for each type of discipline incident for each grade or all grade levels. Example includes the total number of students involved in alcohol-related incidents in grade 6. | | | | |
| 15 | The system will print and display all discipline actions taken for each student during the school year. | | | | |
| 16 | The system will report the total number of students who received a type of disciplinary action for each grade or all grade levels. Example includes the total number of out-of-school suspensions this school year. | | | | |

COMPANY NAME: _____

Discipline

| | Question | Yes | No | Modification | Notes |
|----|---|-----|----|--------------|-------|
| 17 | The system provides the capability to create user-defined reports using selected or all discipline data. | | | | |
| 18 | The system provides the capability to sort total incidents and total actions taken by grade, ethnic code, sex, etc. | | | | |
| 19 | The system provides the capability to include multiple category totals for selected incidents and actions taken when printing reports. | | | | |
| 20 | The system allows for designing and printing of letters to parents for student discipline incidents and actions taken. | | | | |
| 21 | The system must provide for the ability to view interactively all of a students discipline history for a single school, across all schools for a single school year, for a single school for multiple years or across all schools for multiple years. All discipline history should be maintained for an unlimited number of years. | | | | |
| 22 | The system must provide for the ability for a quick entry process for mundane discipline events and expanded entry for more complex events. | | | | |

COMPANY NAME: _____

Health

Student Management System Functionality Specifications

| | Question | Yes | No | Modification | Notes |
|----|--|-----|----|--------------|-------|
| 1 | The system must have the ability to track detailed health information on all students in the system. | | | | |
| 2 | The system must provide access to health information throughout the system and provide direct access from the student master record. | | | | |
| 3 | The system must track if special concerns exist on the student that include but are not limited to: | | | | |
| 4 | · Individual Education Plan as related to Health | | | | |
| 5 | · 504 Plan | | | | |
| 6 | · Individual Health Plan | | | | |
| 7 | The system must provide a method to track medications that are being given to the student as well at the times and days for administering that medication. | | | | |
| 8 | The system must provide a method to track unlimited allergies for each student. | | | | |
| 9 | The system must track an unlimited number of health concerns on each student and allow for a user maintained table of health concerned codes and types. | | | | |
| 10 | The system must maintain a disposition status on each health concern for each student. | | | | |
| 11 | The system must be able to maintain extensive health notes and nurse notes on each student with the ability to access the health notes by date, by key word or by the staff entering the note. | | | | |
| 12 | The system must be able to track an unlimited number of immunization types on each student. | | | | |
| 13 | The system must be able to track an unlimited number of student screenings for vision, hearing and tuberculosis. | | | | |
| 14 | The system must be able to track an unlimited number of evaluations including the date of the evaluation and the result status for each of the following: | | | | |
| 15 | · Early Childhood Screening | | | | |
| 16 | · Physicals | | | | |
| 17 | · Growth | | | | |
| 18 | · Dental | | | | |
| 19 | The Health System must be fully integrated with the student system and allow direct access to student information from the health information. | | | | |

COMPANY NAME: _____

Health

| | Question | Yes | No | Modification | Notes |
|----|--|-----|----|--------------|-------|
| 20 | Nurses must have access to any student's Health data across the District, WITHOUT the need to log into or out of each school individually. (ie- need to be able to search for a student at the District level if the specific school is not known.) | | | | |
| 21 | The Health System must be accessible ONLY to the Nursing group based on privileges set by system administrators. | | | | |
| 22 | The Health System must be able to support HIPPA compliance requirements. | | | | |
| 23 | The system must keep an individual log of each health event for each student that at a minimum includes the date the student visited the health office, the nurse actions, the result of the actions and the time the student left the nurse office. | | | | |
| 24 | The system must provide date access to the student health log on a school and date basis for an unlimited historical period of years. | | | | |
| 25 | The system must provide for detailed reporting with the ability to direct reports directly to user managed printers. At a minimum reports must include: | | | | |
| 26 | · A health concern report that may be generated by grade level or by student. | | | | |
| 27 | · A daily health log report which may be generated for a single day or date range for a grade, student, or time. | | | | |
| 28 | · A daily health log report specific for special education students. | | | | |
| 29 | · An individual health status report for a specific student. | | | | |

