

Request For Proposal

RFP-47E-09

PreK - 12

Student Management System



**Prepared By
Caddo Parish School District**

April 13, 2009 – Published

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CHAPTER 1 - SCOPE OF ACQUISITION

1. SCOPE OF ACQUISITION

1.1 Introduction

The Caddo Parish School District (CPSD) is requesting proposals for a Pre-K-12 Student Management System (SMS), as described within this document.

Sealed proposals will be received until 10:30 AM (Central Time) on, Friday May 15, 2009 at:

Purchasing Department
Caddo Parish School District
1961 Midway St.
Shreveport, LA 71108

All proposals shall be marked **“RFP-47E-09 SMS-RFP Response Enclosed”**

If using a commercial delivery company, which requires the use of their shipping package or envelope, place your proposal within a second sealed envelope also labeled as detailed above.

Proposals not received in the **Purchasing Department** by the specified time and date will not be opened. There will be no exceptions.

1.2 Anticipated Events and Timeline

1.2.1 Timeline

<i>EVENT</i>	<i>DATE</i>	<i>TIME</i>
Release of Request For Proposals First Public Notice Published in Shreveport Times	Monday April 13, 2009	N/A
Second Public Notice Published in the Shreveport Times	Monday April 20, 2009	N/A
Third Public Notice Published in the Shreveport Times	Monday April 27, 2009	N/A
Receipt of Letter of Intent to Respond	Thursday April 30, 2009	10:30 AM
Proposals Due	Friday May 15, 2009	10:30 AM
Product Demonstrations	Monday May 26 through Friday June 26, 2009	TBA
Recommendation Submitted in Board Mailout	Thursday July 2, 2009	N/A
Expected Board Approval	Tuesday July 7, 2009	N/A

1.2.2 Letter of Intent to Respond

It is required that vendors who intend to submit proposals notify CPSB in writing by Thursday April 30, 2009, 10:30 AM. Said notification shall be to:

Caddo Parish School Board
Attn: Purchasing Department
1961 Midway St.
Shreveport, LA 71108

1.3 General Definitions

Contractor	Individual or organization whose proposal has been accepted by CPSD and is awarded a Contract
CRSIN	Caddo Referral for Students In Need of Services
Firm Size	Vendors who have in their employ (including participating owners), on the date of bid submission: Small – 1 to 10 technical employees Medium – 11 to 50 technical employees Large – 51 or more technical employees
FTE	Full time equivalent employees
IAP	Individual Academic Plan
IEP	Individual Education Plan
Modules	Major system components of the SMS/HR/PR/Finance
NCLB	No Child Left Behind Act of 2001
ODB	Open Data Base Connectivity
Proposal	A formal “offer” made by the Vendor submitting proposals in response to a specific RFP solicitation. The terms “proposal”, “bid”, and “quote” may be used interchangeably in this document.
Responder	Organization which is formally responding to this Request for Proposal
CPSD	Caddo Parish School District
RFP	Request For Proposal -formal solicitation process providing organizations an equal opportunity to submit proposals to provide a service or product described in the RFP

SIF	Schools Interoperability Framework
SSL	Secure Socket Layer
TBD	To Be Determined
Vendor	Organization submitting a proposal in response to an RFP in order to attain a Contract through CPSD
Working Days Or Business Days	Monday through Friday only— except legal holidays observed by the public school district's business offices

1.4 Acquisition Overview

The purpose of this RFP is to solicit proposals from qualified software vendors to provide the Caddo Parish School District with a comprehensive, Pre-K - 12 Student Management solution. The proposed solution must provide functionality to support the District, our schools and classrooms, District administrators, parents, teachers and students appropriate for a medium to large, PreK-12 urban school district.

We are replacing our aging mainframe-based Student Information System (SIS). SIS was developed in-house by CPSD programming staff utilizing COBOL, CICS, VSAM, on an IMS hierarchical data base architecture, and hosted at our Central Office location on an IBM mainframe computer. It is our intent to implement a new student information system facilitating data-driven decision making on an open web platform, not limited by the existing host platform, creating an environment which will support the effective delivery of enhanced instructional capability while assisting us to meet the demands of the No Child Left Behind Act of 2001 and state and local reporting mandates and expectations.

We are looking to establish a partnership with a software vendor who supports regulatory responsibility, on behalf of their customers, at both a State and Federal level. The proposed solution is expected to be an existing, integrated SIF compliant/compatible software application incorporating the operational functions described in this RFP.

Vendors are asked to submit a recommended plan, to include project organization, conversion, implementation and training, designed to have the entire District operational on the new SMS by June 30, 2010 with the implementation expected to begin no later than July 1, 2010. One of our key objectives will be to identify early deliverables, either in process or components which can be delivered prior to June 30, 2010. Please identify some of these types of opportunities within your plan.

Please identify the areas where your services could be provided as well as detailing the areas where the District project team must be responsible. The District is interested in vendor recommendations on how to best utilize implementation partner services as a way to ensure project success, provide knowledge transfer, and ensure positive system acceptance, while keeping project costs at reasonable levels. Proposals should clearly delineate how the software system can best satisfy the stated requirements of the District and how the implementation approach will manage the risk of this complex initiative. The District expects the proposals to include recommendations for hardware and systems software to satisfy stated performance requirements. The application selected will dictate the hardware platform. However, the District will acquire hardware in a separate process. The successful vendor should be in a position to temporarily host the system on a month to month basis until CPSD can acquire and install the hardware platform necessary to support this application. Costs for this purpose should be identified in Section 4.1 Presentation of All Cost Components and included in Appendix D under Infrastructure Professional Services.

1.5 District Background

The Caddo Parish School District (CPSD) is an urban district located in Northwest Louisiana, City of Shreveport and is considered one of the 100 largest school districts in the United States. 62% of the students qualify for Title I services based on the national school lunch program eligibility criteria.

CPSD serves 43,250 students in pre-K through grade 12: 22,172 in grades K-5; 9,566 in grades 6, 7, and 8, and 11,512 in grades 9 thru 12. The diversity of our student population is 64% African American, 33% white and 3% Hispanic, Asian, and Native American.

The district supports 73 physical campuses and 8 non-instructional facilities. The instructional buildings consist of 42 elementary schools (K-5), 5 elementary/middle combo's (K-8), 11 middle schools (6-8), 11 high schools (9-12), and 4 alternative schools. We manage the transportation for 20,000 students and travel 17,730 miles per day. We also serve 10,115 breakfasts and 25,014 lunches daily.

The business of the District is supported by approximately 5300 employees including 3600 teachers, 1500 support personnel, 250 administrators and utilizes roughly 900 substitute teachers.

1.6 Requirements

Any vendor proposal must respond to all requirements to be considered.

The District is looking for functionality suitable for a medium-to-large urban school district in the following areas:

Functional Areas

Academic Intervention Services

Attendance

Discipline/Incident Tracking

Free and Reduced Meals

Grade marking and report cards

Graduation requirements and tracking - CATE, CORE 4

Health/Medical

Louisiana State Reporting - SER, PEP, SIS, STS (see La. DOE website for data structure/layout)

Parent Portal

Student Scheduling

Special Programs

Standard and Custom Reporting

Student Demographics

Student Enrollment & Enrollment Lottery (School Choice)

Test Score Management

Transcripts & Course History

Transportation

Technical Areas

Web based with access for all system users through standard web browsers

Data stored in a centralized database

Scaleable architecture

Role Based Security

SIF and / or ODBC Compliant (Open Data Base Connectivity)

Secured access external to District network

Application supports Windows 2000, 2003, and XP clients

Proposals not deemed within a competitive range will not be considered.

1.7 Opportunity Caddo Fair Share Program (see section 3.1.5)

Caddo Parish Public Schools

OPPORTUNITY CADDO FAIR SHARE PROGRAM

PRODUCTS AND SERVICES COMPLIANCE AGREEMENT

By signing this document, a vendor hereby certifies and understands that:

1. It has not discriminated against Small and Economically Disadvantaged Businesses and that it has made a good faith effort to utilize the products and services offered by Small and Economically Disadvantaged Businesses.
2. Additional documentation to verify or clarify good faith efforts must be provided upon request.
3. Both Forms are to be submitted with RFP.

And, Executes this Compliance Agreement as:

Company Name: _____

Address: _____

Phone Number: _____ FAX Number: _____

By: _____
Signature of Authorized Owner or Representative Title Date

Print Name: _____

CADDO PARISH SCHOOL BOARD
AN EQUAL OPPORTUNITY EMPLOYER

Dr. Gerald Dawkins
Superintendent

The Caddo Parish School Board has approved Opportunity Caddo, which is a plan to increase business opportunities for small and economically disadvantaged businesses. An aspirational goal of 25% has been established. In keeping with this plan, CPSB desires that vendors make a good faith effort to subcontract to small and economically disadvantaged businesses, where applicable.

FORM 1 of 2

LIST OF BUSINESSES SOLICITED, QUOTES RECEIVED AND/OR REJECTED

Identify below the Small and Economically Disadvantaged Businesses solicited. The directory is located at www.caddo.k12.la.us, click on Opportunity Caddo Program, click on Directory of Small and Economically Disadvantaged Businesses.

Business Name		Type of Work	Bid/Quote Amount Received	Bid/Quote to Be Used	
	Date Solicited			Yes or No	If rejected, provide reason for rejection.

CHAPTER 2 -INSTRUCTIONS TO VENDORS

2. INSTRUCTIONS TO VENDORS

Vendors submitting proposals for this acquisition shall follow the listed instructions. Even though they are administrative in nature, they are mandatory. By signing the Non-Collusive Bidding Certification (Appendix A) and submitting it with a response to this acquisition, Vendors agree to abide by all requirements in this RFP.

Vendors must submit an original signed proposal plus additional copies as described within section 2.2.1.6, all in loose-leaf binders to easily allow for updates. The official name of the firm submitting the proposal must appear on the outside front cover of each binder, together with the name of the Caddo Parish School District and the name of the RFP (RFP-47E-09 Student Management System).

Each proposal shall be reviewed for completeness and conformance to the technical and administrative requirements of the RFP. CPSD has the option of requesting the vendor submit missing information or provide clarification of those issues deemed incomplete, or disqualifying the proposal.

Proposals will be publicly opened only to verify that all proposal requirements are completed and/or included within the proposer's packet. Cost information will not be released at the time proposals are opened since awards will be made on a best value basis.

All responses to this RFP must be consistent with your most recent production release available for the configuration proposed, or must be clearly identified as 'available in next release' or 'available in future release'.

2.1 Vendor Communications

Upon release of this RFP, all Vendor communications concerning this RFP should be directed to the individual listed below. Any communications will be considered unofficial and non-binding on CPSD unless issued in writing. Vendors shall rely **only** on written statements.

Jeff Hudson
Purchasing Agent
Caddo Parish School District
1961 Midway St.
Shreveport, La. 71108
(318) 603-6479
jhudson@caddo.k12.la.us

2.2 Proposal Submission

Vendors must submit a response using the format requirements documented within this section of the RFP.

An initial response to this RFP may be replaced by submitting another response at any time up to the submittal closing date and time.

2.2.1 Proposal Format

2.2.1.1 Size

RFP responses must be prepared on standard 8.5 x 11-inch paper and placed in a 3-ring loose leaf binder.

2.2.1.2 Volumes and Dividers

Response material must be placed in two volumes with Index Tabs identifying the major subsections in each binder. Volumes and minimum major sub-sections (index tabs) for this RFP are:

Volume 1 -Functional and Technical Response

- Vendor Identifying Information, Appendix B
- Executive Summary of Proposal – no more than 1 page
- Corporate Background and General Questions – Appendix F
- Proposed Student Information System Hardware Architecture
- Proposal Requirements - Appendix E

Volume 2 – Financial Response

- Vendor Identifying Information, Appendix B
- Non-Collusive Bidding Certification, Appendix A
- Customer References – Appendix C
- Project Plan and Associated Pricing, Appendix D

No pricing information shall appear in Volume 1. A Vendor's proposal that includes pricing information in the responses to technical specifications may be eliminated from further consideration. This separation of documentation is necessary to ensure the integrity of the evaluation process.

2.2.1.3 Identification

Include a copy of the Vendor Identifying Information (Appendix B) at the beginning of each volume.

2.2.1.4 Tables and Charts

Any tables and/or charts used must be numbered and referenced to correlate to the mandatory requirement, fold-outs containing charts, spreadsheets, oversize exhibits are permissible.

2.2.1.5 Footers

Pages must include footer with the following information shown:

On the Left Side:	On the Right Side:
Vendor Name	Page No.
Date,	Volume No. & Section
Example:	
XYZ Vendor, Inc.	Page 1
01/01/2009	Volume 2, Identifying Information

2.2.1.6 Number of Response Copies Required

Vendors must submit **one signed original** proposal response set, plus copies as defined below:

Five (5) copies of **Volume 1**, Functional & Technical Response (includes one signed original)

Five (5) copies of **Volume 2**, Financial Response (includes one signed original)

Although an electronic version of this document will be made available to each vendor in preparing proposals, the proposal must be submitted in hard copy.

2.3 Mandatory Proposal Response Forms

Vendors must complete and submit the Proposal Response Forms provided in this RFP. (pages 95, 96 and 97)

2.4 Best Offer

All proposals shall be deemed to be the “Best and Final Offer”. CPSD reserves the right to make an award that provides the best overall value to the District without further discussion of the response(s) submitted.

2.5 Vendor RFP Questions

Email (jbrown@caddo.k12.la.us) will be utilized to respond to vendor questions between Monday April 13, 2009 and Thursday May 14, 2009 giving prospective vendors an opportunity to ask and receive responses from the customer in a fair and equitable manner. Questions and discussion will be published on www.bidsync.com via the CPSB website Bid & RFP’s link and shared with all vendor contacts.

2.6 Reserved for Future Use

2.7 Basis of Award

The District is seeking a web based student information system solution which most closely aligns to the goals and strategic direction of the District while delivering the best value, based on qualifications met, price, and other contributing factors. The quality and approach of the proposal will be evaluated by a committee utilizing the criteria of the RFP and the Proposal Content Checklist (Appendix G).

After a proposal has satisfactorily met all the technical and functional requirements of this RFP, CPSD will review the Financial Response (Volume 2). CPSD reserves the right to request the vendor provide additional information to meet the qualifications of the RFP.

All proposals will be evaluated on the following criteria, which include, but may not be limited to:

	CRITERIA	MAXIMUM SCORE
1.	Cost	30 points
2.	Functional and Technical Requirements	30 points
3.	Organization and Experience	10 points
4.	Implementation / Conversion Plan	10 points
5.	Support and Training	20 points

The response with the lowest “grand total” will receive 30 points for cost. Other responses will receive points for cost based upon the following formula:

$$CS = (LPC/PC*30)$$

Where:

CS	= Computed cost score for response
LPC	= Lowest proposed cost of all response
PC	= Responder’s cost

CPSD expects the vendor to meet a minimum of requirements in each of the above areas; failing to do so may result in their proposal being rejected, regardless of their ratings in the other areas.

Representatives of the following areas will participate in the evaluation:

1. Purchasing
2. Information Technology Department
3. Elementary Education
4. Secondary Education
5. Central Office
6. Parents

2.8 Terms, Conditions and Contractual Intent

2.8.1 CPSD Procurement Rights

CPSD reserves the right to:

Determine, in its sole and absolute discretion, whether any aspect of the submission satisfactorily meets the criteria established in this RFP.

Seek clarification from any Responder(s).

Cancel, reissue or amend this RFP at any time without obligation or liability.

Adopt any or all parts of a vendor's proposal in selecting an optimum configuration to serve the best interest of the District.

Refrain from contracting with any and all Vendors. Neither the release of this RFP nor the consequent execution of Agreements hereunder obligates CPSD, or any of its agents or representatives, to make any purchases.

Consider informal any proposal not prepared and submitted in accordance with the provisions hereof and may waive any informalities in or reject any and all proposals.

Award the contract based on the availability of funding and obtaining approval from the Caddo Parish Schools Board of Education.

2.8.2 RFP Provisions

2.8.2.1

The issuance of this Request for Proposal (RFP) constitutes an invitation to submit a response to CPSD. It is considered as an official and customary invitation to bid as a means by which CPSD can facilitate the acquisition of a new student management application.

2.8.2.2

This RFP does not commit CPSD either to award a contract or to pay for any costs incurred in the preparation of a submission. Providing a response as provided herein shall neither obligate nor entitle a Responder to enter a contract with CPSD.

2.8.2.3

It is understood any submission received and evaluated by CPSD can be used as a basis for a direct negotiation of the cost and terms of a contract between CPSD and the particular responder. In submitting a response, it is understood by the Responder that CPSD reserves the right to accept any submission, to reject any and all submissions and to waive any irregularities or informalities that CPSD deems is in its best interest.

2.8.2.4

In the event this RFP is withdrawn by CPSD for any reason, including but not limited to, the failure of any of those things or events set forth herein to occur, CPSD shall have no liability to Responder for any costs or expenses incurred in connection with this RFP or otherwise.

2.8.2.5

CPSD is not obligated to respond to any submission submitted nor is it legally bound in any manner whatsoever by the submission of a response.

2.8.3 Cost of Bid Preparation

The District is not liable for any costs incurred by a vendor in the preparation and production of a proposal or for any work performed prior to the issuance of a contract.

2.8.4 CPSD Ownership of Submission

Upon submission, all responses become the property of CPSD. CPSD reserves the right to use the information and any ideas presented in any submission in response to this RFP, whether or not the submission is accepted or rejected.

2.8.5 Proprietary Information

All bids received shall remain confidential until a Contract, if any; is signed by CPSD and the winning Responder resulting from this RFP. After a Contract is signed, the bids shall be deemed public records. Confidentiality is available only to the limited extent allowed by Louisiana State law. Any information contained in the bid the Responder desires to claim as proprietary and exempt from disclosure must be clearly designated. The page must be identified and the particular exception(s) from disclosure upon which the Responder is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word “confidential” printed on the lower right hand corner of the page. Marking the entire bid as proprietary will be neither accepted nor honored and may result in disclosure of the entire bid. CPSD cannot assure any confidentiality except to the extent contained by State law. Further, CPSD reserves the right to disclose information regardless of whether it is marked as confidential.

2.8.6 Public Disclosure

In order to protect the integrity of the contracting process, which is a vital State interest, bids will not be disclosed until after award and signing of the contract. To the extent the law allows, CPSD will not disclose bids with other vendors before a contract is signed. This will ensure fair competition without undue advantage to any Responder leading to private gain and public loss. The bids shall be deemed public records, excepting those portions, which have been designated by the responder as proprietary and as explained in this section.

Response to a request to view or copy a bid shall be according to agency public disclosure procedure. If any information is marked as proprietary/confidential in the bid, such information shall not be made available without giving the submitting Responder an opportunity to seek a court order to prevent such disclosure.

2.8.7 Waiver of Irregularities

CPSD reserves the right to waive proposal irregularities contained in any vendor response as is done in comparable bidding business.

2.8.8 Errors in Response

CPSD is not liable for any errors in vendor responses. Vendors are liable for all errors or omissions contained in their responses. Vendors will not be allowed to alter response documents after the deadline

for response submission. However, CPSD reserves the right to contact the vendor for clarification of proposal documentation.

2.8.9 Non-Endorsement

As a result of the selection of a Vendor to supply products and/or services to CPSD, CPSD is neither endorsing nor suggesting the Vendor's service is the best or only solution. The Vendor agrees to make no reference to CPSD, in any literature, promotional material, brochures, sales presentation or the like, without the express written consent of CPSD.

2.8.10 Non-Collusion

To be responsive, vendors must indicate a willingness to enter into an agreement by signing the Non-Collusive Bidding Certification form (Appendix A) and including the authorized form in their proposal. Failure to sign this form may result in disqualification.

2.8.11 Withdrawal

Any proposal may be withdrawn prior to the submission deadline.

CHAPTER 3 – VENDOR ORGANIZATION

3. VENDOR ORGANIZATION

3.1 Vendor Identifying Information (Complete Form - Appendix B)

Copies of this completed form must be the first page in each volume of Vendor's proposal.

3.1.1 Contract Entity

Name, address, FAX number, principal place of business, legal status of the Vendor (e.g. corporation, sole proprietorship, etc.), and year legal entity established with whom Contract is to be written and Federal Employer ID number (FEIN).

Firms must be classified according to size of firm based on number of full-time technical employees, excluding contractors. Technical employees are defined as individuals skilled in performing the work identified by purchasers; clerical and non-technical staff may not be included.

Small 1-10 technical employees; Medium 11 - 50 technical employees; Large 51+ technical employees

3.1.2 RFP Contact

Name; phone number, email address, and FAX number of the official contact person for this acquisition. Clearly indicate if this information is different than indicated in the Letter of Intent to Propose.

3.1.3 Firm's Principal Officers – repeat as necessary

Provide name, title, address, and telephone numbers of principal officers (President, Vice-President, Treasurer, Chairperson of the Board of Directors, etc.)

3.1.4 Sub-Contractor Entities – repeat as necessary, if applicable

Name, address, FAX number, services provided, principal place of business, legal status of the sub-contractor (e.g. corporation, sole proprietorship, etc.), and year legal entity established for sub-contractor and Federal Employer ID number (FEIN).

Firms must be classified according to size of firm based on number of full-time technical employees. Technical employees are defined as individuals skilled at performing the work subcontracted for, by bidding vendor; clerical and non-technical staff may **not** be included.

Small 1-10 technical employees Medium 11 to 50 technical employees Large 51+ technical employees

3.1.5 Opportunity Caddo

The Caddo Parish School Board has approved Opportunity Caddo, which is a plan to increase business opportunities for small and economically disadvantaged businesses. An aspirational goal of 25% has been established. In keeping with this plan, CPSD desires that vendors make a good faith effort to subcontract to small and economically disadvantaged businesses.

3.2 Customer References (Complete Form -Appendix C)

Three (3) customer references are required from districts of comparable size to Caddo Parish School District. The completed Customer Reference Form (Appendix – C), and shall be included (sealed by the customer and unopened by the Vendor) in Volume 2 – Financial Response.

NOTE: Vendor must grant permission to CPSD to contact all references provided and ensure the customer contact is reachable with minimal difficulty at the phone number provided.

CHAPTER 4 – PLAN and PRICING SPECIFICATIONS

4. PLAN and PRICING SPECIFICATIONS (Complete Appendix D)

Please follow the instructions below and included with Appendix D – Project Plan and Associated Pricing. Vendor shall include all costs that will be charged for performing the tasks necessary to accomplish the proposed plan should a contract be awarded.

4.1 Presentation of All Cost Components

All elements of recurring and non-recurring costs that must be borne by the District to implement the proposed solution must be included in the pricing proposed in Appendix D Project Plan and Associated Pricing. CPSD will not be responsible for hidden or non-disclosed costs.

4.2 Working Hours

Vendors standard rates for purposes of this RFP will be used for work performed, normally between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday. Based on the project demands, it may be necessary to work some holidays and/or weekends with prior approval from both the purchaser and the vendor. Standards rates will apply.

4.3 Labor Rate Schedule

The Vendor must provide the hourly fee(s) to be charged for each of the required skill categories necessary to accomplish the plan as outline within Appendix D (Project Plan and Associated Pricing). Rates provided by Responders must be guaranteed to remain in effect for the duration of the contract.

Appendix A - Non-Collusive Bidding Certification

By submission of this bid, each responder and each person signing on behalf of any responder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other responder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the responder and will not knowingly be disclosed by the responder prior to opening, directly or indirectly, to any other responder or to any competitor; and

(3) No attempt has been made or will be made by the responder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where (1), (2) and (3) above have not been complied with; provided however, that if in any case the responder cannot make the foregoing certification, the responder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a responder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of this certification.

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate responder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law and where such bid contains the certification referred to in paragraph one, shall be deemed to have been authorized by the board of directors of the responder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

BY

*LEGAL NAME OF FIRM OR CORPORATION

AUTHORIZED SIGNATURE

ADDRESS

TYPED NAME OF AUTHORIZED SIGNATURE/TITLE

CITY, STATE, ZIP CODE

TELEPHONE/DATE

*Indicate the complete legal name of your firm or corporation. Do not abbreviate. If a corporation use name as it appears on corporate seal.

Appendix B -Vendor Identifying Information

CONTRACT ENTITY

Name:

Address:

FAX number:

Place of business:

Legal status:

Year established:

FEIN number:

UBI number:

Firm Size:

RFP CONTACT

Name:

Title:

Phone number:

Email Address:

FAX number:

FIRM's PRINCIPAL OFFICERS (repeat as necessary)

List Name & Title:

Address:

Phone number:

SUB-CONTRACTOR (repeat as necessary)

Name:

Address:

FAX number:

Place of business:

Legal status:

Year established:

FEIN number:

UBI number:

Firm Size:

Appendix C - Customer Reference

The Responder completes Part I only and returns the incomplete Customer Reference to our Director of Purchasing. Forward a copy, where Part I has been completed by you, to your customer for completion; have them return it to you as a sealed document for inclusion within your response.

PART I - TO BE COMPLETED BY RESPONDER

1. Software Vendor/Responder
2. Customer (Company Name)
3. General Description of Services Performed

PART II- TO BE COMPLETED BY CUSTOMER REFERENCE

4. Name of person completing Customer Reference
5. Title and phone number of individual completing this form
6. Is the information shown in items 1-3 accurate? If not, please correct.

For items 7-10 please circle the value, which best represents your experience with the Responder and provide any explanatory comments. Please use the following definitions:

1 = Poor 2 = Below Average 3 = Average 4 = Good 5 = Excellent

7. How satisfied were you with the services provided by the Responder for this engagement? (E.g. on time, on budget, delivered the product desired, and provided good customer service, provided implementation insight)

1 2 3 4 5

8. Did the Responder provide quality service? (E.g., teamwork, commitment to getting the job done, and commitment to customer service) Please rate.