COMPANY NAME: _____

Testing&Grad Requirements

Student Management System Functionality Specifications

| | Question | Yes | No | Modification | Notes |
|----|---|-----|----|--------------|-------|
| 1 | The system provides the ability to track both graduation standard tests and standardized tests that are administered to students. | | | | |
| 2 | The system must allow for the tracking of standard tests as well as district-defined tests. | | | | |
| 3 | The system must track each test score by user defined score type and allow for the definition of the range of value and minimum passing score for each score type. | | | | |
| 4 | Test scores must be tracked indefinitely on the student record. | | | | |
| 5 | The system must allow for the display of all tests administered to a student and allow for direct drilling to that test from the inquiry screen. | | | | |
| 6 | District used test id numbers must be cross-referenced with state test numbers for the production of state reporting. | | | | |
| 7 | Provide for the definition of standards that a student must master in order to graduate. | | | | |
| 8 | Provide for the ability to define the standards addressed by each course. | | | | |
| 9 | Provide for the ability for teacher management and entry of students mastering and not mastering each learning standard. | | | | |
| 10 | Provide for the ability for a student to test out of a standard. | | | | |
| 11 | Provide for the ability to track the standards a student has mastered and the remaining standards to be obtained. | | | | |
| 12 | Provide for the ability to determine which course address which learning standards for counseling with a student. | | | | |
| 13 | Allow for a course to meet only a portion of a learning standard so that multiple course are required to meet all of a specific standard. | | | | |
| 14 | Allow for a graphical reports across grades, schools and district to monitor test score progressions with respect to compliance with the "No Child Left Behind Act (NCLB) | | | | |

COMPANY NAME: _____

Special Education

Student Management System Functionality Specifications

| | Question | Yes | No | Modification | Notes |
|----|---|-----|----|--------------|-------|
| 1 | The special education component provides seamless integration with general student database information in the school system. | | | | |
| 2 | The system must allow for the tracking of an unlimited number of evaluations per student and provide access to all evaluation in an online interactive manner. | | | | |
| 3 | Evaluations must be reportable by school year. | | | | |
| 4 | The system must track each special education event, such as an assessment, appeal, hearing, etc. and allow for online lookup of this information on a student. | | | | |
| 5 | For each event the system must track the event date, type, comments and whether the event is completed. | | | | |
| 6 | The system must be able to track an unlimited number of services being provided to a student including the following information: | | | | |
| 7 | - The start and end date of the service. | | | | |
| 8 | - The type of service being provided. | | | | |
| 9 | - Follow-up dates for staff attention. | | | | |
| 10 | - The staff member providing the service. | | | | |
| 11 | - The school providing the service. | | | | |
| 12 | - The attending school of the student. | | | | |
| 13 | - If the service is being provided in a regular setting. | | | | |
| 14 | - Whether fees have been paid | | | | |
| 15 | The user must be able to view all services provided or only active services being provided at a point in time. | | | | |
| 16 | The user must be able to request the following reports in an interactive manner and have them printed at the user local print station. | | | | |
| 17 | · A Special Education Data Sheet for a single student. | | | | |
| 18 | · An Action Due List with option to print on a user entered date range, for a single student, range of students or for all students, for a specific staff member, for all staff members or a range of staff members and with the ability to highlight past due actions. | | | | |
| 19 | · A caseload listing for a single or all employees. | | | | |

COMPANY NAME: _____

Special Education

| | Question | Yes | No | Modification | Notes |
|----|---|-----|----|--------------|-------|
| 20 | A discontinued service list for a user determined date range. | | | | |
| 21 | An unduplicated child count. | | | | |
| 22 | A Special Education Student List that may include current services, family information, and special ed contacts on user request. | | | | |
| 23 | This component must allow specification that special transportation is required. | | | | |
| 24 | The system must provide the ability to track locations that special education services are provided that are outside of the District | | | | |
| 25 | The system must provide the ability to track programs that are provided outside of the District with ability to track program staff members that may not be District employees. | | | | |
| 26 | The system must indicate Special Education Information to users on the student master record and enrollment record for inquiries into the system. | | | | |
| 27 | An online screen should be available to determine the caseload and students assigned to a staff member. | | | | |
| 28 | The system must support the development and management of student IEPs in an online and interactive manner. | | | | |
| 29 | The IEP data should become an interactive part of the greater student record when completed, stored in the same database and available as a part of the general student system, | | | | |
| 30 | The IEP System must be fully web based and accessed from standard browsers, Netscape and Explorer, from either MACs or PCs and available via either network or Internet connections. | | | | |
| 31 | Each historical IEP must be maintained and available for use and inquiry. | | | | |
| 32 | A notice of evaluation must be able to be constructed interactively and all appropriate staff members and team members notified. The date and location of the meeting must be included. Detail tracking of parental permissions must be tracked for each meeting. | | | | |
| 33 | An unlimited number of student evaluation reports must be supported for each child. The agreement or disagreement of each participant must be tracked for each evaluation. | | | | |
| 34 | All adaptations and associated assessments are maintained online. | | | | |
| 35 | Standards for learning may be defined, tracked, and reported for each studen | | | | |