1 2 3 4 5

9. Did the Responder possess the technical skills/expertise to successfully complete the services for which you contracted? Please rate.

1 2 3 4 5

10. How strongly would you recommend this Responder to other organizations?

1 2 3 4 5

11. What are the Responder's principal strengths?

12. Identify any observed weaknesses of the Responder.

13. Provide number of employees and number of concurrent users.

14. What is the number of schools and students supported by the responder's application within your district?

15. Have you implemented a SIF Zone within your environment? If so, what other applications are sharing data with the vendor's application?

16. Please provide any other general comments you feel appropriate.

Customer Reference Signature _____

Appendix D -Project Plan and Associated Pricing

INSTRUCTIONS

Please prepare the following information:

Section 1: Project Plan

Understanding the needs of our district, as defined within this RFP, outline an implementation scenario of your proposed solution. This plan should be a comprehensive roadmap (week by week), utilizing your implementation methodology, a proposed project organization with defined roles and responsibilities, and vendor recommendations. Section 2 should utilize this scenario to outline estimated costs, with supporting assumptions, to fully implement your proposed solution.

Section 2: Pricing/Total Cost of Ownership (TCO)

Please provide estimated costs for the scenario as you define within Section 1. It is our intent to build a 5 year TCO for the proposed solution, so provide both initial and recurring costs in the year you estimate we will incur the expense. Utilize July 2009 as the Implementation Start Date.

Organize your aggregated costs in the following categories. Support with detailed estimates by breakdown to allow us to understand how the aggregated costs were developed. If you feel we have missed a critical component please add the necessary category or breakdown.

Our fiscal year is from beginning of July 1st through June 30th, therefore Year 1 will be through June 2010.

CATEGORY	BREAKDOWN	Fiscal Year Ending				
		1	2	3	4	5
		Thru 06/10	06/11	06/12	06/13	06/14
Infrastructure						
	Hardware					
	Licenses					
	Maintenance					
	Professional Services					
	Professional Services Travel					
Application						
	Licenses					
	Maintenance					
	Professional Services					
	Professional Services Travel					
Training						
	Technical					
	User					

Appendix E -Proposal Requirements

Please read all instructions below before completing the Proposal Requirements.

The response column should be completed with Yes, No or Partial only.

If you believe your product has the capability requested, but you would like to clarify the response, your response should be **‘YES’**, but please add comments, otherwise we will expect the capability as written.

If you believe your product has some of the capability requested, your response should be **‘Partial’** and your comments should clarify what capability is and is not included within your product.

If your product does not currently have a capability requested but it is being planned for in a future release, the response should be **‘NO’**, and comments will indicate release number and plan date when release will be available.

If your product does not currently have a capability requested, and you have no plans to enhance your product over the next several years to incorporate this capability and you have established partner relationships which offers this functionality, your response should be **‘NO’** and comments should indicate your recommendation.

General			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	Designed as an open web based application		
2.	Develops to a SIF compliant/compatible architecture allowing the efficient exchange of information among other applications supporting the district business		
3.	Intentionally Left Blank		
4.	Able to export to MS Word, Excel, Access		
5.	The system is a participant of web privacy / data security (ex, TRUSTe)		
6.	Single district wide database updated on a real time basis		
7.	The software supports an unlimited number of student programs such as Limited English Proficiency, Title I, Gifted and Talented, Magnet, 504 Services, Educational Related Support Services (see Program Management section)		
8.	System provides real-time, on-line processing (as opposed to batch processing) with access to student data anytime, anywhere		
9.	System must have an intuitive graphical user interface (drop down lists, radio buttons)		
10.	Data stored in a centralized database - All reports can be viewed online, printed, exported or stored electronically		
11.	The system processes and reports all the major reports required by the Louisiana Department of Education. As Louisiana changes accounting procedures, the program is modified to comply and included within our annual maintenance charges		
12.	Provides online system user manuals that can be customized during the implementation		
13.	Medicaid reporting component for electronic submission of Medicaid claims (see Health/Medical section)		
14.	Supports archiving of selected history for graduated students which will be retained for a user defined period of time. For example – x years after graduation, # of years		
15.	Supports inquiring and reporting on archived history		
16.	Automatically purges historical archive based on user defined parameters		
17.	Capability to add additional data fields or adjust screen layouts as the need arises		
	Intentionally Left Blank		

General			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
18.	Functional integration among system modules: A “FULL” response below indicates that your proposed solution provides this broad system function through application integration. A “SIF” response is through SIF compliant/compatible applications, not necessarily from the same vendor.		
	Academic Intervention Services		
	Attendance		
	Continuing and Adult Education		
	Curriculum Standards Management		
	Decision Support / Data Analysis		
	Discipline and Incident Tracking		
	School-Wide Positive Behavior (SWIS)		
	Child Nutrition		
	Lunch Management (Free/Reduced/Paid)		
	Credit/Debit Card funds transfer		
	Grade Marking and Report Cards		
	Graduation Requirements and Tracking		
	Health Medical		
	Homeless Status		
	Home Schooling of a Student		
	Migrant Status		
	Parent Access		
	Scheduling		

General			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
	Special Education		
	Student Demographics		
	Student Enrollment & Enrollment Lottery (Choice)		
	Student Fees Management (see Fees Administration)		
	Teacher Grade Book		
	Test Score Management		
	Transcripts and Course History		
	Dropout Early Warning System (DEWS-see Attendance section)		
	Transportation		
Security			
19.	Role based security provided for all users of the application. Thereby granting access to functions and data required for the defined role within the district without limitations. For example; Teacher conducts classes at multiple schools and therefore should have access to student data for each class.		
20.	Ability to issue security IDs centrally, but maintain the ability to authorize access to system functions by the local school principal / manager		
21.	Provides a district-defined session time out after a specified number of minutes of inactivity		
22.	Supports data encryption		
23.	Supports Secure Socket layer (SSL) and certificates		
24.	Utilizes a role-based security model for ease of setup and management		
25.	Allows specific rights to be granted by individual user ID and password to override the normal role-based access levels		
26.	Intentionally Left Blank		
27.	Intentionally Left Blank		

General			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
28.	Provides full multi-level security including:		
	Database level security		
	Module level security		
	Functional level security		
	Screen level security		
	Report access security		
29.	Control of access levels to student records:		
	1. District-wide		
	2. School or multiple schools (more than one)		
	3. Teacher		
Control Structures/Tables			
30.	Provides an organizational control structure which supports the enforcement of district policies and flexibility to implement school based policies		
31.	Allows the district to be divided into zones, and schools assigned to each zone		
32.	Organizational control structure supports an organization comprised of Districts, Buildings, Schools and Classrooms		
33.	The system supports an active integrated district wide calendar and allows each school to maintain a unique calendar with restrictions imposed by the district calendar		
34.	The system allows a calendar to be established for a group of students within a school or for an individual student or staff		
35.	Ability to develop calendars specific to Special Education IEP evaluation management based on prescribed processes that must occur on specified timelines		
36.	The school calendars automatically interface to the attendance module so that students not scheduled to be in school or in a class are so noted		
37.	The system provides the capability to maintain school calendars from previous and future years		

General			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
38.	School calendars can be copied to another school		
39.	Allows school attendance calendars unique to each school		
40.	Allows centralized calendar setup and propagation to multiple schools		
41.	School calendars must include:		
	Attendance reporting periods		
	Grade periods		
	Half days		
	In-service days		
	Holidays		
	Staff development days		
	Track calendars		
	User-defined day types such as “Snow Days”		
42.	Maintains a user defined table of all schools within a district with critical demographic information and processing parameters		
43.	Supports the organizational structure where multiple schools may be physically housed within the same facility		
44.	Maintain user defined school classifications such as secondary, elementary, alternative, branch, gifted center, etc.		
45.	Maintains a user defined table for teachers which can link to administrative Human Resource application for new and updated teacher information		
46.	Teacher control table can subscribe to administrative applications for new, modified and deleted entries		
47.	User defined Grade control tables defining grades, criteria and descriptions to be used among schools and courses		
48.	Ability to flag a student record if a student leaves the system with a provided service and returns at a later date – system should flag that the student needs to be re-evaluated for the service		

General			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
49.	Ability to store electronic cumulative records		
50.	Ability to record student retentions		
51.	Multi-user capability – unlimited number of simultaneous users		
52.	Online context sensitive Help system		
53.	Unlimited number of user-defined data fields		
54.	Transferring student cannot be enrolled until released by previous school		
55.	System must provide audit trail of all adds, changes, and deletes at the record level by date, time and user; configurable by District		
56.	Full and restricted user access by user, user-defined group, screen		
57.	Search and browse functionality on data items		
58.	Centralized database with view capabilities by individual school or by entire district		
59.	Automatically assigns a unique student ID number from district-defined parameters.		
60.	Family management with ability to link siblings/household members		
61.	Field level edit checks to ensure data integrity		

Technical			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	Provide a description of the application architecture. Note which features are web-accessible. Comment on underlying programming languages.		
2.	List minimum system requirements for the proposed application.		
3.	Describe backup. Able to back up while the application is in use.		
4.	Describe support for Microsoft SQL Server.		
5.	List all other supported databases.		
6.	Is documentation of the full data dictionary supplied to the school district.		
7.	Are relationship diagrams supplied for major functions.		
8.	Are licenses for all proposed databases free of restrictions that would prevent us from developing applications and reports, including SQL Server Reporting Services reports, unrelated to the proposed application software.		
9.	Do all modules have a common look and feel with regard to command structure, navigation, and functionality.		
10.	Does the application include a query and reporting tool.		
	Which school district positions do you recommend for training on the tool.		
	Can users save reports for recurring use.		
	Are the reports that we define available from the same menu or tree from which standard reports are selected.		
	Can access to user reports be configured such that selected reports are available only to selected user groups.		
	Can users in one group share their report templates with users in another group.		
11.	Describe SIF / ODBC Compliance Position		
12.	Export data to Microsoft Word and Excel. Describe process.		
13.	Database:		
	Can we add fields to existing tables.		

Technical			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
	Additional tables.		
	Are these additional fields and/or tables visible to the application's query and reporting tool.		
14.	Lookup tables: List all tables that we can populate and that are used for lookup in screens and forms.		
15.	Screens:		
	Customize field positioning and look/feel features		
	Add our own screens		
	Add tabs to existing screens		
	Redact screen fields (e.g., Social Security number for specified users)		
16.	List any other important features that can be configured in-house, which demonstrates the flexibility of the application.		
17.	Ability to design our own forms without advanced programming skills, preferably via a drag-and-drop GUI.		
18.	Ability to bind form fields to Microsoft SQL Server database without advanced programming skills.		
19.	Ability to bind form fields to Microsoft SQL Server fields for data input.		
20.	Supports a full array of controls, including combo boxes with drop down from database tables.		
21.	Ability to design our own routing/approval paths without advanced programming skills, preferably via a drag-and-drop graphical workflow tool.		
22.	Supports sequential and parallel approval paths.		
23.	Supports conditional approval routing based on:		
	Data on form (such as the total amount of a requisition on a purchase order form).		
	Urgency		
	Decision to approve or disapprove		
	Exceptions: delay, cancellation, error		

Technical			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
	Role of the person initiating the form		
24.	Supports delegation of an approver's role to another person (e.g., when an approver takes vacation)		
25.	Supports electronic signatures satisfying audit requirements		
26.	Provides a drop box and email (Groupwise) notification to approvers when action is required on a form		
27.	Allows for forms to be accessed and filled in from outside the application.		
28.	Allows initiators and approvers to monitor the status of a form.		
29.	Supports attachments to forms (thus allowing the form to be used as a routing cover sheet).		
30.	Automates the following application/approval processes via electronic form:		
	Purchase requisition		
	Payroll hour reporting		
	Temporary work agreements		
	Staff travel requests		
	Budget requests (initial budget—multi-layered organizational approval process)		
	Budget change requests (especially from users wishing to free up funds for requisitioning)		
	Employee accident reporting		
31.	Application support optical imaging and the archiving of business documents		
32.	List all application functions that are designed to utilize imaging or document management technology.		
33.	Able to use all document management features for ERP document management		
34.	Supports multi-step processing, i.e., distributing the following functions among multiple users and/or sites: capture, indexing, quality control		
35.	Ability to capture directly from within the application, without printing and scanning, and then to retrieve from within the application		

Technical			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
36.	Ability to scan printed documents		
37.	Ability to capture, store, and retrieve (in their native format) the following document types:		
	PDF		
	TIFF		
	JPEG		
	XLS		
	DOC		
	Groupwise email messages		
	Groupwise email attachments		
38.	Describe Server back end – Microsoft SQL or Other		
39.	Intentionally Left Blank		
40.	Captures documents and email messages from multiple sources by saving within the application (For example, we wish to store vendor email in the same document repository as scanned invoices, even though the invoice imaging function may be built into the application.)		
41.	Document retrieval interface:		
	Via Web browser-based viewer		
	Full text search		
42.	Supports document annotations, attached notes, and redaction		
43.	Provides an audit trail including check-in and check-out		
44.	Provides for document distribution via email and fax server		
Security			

Technical			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
45.	Able to define user privileges at the screen level		
46.	Able to compartmentalize personnel and payroll data according to schools and ad hoc groups. The system should in essence allow us (1) to define an unlimited number of employee groups, which may or may not correlate to their school or department, (2) assign an unlimited number of employees to a group, and (3) assign user database privileges based on groups, i.e., specify (in an unlimited number) the groups to which a given user has access as well as the privileges (data view, update, etc.) that the user has for the group.		
47.	Able to define user privileges at the data field level		
48.	The integrated query and reporting tool should use the internal system security		
Technology			
49.	The solution must be architected for the web. It must leverage XML to generate the web User Interface and to exchange data with third parties. The use of 4GL "Graphical generators" must not be the main tool used to render screens.		
50.	The system must have an integrated reporting solution. District personnel must be able to log into the application and have a single sign-on (ID and password) that provides them access to both the application and reports.		
51.	Security for the reporting tool must be integrated into the system security and not require a separate setup.		
52.	The solution must have a "Management dashboard" that enables non-technical users to view lists of reports specific to their needs, on a single screen. Users should have the ability to drill-down on these reports, print them, export them to Microsoft applications (Word & Excel), as well as PDF and/or forward them via email.		
53.	The web "Front-end" should be integrated with the application such that pull-down menus are generated from data in the application and individual fields on the screens are validated as they are filled out. This is different from a "Forms-based" web interface.		
54.	The system must enable laser printed forms for the creation of discipline referrals, progress reports, report cards, transcripts, etc).		
55.	The system must support stored images attached to any file in the system, and accessible via drill down. Specifically, JPEG, TIFF, DOC XLS, and PDF images should be able to be attached to any file, and "drilled down" to with ease.		