COMPANY NAME: _____

Special Education

| | Question | Yes | No | Modification | Notes |
|----|--|-----|----|--------------|-------|
| 36 | The system tracks an unlimited number of goals and objectives for each student. | | | | |
| 37 | Service tracking includes the service, setting, duration, location, frequency, and other information for each service. | | | | |

| CRITERIA | | YES | NO | NOTES (include additional pages if necessary) |
|----------|--|-----|----|---|
| 1 | Does your system have an RTI - Response to Intervention module? | | | |
| 2 | Does your system have a Message Center available - from the standpoint that parents can initiate? | | | |
| 3 | Does your system have an On-line Grade book Assignments for students? | | | |
| 4 | Does your system produce Custom Forms? If so, can you add fields? | | | |
| 5 | Do you have the ability to chart or graph information? | | | |
| 6 | Can your system create automated emails to schedule triggers and events? | | | |
| 7 | Can your system schedule any report you want to run repeatedly and at designated time, as well as export this information to a variety of email addresses? | | | |
| 8 | Does your system have Pre-PEIMS edits built into the system? | | | |
| 9 | Does your system have an At Risk Component? | | | |
| 10 | Does your system have an integrated alert system? | | | |
| 11 | Does your system have an Email and message system at admin and teacher level - Message Center? | | | |
| 12 | Does your system have an Interactive scheduling board? | | | |
| 13 | Does your system have a Student self check-in for health office and guidance office? | | | |
| 14 | Does your system have a Future scheduling option (not limited to just one year)? | | | |
| 15 | Does your system have both a Standards and Secondary Grade book? | | | |
| 16 | Does your system accept online payments for Food Service and Fee Management? | | | |
| 17 | Does your system have an automated Customer Access feature for support? | | | |
| 18 | Does your SIS system have an interface to Skywards Financial/HR system? | | | |
| 19 | Does your Food Service system have an interface to the General Ledger? | | | |
| 20 | Does your Fee Management system have an interface to the General Ledger? | | | |
| 21 | Does your system provide an online assignment option? | | | |
| 22 | Does your system provide an online registration option? | | | |
| 23 | Does your system provide a School Based Activity Accounting option? | | | |

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Non-Collusion Statement

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal.

It is agreed by the undersigned bidder that the signed delivery of this bid/proposal represents the bidder's acceptance of the terms and conditions of this invitation to bid/offer a proposal including all specifications and special provisions.

Note: Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the Grand Prairie Independent School District.

| |
|-------------|
| FIRM'S NAME |
|-------------|

| |
|--|
| NAME OF AUTHORIZED INDIVIDUAL (printed or typed) |
|--|

| | |
|----------------------|------|
| AUTHORIZED SIGNATURE | DATE |
|----------------------|------|

| |
|-----------------------|
| POSITION WITH COMPANY |
|-----------------------|

Felony Conviction Notification

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination contract.”

This Notice Is Not Required of a Publicly Held Corporation

(I) (We), the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

| |
|----------------------|
| COMPANY NAME: |
|----------------------|

Check the appropriate box and sign the form.

- My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

AUTHORIZED SIGNATURE: _____

- My firm is not owned nor operated by anyone who has been convicted of a felony.

AUTHORIZED SIGNATURE: _____

- My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felony: _____

| |
|---|
| Details of Conviction(s): |
|---|

AUTHORIZED SIGNATURE: _____