Attendance			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	Ability to import the historical data from our current system (SIS)		
2.	The system allows update of attendance activity with an unlimited number of user-defined absence/tardy reason codes at the district level		
3.	Reason codes will indicate if the student is present or absent for reporting purposes – (ex. school sponsored field trip)		
4.	Each reason code includes a weight factor for determining letter / email /phone notification to parents.		
5.	Attendance actively utilizes the appropriate control calendar based on the district, school and class		
6.	Supports attendance by:		
	Daily		
	AM & PM		
	Period/School Period		
	Class		
	Homeroom		
7.	Attendance can be posted by:		
	Individual Student		
	Selected Students		
	Student Group		
	Grade level		
	Track		
	Homeroom		
	Class		
	Period		

Attendance			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
	Multiple Periods		
	Multiple Days		
8.	Supports the free form entry of notes		
9.	Attendance is fully integrated with scheduling changes and class rosters automatically reflect adds and drops		
10.	Data input can be online, scanner sheets, PDA or bar-code sheets		
11.	Ability to flag a student that has attendance in the system but no academic schedule		
12.	Supports accumulated absence totals for each student including:		
	Days enrolled		
	Days in membership		
	Days in attendance		
	Total absences		
	Excused absences		
	Unexcused absences		
	Total tardiness		
	Unexcused tardiness		
	Excused tardiness		
	Number of home based days		
	Total days absent		
	Total days present		
	Attendance percent		
	Average daily attendance		

Attendance			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
	Average daily membership		
	Suspensions - In school & Out of school		
	Expulsions		
13.	The system tracks each day or period in which attendance is to be taken so that the School and District may assure that roll is taken in each class		
14.	Attendance, both absences and tardiness, may be entered online at a workstations, laptop PDA, or mass entry from optical or bar code scanning		
15.	The system includes a screen to allow a whole month of attendance to be displayed for a class and edited on that screen		
16.	The system provides an easy to use interface which allows the teacher to input absences and tardiness from a classroom workstation or PDA		
17.	The system allows the teacher to access student pictures during attendance entry		
18.	The system allows the teacher to access student attendance history for the specific class and month for which roll is being taken on an interactive basis for review and revision. The history includes the reason codes for the absences.		
19.	The system allows the teacher to access student attendance history for the entire school year on an interactive basis while attendance is being taken		
20.	Pre-approved absences are stored		
21.	Pre-approved absences are presented to the teacher during roll call		
22.	The system indicates to a teacher that a student has been marked as absent in a previous period		
23.	The teacher may mark the entire class as absent, tardy or in attendance with a single mass entry		
24.	The system allows mass entry of attendance for a teacher/homeroom/grade for a specific data/date range/period/period range		
25.	When attendance is pre-cleared by the attendance clerk it will NOT be automatically overwritten by subsequent entry		
26.	The system allows for "days present" to be automatically calculated based on user defined rules such as "a student attends for one period of the day"		
27.	The system automatically tracks and is able to report students with perfect attendance		

Attendance			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
28.	User defined perfect attendance which may include or exclude tardiness and include or exclude partial day absences		
29.	Schools can define the rules for attendance marking and perfect attendance independently without regard for rules in other schools		
30.	The system provides for tracking and reporting of total days absent for each student during the present school year		
31.	The system provides for tracking and reporting of total days present for each student during the present school year		
32.	The system provides for tracking and reporting of consecutive absences for each student		
33.	The system tracks and reports total number of tardy days for each student within a given date range		
34.	The system maintains a record of attendance for students that enter and withdraw multiple times within the same school year		
35.	The system provides an on-line display of student attendance based on day, period, and specified date range		
36.	The system allows the user to select filters that create user-defined views of attendance data for a student online		
37.	The system provides an on-line display of each class, listing student's attendance based on day and period over a specified date range		
38.	The system either contains or is capable of working with an automated calling system		
Reporting			
39.	Provides for a blank attendance register for manual collection of attendance data		
40.	Provides an online or printed call list. This list includes contact names and phone numbers to facilitate the calling process		
41.	The system processes and reports all the major attendance reports required by Louisiana. As Louisiana changes attendance, accounting procedures, the program is modified to comply and included within our annual maintenance charges		
42.	The system accepts aggregated summarized attendance data from other attendance systems to be included within state reporting		
43.	The system optionally prints summarized absences, tardiness, and dismissals in the grade reporting module		
44.	The system prints summary and detailed attendance reports based on date ranges, number of absences, excused and unexcused absences, reason codes, grade groups, homeroom		

Attendance			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
	teacher, regular and special ed, etc.		
45.	Provide for user defined attendance letters with individual school headings and graphics		
46.	The system automatically generates letters to parents based on user defined absences and tardiness criteria		
47.	Letter notification history is maintained		
48.	The system allows user override of a letter to be mailed and tracks that the letter was NOT sent in the online history		
49.	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		
50.	Reports for the attendance module include at a minimum:		
	Attendance Call List		
	Excessive Absence Notification Letters		
	Daily Absence Listing		
	Comprehensive Attendance List		
	Attendance Frequency and Distribution		
	Period Attendance Roster for Manual or Scanned Classroom Attendance capture		
	Teacher Daily Report		
	Attendance Statistics Report - ADA/ADM Report (AT6)		
	The system produces alternative school positive attendance reports		
	Cut listings showing excessive absence by period		
	Annual history - a concise, complete, and comprehensive year-long list of attendance by code		
51.	The Classroom attendance roster prints 1 character alerts. For example, identifies a student with Health Concerns or alerts if student lacks an Internet User Agreement on file		
52.	The system tracks and reports those students who are a NO SHOW at the beginning of the school term		

Attendance			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
53.	The system allows for Attendance notes - allowing for the posting of Attendance Department actions to resolve attendance difficulties (Court Appearance, Court Orders, etc.)		
<i>After School Activities</i>			
54.	Ability to record attendance for after school activities and what those activities are		
55.	Unlimited number of user defined after school activity types and descriptions defined at the district level		
56.	Maintain history of after school activities, including type, description and start and end dates		
57.	The system tracks and reports those students who attend Summer School / Summer Remediation		
58.	Maintain history of summer school activities, including type, description and start and end dates		
<i>DropOut Early Warning System (DEWS)</i>			
59.	Ability to identify at-risk students based on criteria as defined by the district		
<i>Attendance Archival</i>			
60.	Archive daily attendance and period by period attendance annually		
<i>Failure Due to Excessive Absence</i>			
61.	Tracks failure due to excessive absence and produces required notices based on a pre-determined schedule		

Athletics			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	Determine eligibility based upon user-defined requirements.		
2.	Analyze grades to determine participation eligibility.		
3.	Generate “red flag” indicator for athletes who fall under the eligibility requirements and provide an authorized manual override of ineligibility status.		
4.	Track and or access details and produce statistics on student-athletes.		
5.	Ability to compare academic statistics (i.e. test scores, GPA) of student-athletes to student non-athletes.		
6.	Ability to track student data required for NCAA and/or LHSAA reporting		

Bilingual			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	Track and or access Bilingual Program entry/exit date, Bilingual exit code, Bilingual program in which the student participates, if the program is dual language (Y/N), language code, language history, English and native language proficiency level and history, service break (from the Bilingual program), summer math/read candidate, school change, parent authorization requirements, and special education needs		
2.	Determine program eligibility entrance and exit based upon standardized test scores, English language proficiency test scores, and the length of participation in the bilingual program		
3.	Track the retention of students at the grade level by their native language		
4.	Ability to track LEP students with an IEP		
5.	Ability to track services provided to an LEP student that are related to LEP status		
6.	Ability to track services provided to an LEP student that are related to IEP status		
7.	Ability to track pupil weighting for purposes of aid		
8.	Ability to track immigrant (newly-arrived) students with little, if any, prior schooling		
9.	Ability to track former LEP students		
10.	The system processes and reports all the major reports required by Louisiana. As Louisiana changes accounting procedures, the program is modified to comply and included within our annual maintenance charges		

Discipline			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	Unlimited user defined discipline event types which is required on opening a new event		
2.	User defined weapon table and allow for the tracking of all possession or use of weapons in a discipline event		
3.	The system includes the tracking of discipline incidents, actions (responses), and detailed comments		
4.	The system includes the tracking of discipline incidents and all students associated with that accident		
5.	Capability to enter and maintain the date and time of each incident per student record. Entries can be made to a date prior to the current date. Entry date and incident date are tracked		
6.	Capability to inquire and print the date, time and details of each incident for by student		
7.	Online inquiry of all discipline events associated with a student including but not limited to the incident number, date, time, place, staff member and all responses to the event		
8.	The system collects and reports all information required for Louisiana DOE Reporting		
9.	The system allows a user to easily lookup (and sort) all discipline events associated with a school including but not limited to the student perpetrator, incident number, date, time, staff member and all responses to the event		
10.	Unlimited free form discipline notes		
11.	The system tracks all discipline event participants and victims		
12.	The system tracks/links all discipline event participants and victims to a unique incident		
13.	Unlimited offenders and a corresponding standardized user defined relationship to the event		
14.	Unlimited victims to an event, who they are, their type of injury and other involvement in the event		
15.	Unlimited witnesses to an event		
16.	Tracking of all event property damage and associated costs		
17.	The system tracks other factors involved in incidents such as the possession or use of alcohol or drugs		
18.	The system tracks all police reports filed in relation to the incident and the police report number of reference		
19.	Print or inquire all discipline incidents for each student during the current school year		

Discipline			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
20.	Tracks any incident which was reported to the state		
21.	Standardized discipline reports include attendance and grade information		
22.	Tracks any exceptionalities that a participant may have and if the exceptionality contributed to the discipline event		
23.	Utilizes unlimited user defined responses to a discipline event such as suspensions, letters or calls home. Will include:		
	The date the response was made		
	The time the response was made		
	The type of response		
	The date and time the response starts and ends such as for a suspension		
	The staff member assigning the response		
24.	Report or inquire on the total number of students involved for each type of discipline incident type for each grade or all grade levels. Example includes the total number of students involved in alcohol-related incidents in grade 6		
25.	Tracks bus number, route and driver that are associated with a bus event		
26.	If the event is associated with a bus accident a flag indicating such and the participation of the bus driver is tracked		
27.	Print or inquire all discipline actions taken for each student during the school year		
28.	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		
29.	Inquire or report number of incidents that occurred on the grounds of the school district-operated facilities		
30.	Inquire or report the number of incidents that occurred during any type of school sponsored activity that is held away from the home school, such as a football game, field trip, class trip, etc		
31.	Reports number of incidents that occurred on any school-sponsored transportation, including bus transportation to and from school, and other transportation to and from school-sponsored events		
32.	The system provides the capability to create user-defined reports using selected or all discipline data		

Discipline			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
33.	User defined letters with school heading and graphics to parents for student discipline incidents and actions taken		
34.	Exports selected or all discipline records associated with a student record for a given date		
35.	Exports discipline incident and/or actions taken totals based on specific categories or selected criteria		
36.	The system retains all discipline entries throughout the student's lifecycle, Prek-12, plus archives after graduation		
37.	Work flow discipline referral process resulting in the information being stored in the system		
38.	The system processes and reports all the major reports required by Louisiana. As Louisiana changes accounting procedures, the program is modified to comply and included within our annual maintenance charges		
39.	The system is able to collect and report on all non-violent incidents that do not result in student disciplinary action-incidents such as "smoke in the building"		
40.	Ability to identify an incident as Bias Related, Gang Related, or Drug Related		
41.	Ability to record the location of the Incident-On School Grounds, On the Bus, or Off School Grounds		
42.	Ability to track students with off-site expulsions		
43.	Ability to track students with off-site suspensions (Alternate site)		
44.	Ability to track chronic disciplinary and/or attendance concerns defined as 3 minor and / or 1 major referral in any one month period and / or attendance below 80% in any one month period.		
45.	Ability to track the number of disciplinary referrals, removals (suspensions and expulsions (ISS & OSS)), and school initiated arrests for students in CPSD district		
46.	Must have a parish-wide procedure to accurately monitor all other students who are subject to repeated disciplinary removals or placement in alternative school settings in the CPSD		
47.	Ability to alert on any student with 4 days of in-school and/or out-of-school suspension		
48.	Ability to track a student's participation in the district Fight Diversion program		
49.	Referrals are tracked by student, by date, and by the individual creating the referral		
50.	The system supports a user maintained referral reason table. Each referral is associated with a specific referral reason. Examples of referral reasons include discipline, attendance, etc.		

Early Childhood			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	Separately identify the Early Childhood Education programs in which students participate		
2.	Track and or access all student information which was applicable during the students Early Childhood Education		
3.	The system will track and report the pre-kindergarten programs attended by those kindergarten and first grade students previously enrolled in such a program inclusive of funding source		
4.	Track student evaluation/progress scores in each of the Early Special Education programs		
5.	Retain the grades, attendance, and test scores of students who participated in the Early Childhood Education programs on the students' long-term student record		
6.	The system tracks and maintains an indicator that a student was held back during kindergarten		
7.	Ability to import external data such as:		
	• Parent attendance in child's classroom		
	• Parent attendance at group leader classes		
	• Student health data		
	• Student attendance data		
8.	The system processes and reports all the major reports required by Louisiana. As Louisiana changes accounting procedures, the program is modified to comply and included within our annual maintenance charges.		

Free and Reduced Meals			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	CPSD utilizes WINSNAP Meal accounting software. SIS solution must interface with WINSNAP		
2	Determines program eligibility for Free and Reduced Meals including a user defined system calculation for eligibility based on federal guidelines		
3	Have flexibility to accommodate changes in federal eligibility requirements from year to year		
4	Allows import of social services eligibility file to help create free and reduced meal status		
5	Determine program eligibility based upon the following criteria on a variable frequency: 1) Match with the Louisiana Department of Social Services report where students appearing on the list are automatically eligible 2) Through data received from F/R Lunch applications using federal income guidelines.		
6	Unlimited user defined meal status based on eligibility. For example: Free, Reduced Price or Denied		
7	Standardized report and or inquiry which provides the number of Free and Reduced-Price meals provided across a variable time slice		
8	Standardized monthly report or inquiry totaling the number of meals provided by food service by eligibility category		
9	SIF compliant interface to Cafeteria POS applications to provide eligibility to and track participation from the POS applications. Indicate who you have successfully worked with.		
10	Generates a User defined <u>family</u> application, by school, by family or individually by student, for Free and Reduced Meals which can be distributed electronically or printed		
11	Ability to determine eligibility regardless of whether or not they actually receive the lunch - eligibility by household		
12	Capability to automatically end a student's eligibility when the student leaves the district		
13	Ability to report on:		
	All students who apply		
	All students found eligible		
	All students actually receiving the lunch		

Grading and Transcripts			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	Supports user-defined grading scales and evaluation codes		
2.	Supports unlimited user-defined grading periods		
3.	Supports variable grading periods by grade level		
4.	Supports and defines weighted and un-weighted grading calculations		
5.	Supports user-defined consolidation and grading period averaging to produce semester of final grades		
6.	Final grades can be computed by the system according to user-defined parameters		
7.	Supports all manner of elementary, secondary and alternative school grading scenarios. Please specify in comments		
8.	Supports Pre-K and elementary grading using multi-level subject and curriculum frameworks		
9.	Supports skills and standards-based grading and assessment		
10.	Supports mastery, proficiency and observational-based assessment		
11.	Elementary grading rosters are automatically built based on scheduled homeroom		
12.	Supports narrative comments printed in full text form on progress reports and report cards		
13.	Comments are automatically personalized using “gender smart” pronouns		
14.	Supports special grades for conduct, effort, citizenship, participation or other user-defined measures		
15.	Allows modified grading scales for special needs students		
16.	Provides automatic calculation of course and section averages		
17.	Supports multiple user-defined Honor Roll calculations		
18.	Supports multiple user-defined GPA calculations		
19.	Supports user-defined Class Rank calculations with ability to exclude selected classes		
20.	GPA's and Credits are automatically calculated based on grade changes		

Grading and Transcripts			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
21.	Provides ability for variable credits		
22.	Provides ability to identify students in danger of retention, or with other risk indicators such as home language other than English		
23.	Supports athletic & extra-curricular eligibility reporting by individual student, by Group, and by Course/Class		
24.	Allows office on-line entry of grades by student, class or teacher		
25.	Automatically calculates letter, numeric, grade point and credit equivalencies based on official grading tables		
26.	Class and/or Daily Attendance including times present, absent, tardy, excused and unexcused are integrated to the grading system		
27.	Progress, Term and Daily Grades including comments are available to parents via a secure website		
Transcripts			
28.	Supports graduation status/deficiency reporting based on course histories and currently scheduled classes		
29.	Supports user-defined definition of unlimited graduation paths and course requirements		
30.	Maintains complete grading histories for an unlimited number of years, Pre-K to Graduate		
31.	Current and cumulative GPA, numeric average and credits are automatically calculated		
32.	Cumulative calculations are automatically updated based on changes to grading history inclusive of repeated courses		
33.	Cumulative calculations are automatically updated based on changes to grading history from Summer School		
34.	Calculates a cumulative class rank based on weighted and/or non-weighted GPA's		
35.	Calculates various Semester and Cumulative GPA's based on weighted and non-weighted grades		
36.	The system allows inquiry of student transcript info		
37.	Transcript records may be accessed by student name, birth date, address, or Student ID		
38.	The system supports the ability to exclude certain classes from the transcripts, state reporting, report cards, cumulative labels and general distribution reports		
39.	Maintains transcript records including grades and credits for courses taken in and out of the District		

Grading and Transcripts			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
40.	The system will record credit earned for a course for all students		
41.	The system flags and reports repeated courses to facilitate the recognition & resolution of same		
42.	The system allows schools to print their own permanent record label		
43.	Ability to generate printed or electronic transcripts		
Grade Reporting			
44.	Unlimited user-defined progress and report card formats		
45.	Report cards can show cumulative grading terms throughout a year		
46.	Multiple user-defined honor roll reports based on user-selected criteria		
47.	Report cards can include transcript-like summary of full multi-year grading histories		
48.	Report cards can include courses and grades earned at other schools		
49.	Report cards can include courses and grades earned at other schools or districts during Summer School / Summer Remediation		
50.	Report Cards allow narrative comments personalized to the individual student		
51.	Athletic eligibility reports on demand based on:		
	• Weekly Grades		
	• Attendance		
	• Student Group		
	• University Interscholastic League (UIL) Course/Class		
52.	Grade verification lists		
53.	Missing grades report to determine un-submitted grades by teacher or student		
54.	Failure and at risk of failing lists		

Grading and Transcripts			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
55.	Supports school level Grade distribution analysis reports with a variety of user defined sorting criteria		
56.	Supports district level Grade distribution analysis reports sorted a variety of user defined sort criteria		
57.	Class Rank Reports with a variety of user-defined sorting criteria		
<i>Integrated Grade Book</i>			
58.	Provides an integrated teacher gradebook program for classroom and home use		
59.	Provides unlimited use licenses for gradebook		
60.	Allows administrative staff to control the grading period by opening and closing the grading period thereby controlling teacher access to only active periods		
61.	Changes can be initiated after a grading period is closed at an administrative level prior to report card generation		
62.	Supports standardized user defined comments		
63.	Supports free-form individual student comments		
64.	Teacher has inquiry access to student demographics and contact information within the Gradebook		
65.	Gradebook rosters are automatically updated with new enrollments, withdrawals and transfers based on schedule changes		
66.	Withdrawn students are automatically flagged in teacher rosters		
67.	Setup of common options and templates are provided		
68.	Teachers can copy assignments, comments, seating charts and other options from one class file to another		
69.	Supports an unlimited number of assignments		
70.	Supports user-defined category names and category weights		
71.	Supports letter grade, numeric and special score input		
72.	Supports total points grading		
73.	Supports automatic column filling for mass entry of grades		

Grading and Transcripts			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
74.	Term grades are automatically calculated based on assignment grades, categories and weights		
75.	Term Grades are linked to Grading Control structure		
76.	Supports teacher override and posting of alternate term grades to office		
77.	Supports a wide variety of teacher-based reports including individual student and class reports		
78.	Ability to collect Summer School grades and to add same to the transcript		
79.	Ability for a passing Summer School and/or regular academic session grade to supersede a failing grade on the transcript		
80.	Retain students credits in a suspended state for transition students until criteria is met to award credit		
81.	Ability to track students pursuing career diplomas as defined by the La. DOE		
82.	Ability to track students participating in the La DOE CATE program (see Student Counselor Management section)		
83.	Ability to track dual credits and advanced placement courses		
84.	The system must support High School Diploma Endorsements as defined by the La. DOE to include Career and Technical endorsements and Academic Endorsements such as CORE 4, Independent Study, CATE, TOPS, 5 Year Plan (EPortal) – It is the vendor's responsibility to research and ensure compliance.		

Health/Medical			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	The health screens are designed to support rapid data entry		
2.	The system tracks detailed student health information		
3.	The system provides access to health information throughout the system and direct access from the student master record		
4.	The system tracks special concerns to include but are not limited to:		
	Individual Education Plan		
	ADA/504 Plan		
	Individual Health Plan		
	Emergency Care Plan		
	Emergency Evacuation Plan		
5.	For those students with a special concern the system provides a way to clearly but discretely “flag” the student master record to alert site staff		
6.	The system tracks medication administration for the student population of the district		
7.	Supports standardized user defined health notes		
8.	Supports free-form individual student health notes		
9.	Ability to inquire on student health notes by date, by key word or by the staff entering the note		
10.	The system tracks allergies for each student		
11.	The system tracks an unlimited number of health concerns on each student selected from a table of user defined health concerns		
12.	The system tracks an unlimited number of screenings for vision, color blindness, hearing, and scoliosis including date, results and other detailed comments		
13.	Dental screening includes the date, the results and referral information		
14.	The system tracks an unlimited number of evaluations including the date and result status for each of the following:		

Health/Medical			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
	Early Childhood Screening		
	Physicals		
	Growth		
15.	For growth screenings, the system tracks a minimum of the height, weight and age at the time of the screening		
16.	The Health System is integrated with the student system and allows direct access to student information from the health information		
17.	The system keeps an individual log of each health event for each student that at a minimum includes the date the student visited the health office, the actions, the result of the actions and the time the student left the office		
18.	The system produces a daily log of each student visit to the nurse's office		
19.	The system provides data access to the student health log on a school and data basis for not less than 12 years		
20.	Ability to import existing health data		
21.	Ability to work with electronic systems of doctors and hospitals to transmit student health information (Tele-Medicine)		
22.	Standardized user generated health reports, including but not limited to:		
	A health concern report that may be generated by grade level or by student or by teacher		
	A daily health log report which may be generated for a single day of date range for a grade, student or time		
	A medication administration record report		
	Exclusion lists (students who would be excluded from school because of non compliance) can be printed		
	A daily health log report specific for special education students		
	An individual health status report for a specific student		
	The system tracks, by selection, all failed screenings, specifically - vision, hearing, gross motor, fine motor, receptive language, expressive language, articulation, cognition, and social/emotional		

Health/Medical			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
23.	The system tracks special procedures required as part of the student services provided including but not limited to environmental adjustments due to a health condition		
24.	Ability track primary and secondary care providers (name, address, phone), and the type of services rendered (allergies, asthma, seizure disorders, diabetes, etc)		
Immunizations			
25.	The system tracks any number of immunization types		
26.	The system is able to establish the requirement, age, and grade and close level for immunization type and report those students with missing immunizations		
27.	The system tracks multiple immunizations for each immunization type and reports each date that an immunization was administered and total immunizations administered		
	The system provides a list of students who have not completed shots for a particular shop type (susceptible list)		
28.	The system allows a student to be marked as exempt from an immunization		

Parent Access			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	The system allows for external online parent access to select information through a web browser based on a secure user id and password		
2.	District has the ability to decide what data will be shared through Parent Access		
3.	Multi language capability - indicate which languages are supported in the comments		
4.	Parent has access to real time data		
5.	The system allows teachers to provide information to parents from the teacher grade book module. This seamless interface is required so no additional data entry is required by the teacher other than the initial set-up to determine what data is available to parents		
6.	The system supports parent access to the following student information:		
	Attendance information		
	Demographics		
	Course History - Credits Earned		
	Fees		
	Discipline		
	Grades / Progress Reports / Comments		
	Graduation Status		
	Homework assignments to include assignment weighting, description, due date, materials required for assignments		
	Lunch menu		
	Medication instructions		
	Medical/Health History		
	School Calendar		
	Student Schedules		

Parent Access			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
	Teams		
	Test Scores		
	Transcripts		
	Transportation information		
	List others in comments		
7.	Ability for authorized administrators to withhold data from being published to the website		
8.	Parents can complete an on-line school transfer form		
9.	Course requests can be submitted		
10.	Supports electronic communication between parents and teachers via web browser, phone, and email		
11.	The system must populate the website with information from the student database without double entry, importing or the need to re-key information		
12.	Provides access to on-line resources to assist students with their homework assignments or to improve learning.		
13.	Provides on-line Staff Directory		
14.	Provides on-line calendar of school activities and events		
15.	Ability to allow email communications from the school to the home or vice versa		
16.	Supports hyperlinks for email generation to staff		
17.	Ability to send alerts by individual student, groups of students or classes		
18.	Ability for teachers to post and automatically publish homework assignments		
19.	Method for system to identify homes without internet		
20.	Allows parent to indicate preference for electronic or paper communication		
21.	Produces print queue for homes without internet access		

Parent Access

Appendix E

Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
22.	Allows the school to select types of data for publishing to the website		
23.	Provide parents with a single login to access all students that are a part of that family		
24.	All extensive password management for assignment of access to the system, at a minimum, include:		
	Automatic generation of passwords for distribution to parents, students and third parties. Insure the randomness of the password generated		
	Allow/require parents to update their password upon initial access of the parental system		
	Support the user-selected question, from a set of school-generated multiple questions, to answer for purposes of recapturing a forgotten or lost password		
	Allow parents to update their password at any time		

Fees Administration			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	Provide a fees management system to track fees owed by a student to the district and the collection of such fees		
2.	Support an unlimited number of student fee types		
3.	Support specific fees by grade level		
4.	Support optional fees such as damage to property, year books, etc.		
5.	Support Course Fees so that the student is automatically charged a fee for a course when the course is taken by that student		
6.	Support the ability to define the fee amount for each course		
7.	Support the ability to refund fees if a course is dropped before a user defined number of days into a course		
8.	Support general fees that will be charged to all students. General fees may be picture fees, locker fees, etc.		
9.	Support the ability to interactively enter fee payments from students		
10.	Support the ability to track the date and a reference number for each payment		
11.	Allow for partial payments		
12.	Provide for the ability to inquire on the overall fee statement/status of a student		
13.	Maintain a complete history of all transactions for a student account for an unlimited number of years		
14.	Associate student fees with section numbers as part of the scheduling process		

Special Education / 504 ADA Management			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	The Special Education module is fully integrated with the student information system and shares all student data with all other modules		
2.	The Special Education component provides seamless integration with the staff database		
3.	The system must allow for the tracking of an unlimited number of evaluations per student and provides access to all evaluations in an online interactive manner		
4.	The system indicates to users throughout the application that a student is a special education student		
5.	The system provides user managed tables to support pull-down lists for all multiple selection data fields		
6.	The system provides cross-walks to state codes for all appropriate data fields for state reporting purposes		
7.	The system provides the ability to track an unlimited number of special education evaluations in each school year		
8.	The system must support the requirements of Free Appropriate Public Education, (FAPE), an educational right of disabled children in the United States that is guaranteed by the <u>Rehabilitation Act of 1973</u> and the <u>Individuals with Disabilities Education Act</u> (IDEA).		
9.	For each evaluation performed, the system reports the date, the evaluation results and the associated instructional setting		
10.	The system tracks the primary exceptionality resulting from each evaluation		
11.	The system supports the tracking of up to three secondary exceptionalities associated with each primary exceptionality		
12.	The system allows a student to have multiple primary exceptionalities		
13.	The system tracks the staff member managing each exceptionality on file for a student		
14.	The system tracks the exit reason and date when an evaluation/exceptionality is ended		
15.	The system tracks and reports an unlimited number of user defined events associated with each exceptionality/evaluation. Event type samples include an assessment, a referral, parental meeting, etc.		
16.	The system tracks the status and comments for each event		
17.	The system individually tracks all special education services being provided to a student		
18.	For each service being provided, the system tracks, at a minimum:		

Special Education / 504 ADA Management			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
18.1	The start and stop date of the service		
18.2	The status of the service		
18.3	The staff member providing the service		
18.4	The instructional setting of the service		
18.5	The duration of the service for both direct and indirect deliveries.		
18.6	The number of service sessions per week being provided.		
19.	The system tracks case load rosters for each special education staff member through vendor IEP and SER XML interface		
20.	The system provides extensive reporting of special education information		
21.	The system must align with all components of La DOE Special Ed Reporting (SER) system – http://pddb.doe.state.la.us		
22.	Must have a parish-wide procedure to accurately monitor each student classified with the exceptionality of “Emotional Disturbance” and all other students who are subject to repeated disciplinary removals or placement in alternative school settings in the CPSD		
23.	Ability to interface, enter and track online IEP’s through SER IEP Forms XML Interface		
24.	Ability to track a student with a 504 Plan		
25.	Ability to provide the details of the 504 Plan including the start date, the plan requirements, and the end date		
26.	Homebound services data must include length of services, school enrolled, IAP/IEP designations, homebound teacher, medical conditions, and a comment area		
27.	Ability to interface, enter, and track online IAP’s		
28.	Must support School Based Level Committee (SBLC) review for services through the use of CRSIN data collection forms		
29.	Ability to support software systems for blind/visually impaired users utilizing text to speech technology (ex. JAWS)		
30.	Ability to support the LINKS system, a state sponsored health system for immunizations management.		

Textbook Management			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	Provide an interactive system to track textbook inventories and their assignment to students, teachers and courses		
2.	Provide for the ability to define a global textbook record		
3.	Allow for the tracking of the author, publisher, edition, copyright, library of congress number ISBN Code, Catalog number and replacement cost for each textbook		
4.	Track the purchase order and purchase date for each textbook		
5.	Track the school departments that utilize each textbook		
6.	Track the courses that utilize each textbook.		
7.	Allow for scanning of textbook bar codes for checking out textbooks and for clearing		
8.	For each textbook copy, track the teacher, course, section, room or student to which it is assigned		
9.	Track the condition of each textbook		
10.	Track the status of each textbook		
11.	Allow entry of textbooks by barcode range, copy number range or individually		
12.	Allow for assigning of textbooks to staff or students by scanning of bar codes		
13.	Track lost and damaged textbooks for creation of fines		
14.	Track fines for all books where appropriate		
15.	Track fines against students and staff		
16.	Track full and partial payment of fines		
17.	Provide for inquiries of all textbooks assigned to a student and all students assigned a textbook		

Program Management			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	The system provides detailed support for the tracking of special programs and the assignment of students to those programs		
2.	An unlimited number of student programs may be defined		
3.	Detailed information is tracked for each program. At a minimum, the information tracked includes:		
	Program Type		
	Program Funding Source.		
	An indication if parental approval is required		
	Program start and end date.		
	Program Description.		
	Program Category		
	Participant Eligibility Requirements		
4.	An unlimited number of students may be assigned to each program		
5.	The system allows specific courses to be associated and scheduled to students participating in programs		
6.	The system tracks detailed program enrollment information for each student assigned to a program. At a minimum, this information includes:		
	The program description, type and category		
	The participation type of the participant, for example, voluntary or requested		
	A secondary participation type for the participant.		
	The location of the program.		
	The participation start and end date of the participant.		
	The eligibility status of the participant.		
	The eligibility start and end date for the participant.		

Program Management			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
	The instructional setting of services provided to the participant		
	The parental confirmation status and date		
	The home school of the participant		
	The participation end reason		
	The participating outcome		
7.	The system allows the definition of an unlimited number of services to be associated with all participants in a program		
8.	For each service provided, the system tracks:		
	The service units provided		
	The frequency of services provided		
	The start and end date of the services		
	The service start reason		
	The service end reason		
9.	The system maintains a detailed before and after image audit of each service change for a participant		
10.	The system maintains the date, time and staff members making changes to participant services		
11.	The system supports the entry and tracking of all services provided to participants		
12.	Detailed notes may be entered and tracked for participants		
13.	Ability to track students involved in OPTIONS programs		
14.	Ability to track students in CATE program		
15.	Ability to track students in Vocational programs		

PDA Access

Appendix E

Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	The PDA system allows access via a Palm OS device		
2.	The PDA system allows access via a Windows OS device		
3.	The PDA system allows users to take attendance within the classroom or for other activities outside of the classroom and upload data to the main attendance system when available		
4.	The PDA system allows users to view class lists		
5.	The PDA system allows users to view student demographics		
6.	The PDA system allows users to view emergency contact information		
7.	The PDA system allows users to view health information		
8.	Identify what other capability is available in comments area		
9.	Ability to use the PDA to store student schedules		
10.	Ability to use PDA to store student picture		

Student Counselor Management			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	The system provides support to track counseling activity on students		
2.	Counselors may be assigned individually to counselors or assigned in mass		
3.	Students may be assigned in mass to counselors either alphabetically, randomly based on student id or by grade level		
4.	The system tracks the maximum number of students that may be assigned to each counselor		
5.	The system provides counselors with interactive access to all students assigned to them for counselor services		
6.	Counselors have broad access to student information across the student information system		
7.	Staff members may enter referrals to counselors for action		
8.	The system allows extensive notes to be attached to referrals		
9.	The system allows counselors to track all contacts with parents and third parties associated with a student		
10.	Student contacts may be scheduled for future dates		
11.	Contact records must maintain a contact type and purpose, the person contacted, the actual time and date performed and if follow-up is required		
12.	The system allows counselors to track attachments of documents to student records.		
13.	Counselors may enter extensive notes on students and student meetings		
14.	The system provides a detail student counselor summary showing all counselor activity performed for a student		
15.	The system must support the La. DOE Career And Technical Education (CATE) program, having the ability to define and segregate data based on clusters, concentrations, and status – It is the vendor's responsibility to research and ensure compliance		
16.	Ability to track classes required vs classes not taken to meet academic program requirements for TOPS, CATE, etc.		
17.	The system must support the La. DOE Tuition Opportunity Program for Students (TOPS), having the ability to identify and track TOPS-eligible courses and the specific eligibility and selection criteria – It is the vendor's responsibility to research and ensure compliance		
18.	Ability to host data required on Parent Information Forms (PI 1, 2, 3		

Scheduling			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	The system allows for tracking and reporting student advancement information such as promotion, graduation, retention, etc.		
2.	The system provides a process for automatically assigning en mass students to the next grade level and other attendance year-end processing at the end of the academic year		
3.	The system allows for a student to be assigned to a house or group of students that will be scheduled together in classes		
Elementary			
4.	Homeroom assignments must have the flexibility to be either mass assigned or done by individual student		
5.	Supports scheduling for elementary school needs including selection, sorting and assignment by:		
	Grade level		
	Gender		
	Ethnicity		
	Home Language		
	Multiple user-defined placement classifications		
	Homeroom		
	Core subjects		
	Specialty and Pull-out classes		
	Resource classes		
6.	Grading and subject rosters are automatically scheduled based on homeroom and grade level assignment		
7.	Manages room types and capacities		
8.	Allows definition of class meeting days, rooms and times		
9.	Supports elementary team teaching		
10.	Supports assignment of multiple teachers or paraprofessionals		

Scheduling			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
11.	Provides gender and ethnic scheduling grid by homeroom		
Secondary			
12.	Supports ability to schedule semester, quarter, trimester, six week or full year courses		
13.	Supports all manner of traditional and non-traditional schedules including block, modified block, mosaic and rotating schedules		
14.	Indicate the maximum number of periods and blocks per day supported by the scheduling system		
15.	Supports up to a 14 day rotating cycle		
16.	The system allows the ability to schedule courses offered less than five days per week		
17.	Supports at least 2000 courses and sections		
18.	Provides separate schedules for current and next year scheduling		
19.	Allows the school to use the current year schedule as a starting point for next year's schedule		
20.	Provides a fully automated scheduling system		
	Fully automated master schedule builder		
	Automatic scheduling of rooms		
	Automatic scheduling of classes		
	Automatic scheduling of teachers and aides		
	Automatic scheduling of teamed classes & sections		
	Automatic mass scheduling of students		
	Automatic individual student scheduling		
	Automatic walk-in student scheduler for students enrolling after the start of the school year		
	Automatic scheduling of homerooms with manual override		

Scheduling			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
	Optionally overfill sections		
	Optionally assign study halls to open periods		
21.	Must be a student driven scheduling system		
22.	Master schedule builder automatically optimizes the master timetable based on student requests		
23.	Allows mix of automated master scheduling and manual input		
24.	The system allows for the addition of new courses and sections at any time during the school year		
25.	The required number of sections is automatically built based on student course requests		
26.	Teachers are automatically loaded against sections based on qualifications or user-defined selection		
27.	Provides an on-line interactive conflict matrix		
28.	Provides on-demand overlay of conflicts by individual class to aid in manual scheduling of the master timetable		
29.	Allows classes to be assigned to specific periods and locked in place		
30.	Supports multiple scheduling attempts and what-if scenarios that can be stored for retrieval		
31.	Provides on-line scheduling performance statistics including number and percentage of requests scheduled and students scheduled		
32.	Provides Course, Class, Teacher and Room Usage statistics		
33.	Provides edit checks for courses taken vs courses enrolled		
34.	Allows the user to define special room needs by course and teacher		
35.	Room capacity controls are integrated into scheduling		
36.	Allows the user to define teacher qualifications and preferences to be used in scheduling		
37.	Allows assignment of teacher planning periods or other user-defined reservation labels before, during and after scheduling		
38.	Allows teacher teams to be defined		

Scheduling			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
39.	Supports middle school teaming and house scheduling with section mapping		
40.	Supports combined class scheduling to allow multiple classes to be taught by the same teacher in the same period and room		
41.	Supports scheduling of sequenced and pre-requisite classes		
42.	Supports linked course scheduling		
43.	Supports a mix of standard and blocked classes within the same schedule		
44.	Supports gender-restricted classes		
45.	Supports co-requisites		
46.	Supports definition of required courses by student program, grade level and graduation path		
47.	Automatically mass assigns course requests for required courses		
48.	Allows individual course request entry		
49.	Allows mass import of course requests		
50.	Supports linked alternate requests		
51.	Supports global alternate requests		
52.	Supports copy and paste functions for individual and mass assignment of requests and scheduled classes		
53.	Supports mass assignment of counselors		
54.	Supports mass study hall assignment		
55.	The system provides for interactive drop/add of students from classes after initial schedules are established		
56.	Provides individual student timetable grid with on-line feedback of class options and restrictions		
57.	Student timetable changes can be backdated to delay entering changes		
58.	Provides on-line class transfer history log indicating all changes by date		

Scheduling			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
Service Learning			
59.	Unlimited user defined service types and descriptions		
60.	Enable users at each school to enter the number of service hours completed by service type		
61.	Track numbers of service hours completed by each high school student and provide explanations when students are exempt from service requirement		
62.	Track service learning participation percentage by grade and user-defined details of the service provided by each student		
63.	Post service-learning hours to grade reports and high school transcripts		
Reporting			
64.	Must be able to print matrix and list schedules for:		
	• Course		
	• Class		
	• Student		
	• Teacher		
	• Room		
65.	Course Request Tally by Grade and Gender		
66.	Wait Lists		
67.	Class Rosters		
68.	Students with Free Periods		
69.	Students scheduled less than required		
70.	Individual Student Course Requests		
71.	Student Locations		

Scheduling			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
72.	Free Rooms & Teachers		
73.	Scheduling Performance Statistics		
74.	Conflict matrix by Grid or List		
<i>Feeder Patterns</i>			
75.	Ability to track student feeder patterns		
76.	Ability to track student neighborhood school regardless of school attending		

Student Enrollment and Registration			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	Supports user-defined district enrollment and withdrawal codes		
2.	The application allows each school to be uniquely identified, by name and code identifier		
3.	The system supports a student being enrolled in multiple schools simultaneously. (student takes part of his/her program at more than one school)		
4.	Enrollment process checks boundaries for valid schools by a series of user defined enrollment rules		
5.	Supports School Choice through enrollment lottery, <u>space availability</u> and proximity criteria		
6.	The school-level application supports elementary and secondary schools including continuation, home school, and independent study		
7.	The system allows 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		
8.	The system is able to track, and monitor courses being taken at offsite facilities such as community colleges for college credit		
9.	The system tracks students that are in the district boundaries but are being schooled elsewhere such as home schooling		
10.	The system tracks all enrollments at District schools, other districts; other district enrollments can be added on a historical basis		
11.	The system allows for all enrollment and withdrawal dates to be tracked and reported by student.		
12.	The system allows for student schedules to be saved when a student is withdrawn so that in the event the student is re-enrolled the schedule may be automatically reinstated.		
13.	The system tracks, monitors and report potential overloads in classes when a student is reinstated		
14.	Supports user defined withdrawal codes and descriptions		
15.	The system allows tracking and reporting of withdrawal dates and codes over a period of time		
16.	The system allows the user to track, maintain, and print all enrollment and withdrawal history		
17.	The system allows the user to indicate the most recent reason the student entered the school this year		
18.	The system allows for a date to be entered indicating the first day the student entered school this year		
19.	Ability to document details when a student transfers - reason for transfer, date of transfer, new school/location		

Student Enrollment and Registration			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
20.	Track student historical data on all schools a student has attended and allow a student's new school to view this information		
21.	Define age appropriate placement for beginning of school: Age 5 by September 30 th of current year – Kindergarten Age 4 by September 30 th of current year – ECE Age 3 by September 30 th of current year – Special Education Preschool		
22.	Track student location including school (previous and current), grade level and room number		
23.	Ability to change data of inactive students with appropriate security		
24.	Ability to cross reference student identifying information in order to prevent entering duplicate records		
25.	Enable individual schools to enroll new students		
26.	The system allows dwellings to be assigned to attendance areas so that students enrolling in school may be automatically associated with the proper school for that area		
27.	Trace students' movements and transfers within individual schools, within the district, outside the district but within the multi-district environment and outside of the system		
28.	Ability to restrict a student with exceptionalities from an enroll or a drop without services, events, etc. being complete		
29.	The system allows for a date to be entered indicating the first day the student entered 9 th grade		

Student Demographics			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	Supports automatic generation of unique student identifier's using various algorithms		
2.	Links to external source to obtain or generate, and then store a unique state identifier for each student		
3.	The system supports multiple ids for each student. For example: Id from historical system, state id, district id, social security number		
4.	Supports unlimited user defined ethnic codes and descriptions		
5.	Supports federal requirement to track multi ethnic categories per student		
6.	The system allows for entry and tracking of a grade level for each student		
7.	The system provides the capability to designate "pre-enrolled", "active", and "inactive" student status		
8.	The system allows for identification of student gender		
9.	The system allows a user to find a student when only one of the following data elements is known, the student id, the student last name, the student data of birth, the student first name, the student family name, the student address		
10.	The system allows the user to add notes or written comments for each student in the general student record area. These notes can be secured to specific user types (For Example -- counselor)		
11.	The system allows for notes to be tracked by date entered, by user entering the note and by key words		
12.	The system allows for the tracking of a student's homeroom and homeroom teacher		
13.	The system allows for the tracking of a student's counselor		
14.	The system will track and report on gifted students		
15.	The system has the ability to track primary language and secondary languages as follows:		
	Student's primary and secondary language		
	Dominant language in the home		
	Parent's native language		
16.	The system will track and report limited English proficient students		

Student Demographics			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
17.	The system has the capability to track and report migrant students		
18.	The system has the capability to track and report homeless students		
19.	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 indicates that exclusions exist for a student.		
20.	The system allows for specific exclusions to be maintained at the District level and others to be defined at the school level. District level exclusions are not able to be changed at the school level.		
21.	The system provides the ability to track dwellings in the district and student families that live at those dwellings		
22.	The system allows the user to add a data element identifying how a student is to get home (walking, picked up by parent/guardian) at the end of the school day		
23.	The system includes the capability to define, display, and print a parent's cellular or pager phone number		
24.	The system tracks the relationship between the student and other family members such as father, mother, step-father, etc.		
25.	The system should be able to track the dwelling type in which the student lives such as house, apartment, condo, etc.		
26.	Student data base can be queried to an export file with select parameters		
27.	At a minimum standard census reports includes a family listing report and a dwelling listing report		
28.	At a minimum standard student reports include an alpha list of student information, student audit and student roster reports		
29.	The system prints a report that aggregates all of the information known by the system about a student into a useful format		
30.	Student and family email addresses can be stored in the system and used for mailings		
31.	Facilitate the efficient identification and tracking of students within a highly mobile student population		
32.	Ability to track multiple Foster Home placements		
33.	Ability to track whether or not a student is on criminal probation or parole		
34.	Ability to track a student with a 504 Plan		

Student Demographics			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
35.	Ability to provide the details of the 504 Plan including the start date, the plan requirements, and the end date		
36.	The system prints essential information on the district's cumulative folder label		
Family/Contact Management			
37.	Unlimited user defined contact types per student		
38.	The system prints a report of "emergency Card" information that can be used as a turnaround document for parent verification		
39.	The system prints a report of "emergency Card" information that can be used as a "DO NOT RELEASE TO" document		
40.	The system will allow for automatic mailings to contact for such items as health alerts, report cards, etc.		
41.	For each contact, the following may be indicated:		
	Emergency sequence number		
	Custody Flag		
	Do Not Release To Flag		
	Lives With Flag		
	Receives Mailings Flag		
	Requires Translation Flag		
42.	Supports ability to search by Family		
43.	Supports district-wide Family Management with ability to link siblings and household members across the district		
44.	Supports multiple households per family		
45.	Ability to send one mailing to households with multiple siblings in district		
46.	The system allows for tracking of and reporting of sibling information		
47.	The system allows the user to search for all siblings or family members within a school by entering a last name or family member		

Student Demographics			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
48.	The system allows the user to search for a family member through the entry of an address, street name, first and last name		
49.	The system allows the user to send one or many mailing home to parents based on family linking of siblings within multiple schools and on student membership to multiple families at differing addresses		
50.	The system allows for the student to have a different last name than the family and warns the user of this situation during data entry		
51.	The system does not limit the number of members of a single family that may be tracked in the system		
52.	The system tracks which family members have legal responsibility for the student		
53.	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		
54.	The system allows for the tracking of the parent career type, their employer and their education level		
55.	The system can track the mailing address of the family even when it is different from the dwelling address where the family is located		
56.	The system tracks exclusions at the family level in addition to exclusions at the student level		
57.	The system tracks the history of family dwellings as students and families move from location to location		
58.	Restraining orders, etc., can be flagged for students whom a parent or family member is not allowed to see		
59.	The system allows for multiple families to live at the same dwelling		
Locker Information			
60.	The system has the ability to track the locker and locker combination that is assigned to a student		
61.	Ability to assign master combinations from a table of at least 6 combinations and the ability to mass change master combinations		
62.	A method of identifying a broken locker		

Test Score Management			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	Capacity to store at least 20 years of standardized tests results with several tests each year for each student. Track scores on several different metrics or user-defined grading scales. Have the flexibility to track scores for new assessments that may be adopted		
2.	Accommodate and track scores for unlimited tests or assessments administered within District		
3.	Track scores based on user-defined grading scales to monitor student and school progression in test scores from one year to the next		
4.	Track statistics and details on tests administered and test results and produce user-defined reports		
5.	Ability to report on tests administered and whether or not the 95% requirement of NCLB has been met		
6.	Accommodate scores for students outside of the District that may be either transferring in or out of the system or are home-schooled		
7.	Ability to attach notes for clarification or explanation purposes concerning test scores or special circumstances		
8.	The system provides the ability to track both graduation standard tests, standardized test, and physical fitness tests that are administered to students		
9.	The system allows the user to establish various levels of test results that may be tracked by student		
10.	The system allows for the setup of multiple testing types which include at a minimum the test title, test description, test level and form used		
11.	The system allows for the tracking of all dates that a test is offered		
12.	The system allows for the tracking of multi-part test results by date including the percentage and number of students passing and failing		
13.	For each student taking a test the system will track the test taken, the total and percentage of items answered and those correct, the minimum passing score and the student score result		
14.	The system tracks the grade level of the student taking the test as well as the school and district administering the test		
15.	For each test that a passing score is required by the state, the district is able to establish a minimum score for passing that may be higher than required by the state		
16.	The results from tests are able to be directly entered by users or captured from electronic media provided by test scoring services		
17.	The system provides an online process for the correction of testing information improperly reported by the testing services described above		

Test Score Management			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
18.	Reporting is available on graduation tests that lists test results by students with the following information or print options included:		
	All students passing		
	All students who received Test modifications and what the modification was		
	All students exempt from taking test		
	All students not passing		
	All students taking the test in a translated language		
	All students not taking the test		
	All students with scoring errors from scoring service		
	Any combination of the above		
19.	The system is able to list in an online manner all the tests that a student has been given and allow direct access to each test		
20.	There should be an inquiry available that lists each test given with the test score		
21.	The system should be able to track multiple scores on standardized tests such as the raw score, the Scale Score, the Grade Equivalent, etc.		
22.	The system reports selected test results on the student transcript		
23.	The Special Ed status of students can be readily combined with other program and test data for reporting		
24.	A method of printing letters and labels either from the vendor's software, or from a well supported commercial work processing system that has data transfer capability from the test scoring system		
25.	A "profile of learning" benchmark skills can be recorded and reported on a student, school, and district basis		
26.	Test data must be retained historically and automatically transferred when a student moves between schools within the school district		
27.	Supports integration of test score data from various testing, assessment tools, and Integrated Learning Systems. For example: Scantron, Tungsten, Classworks		
28.	The system can track the following elements for analysis by the testing department:		

Test Score Management			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
	Free/Reduced Lunch		
	Non standard lunch program		
	Parent education level		
	School mobility		
	District mobility		
	Proficiency results		
	Letter grades for elementary and secondary schools		
	Physical fitness assessment		
	Advanced placement exams		
	All NCLB requirements - ethnic, gender, SWD, LEP, FRL		
	All students eligible for LA DOE Alternate Assessment (severely handicapped students)		
29.	Provides the ability to track both graduation standard tests and standardized tests that are administered to students.		
30.	Allow for the tracking of an unlimited number of standard tests as well as district defined tests		
31.	Allow for the tracking of an unlimited number of sub-tests for each standard test. Examples of sub-tests include math, science, reading, etc.		
32.	Allow each sub-test to be broken down by test component. For examples, vocabulary, spelling and reading as components of the language arts sub-test.		
33.	For each sub-test component, the system allows for the definition and management of an unlimited number of test strands		
34.	Test strands may be used to define detailed questions on the test or groups of questions on the test		
35.	Allows an unlimited number of test scores to be tracked at the :		
	Test Level		
	Sub-Test Level		

Test Score Management			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
	Sub-Test Component Level		
	Strand Level		
36.	User may define an unlimited number of test score types		
37.	Each test score type tracks the passing score as well as the range of scores that are supported for that score type		
38.	Tracks other levels of student score results such as proficient, advanced, basic, etc. for each score on each test section		
39.	Tracks detailed information on each test administered. The information tracked includes:		
	Test Name		
	Test Level and Edition		
	Test Description		
	Test Grade Level		
	Test Publishing Date		
	Test Form Number		
	The Language of the Test		
	An indicator to print test scores on the transcript		
	The total number of questions on the test		
40.	Allow students to be scheduled for specific testing dates		
41.	Allow a student to take a test an unlimited number of times		
42.	Print test scores on transcripts		
43.	Displays all tests that a student has taken across an unlimited number of school years		
44.	Tracks and reports accommodations for a test for a student		

Test Score Management			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
45.	Tracks communication methods (written, verbal, brail) for a test		
46.	Tracks why a student may be excluded from a test		
47.	Tracks the reason that a test may be incomplete for a student		
48.	Tracks test problems during the test such as excessive noise		
49.	Test scores may be defined as: Percentage Scores, Grade Leveling Scores, Level Scores, Scale Scores, Raw Scores, Other User-Defined Scores		
50.	Limited English Proficiency (LEP) tests may be managed and administered to students		
51.	Tracks alternate assessments on a test		
52.	Must support state mandated standardized tests such as iLeap and GEE, PLAN (10 th grade ACT predictor), EXPLORE (8 th grade ACT predictor). It is the vendor's responsibility to research and ensure compliance.		
53.	Ability to enter and retrieve DIBELS or Oral Reading Fluency data. It is the vendor's responsibility to research and ensure compliance.		

Transportation			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	CPSD utilizes EDULOG Transportation Management software. SIS solution must interface with EDULOG		
2.	Capability to link with fields in the Edulog database for seamless update of student information into the routing software (daily download.)		
3.	Capability to link with fields in the Edulog database for seamless update of bus assignment data into the student information system (nightly upload.)		
4.	Determine a student's eligibility for transportation based upon user-defined requirements involving multiple steps of logic		
5.	Unlimited user defined transportation carriers		
6.	Mass assignment of transportation carrier through the application of user defined rules. (Note: Rules are subject to update.)		
7.	Unlimited user defined eligibility type codes		
8.	Unlimited user defined specialized transportation codes to reflect individual student's needs and the ability to change them. (Note: An individual student may have up to three different specialized transportation codes.)		
9.	Unlimited user defined transportation notes per student		
10.	Adaptability to routinely changing eligibility requirements		
11.	Provide a history of student bus assignments		
12.	Track dates, times and students associated with bus routes to assist in managing costs		
13.	Provide schools and bus companies with electronic access (download or on-line/Web) to student data and bus routes for both <u>a.m.</u> and <u>p.m.</u> bus route assignments. (Note: May include multiple a.m. and p.m. bus route assignments due to 12 month program or participation in after school activities.)		
14.	Track and or access school's start and end times to assist with bus route planning		
15.	Create a table of students who have left the district with the exit date information and generate a report on a daily basis		
16.	Real time and batch updates of student bus route assignments into the student management system		
17.	Real time and batch updates of bus route stop descriptions into the student management system		
18.	Ability to display selected stops assigned by Transportation due to exceptionality such as 504 Plan, IEP, medical, etc.		

Transportation			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
19.	Ability to track multiple transportation addresses per student (minimum of one a.m. and one p.m. address)		
20.	Separate fields to indicate the Start Transportation Date for the a.m. route assignment and the p.m. route assignment. (Note: May include multiple a.m. and p.m. bus route assignments due to 12 month program or participation in after school activities)		
21.	Capability to print route assignment letters using selective logic		
22.	Ability to produce standard and ad hoc reports of transported students at schools, Central Office and Transportation		
23.	A field on the student data record to indicate the exception reason for transportation such as 504 plan, IEP, medical, etc. and the ability to produce standard and ad hoc reports about this field		
24.	Separate effective date for each transportation address change		
25.	Ability to display the terminal where each bus route is assigned		
26.	Capability to display the status of each assigned route on the individual student record should the vehicle be running late		
27.	Ability to track student discipline incidents on the bus and produce letters and reports (both standard and ad hoc) at schools and Transportation		
28.	Student bus suspension dates should be displayable on-line		
29.	Generate shells with bus route information inserted for printing second bus requests		
30.	Capability to log second bus requests into a file for producing standard and ad hoc reports		
31.	Display field for date when student is no longer eligible for a second bus		
32.	Capability to add additional data fields as needs arise		
33.	Ability to adjust screen layouts to accommodate new data fields		
34.	Capability to modify existing or create new reports to include new data fields		
35.	Ability to create a file of student or school data in various formats to export for use with different software such as loading an independent Student ID / Bus Pass system		
36.	Ability to store a digital picture of the student in the system for identification purposes		

Transportation			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
37.	Capability to print a Student ID / Bus Pass from the system including displaying the Student ID as a bar code to be read in the library and cafeteria		
38.	Ability to track students according to Transportation category such as CPSD student, Charter School student, Private School student, Parochial School student and Urban-Suburban student		
39.	Ability to access student data from a front end program such as Microsoft Office or Microsoft Access		
40.	Ability to program changes on-site		

User Reporting/Decision Support			Appendix E
Ref. No.	Proposal Requirements	Response (Yes/No/Partial)	Comments (Required for Partial)
1.	The system has an ad hoc query and reporting tool designed for end users. Indicate in the Comments field whether the tool is part of your product, third-party tool bundled with your product, or a third party tool which needs to be purchased separately.		
2.	The system allows users to create and save report templates and distribute them to other users		
3.	School name and unit number prints on all standard reports generated for a particular school defined to the application		
4.	The system only allows users to have access to role based data for reporting purposes. For Example: Teachers can create and print reports for only their students		
5.	Ability to run reports to the user's screen or printer		
6.	Print all reports for each school within the District at Central Office as well as at each school		
7.	The system has an ad hoc reporting and analysis tool that allows users to access authorized data for analysis and reporting		
8.	The system allows users of the analysis and reporting tool to produce graphical and printed reports directly		
9.	The system has a data export/import facilities		
10.	Capability to produce customer formatted Diplomas (including graphics and signatures), by student, by class, by school, based on eligibility. Eligibility can be overwritten at an administrative level.		

Appendix F – Corporate Background & General Questions

Provide a brief corporate history and evolution of the proposed solution.

Provide the standard Terms and Conditions of your purchase and maintenance agreements.

Is there any pending litigation against the company? If yes, please explain.

Briefly describe your strategic plan over the next 5 years.

What differentiates your firm from your competitors regarding the strengths of the application and the strengths of your organization?

Describe your implementation methodology.

Describe what your customers would tell us about your organization and your product. Do you conduct a customer survey? If so, what did it say last year?

Identify the numbers of schools which are currently installed on the proposed solution and the number of schools which are in the process of implementing the proposed solution.

Describe your products annual production release schedule. Tell us what it was over the last 12 months, and what it is for the next 12 months.

What is your current Louisiana State presence and how does Louisiana fit into your strategic direction?

What is your national presence for the proposed solution?

We are interested in selecting a vendor who will partner with us in meeting our regulatory responsibility.

Describe your internal processes which keep you abreast of changes to state and federal requirements.

Do you provide a development tool kit which allows us to make changes to your application? If so, please describe. If not, please identify how we can influence your development priorities.

Describe your internal development process.

Describe your product pricing methodology.

Appendix G - Proposal Content Checklist

Award, if any, will be made to the responsive responder, whose offer is most advantageous to the district for the products and services described herein, over the contract period, based upon factors, including those listed below:

- Company stability and strategic vision
- Product specifications
- Technical architecture requirements
- Customer References(3)
- Product flexibility, scalability, and architectural design
- Ease of use/user interface
- Total Cost of Ownership
- Availability and accessibility of support during implementation
- Availability and accessibility of on-going maintenance support
- Ease of integration with existing SMS -related applications

Caddo Parish School Board
REQUEST FOR PROPOSAL

April 13, 2009

RFP-47E-09

CADDO PARISH SCHOOL BOARD
P.O. BOX 32000
SHREVEPORT, LA 71130

Jeff Hudson
PH: 318-603-6479
jhudson@caddo.k12.la.us

PROPOSAL TITLE: PREK-12 STUDENT MANAGEMENT SYSTEM

SEALED PROPOSALS WILL BE ACCEPTED UNTIL: 10:30 A.M.CST ON FRIDAY, MAY 15, 2009

Dates Advertised: April 13, 20, & 27, 2009

Jeff Hudson, Purchasing Agent

TO BE COMPLETED BY PROPOSER:

LEGAL NAME OF BIDDER:

MAILING ADDRESS:

CITY, STATE, ZIP CODE:

TELEPHONE NO: ()

FAX NO: ()

SUPPLEMENTARY STATEMENTS. I/We understand that supplementary statements dealing with the price quotation as attached to the proposal forms will be ignored.

PROPOSER CERTIFICATION AND IDENTIFICATION. I/We certify service(s) submitted for proposal pursuant to these specifications and proposal invitations do in fact comply fully with all of the specification details and requirements and with all Federal and State regulations governing service(s) of the type contained herein.

I/We certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the services, and is in all respects fair and without collusion or fraud. I/We further certify that none of the principals or majority owners of the firm or business submitting this proposal are at the same time connected with or employed by the Caddo Parish School Board.

AUTHORIZED SIGNATURE:

DATE SIGNED:

NAME (PRINTED/TYPED):

TITLE:

EMAIL:

PROPOSER QUALIFICATION: The form of business organization under which this bid is submitted is as follows:

- ☐ A CORPORATION incorporated under the laws of the State of _____ and **(is) (is not)** authorized to do business in the State of Louisiana.
- ☐ A PARTNERSHIP. Names of Partners: _____
- ☐ AN INDIVIDUAL trading and doing business under a name and style other than his own.
The Owner's Name is: _____

PROPOSAL SECURITY: None Required.

PERFORMANCE BOND: None Required.

ACKNOWLEDGEMENT OF ADDENDA RECEIVED:

Addendum No. 1	Dated:	Addendum No. 2	Dated:
Addendum No. 3	Dated:	Addendum No. 4	Dated:

RESPONSE PROPOSAL FORM

CADDO PARISH SCHOOL BOARD
SHREVEPORT, LA

PROPOSAL TITLE PREK-12 STUDENT MANAGEMENT SYSTEM

PROPOSALS WILL BE ACCEPTED UNTIL 10:30 A.M., CST ON FRIDAY, MAY 15, 2009

PROPOSAL FORMS: This proposal shall be executed and submitted in accordance with the specifications, and all articles and requirements contained herein shall remain and become a part of the contract for this equipment. All appropriate blank spaces shall be filled in. PROPOSAL MUST BE SUBMITTED WITH THIS FORM ATTACHED.

FROM: _____

Proposal NUMBER: _____ RFP-47E-09 _____

Proposal TITLE: _____ PreK-12 Student Management System _____

OPENING DATE: _____ Friday May 15, 2009 _____

SEND TO:

**CADDO PARISH SCHOOL BOARD
Purchasing Department
1961 Midway Street
P.O. Box 32000
Shreveport, LA 71130-2000**

Attn Bidders: Use this print format on the outside of your envelope when responding to any formal bids or RFP's.
We do not accept fax or electronic bid responses for any formal bids or RFP's.