

STATE OF NORTH CAROLINA NC Dept of Pubic Instruction	REQUEST FOR INFORMATION NO. 40- RACG Conference Registration	
	Due Date: July 29, 2009	
	Contract Type: Open Market	
<u>Refer ALL Inquiries to:</u> Chuck Clements Telephone No. 919-807-3661 FAX: 919-807-3660	Issue Date: July 8, 2009 Commodity: Web Based Conference Registration Package	
E-Mail: cclement@dpi.state.nc.us	Using Agency Name: Department of Public Instruction	

MAILING INSTRUCTIONS: Mail only one Request for Information (RFI) per envelope. Address envelope and clearly note RFI number as shown below. It is the responsibility of the vendor to have the RFI in this office by the specified time and date of opening.

<u>DELIVERED BY US POSTAL SERVICE</u>	<u>DELIVERED BY ANY OTHER MEANS</u>
RFI NO. 40-RACG Conference Registration Chuck Clements NC Dept of Public Instruction 6308 Mail Service Center RALEIGH NC 27699-6308	RFI NO. 40-RACG Conference Registration Chuck Clements NC Dept of Public Instruction 301 N. Wilmington Street RALEIGH NC 27601

NOTICE TO VENDOR

Request for Information (RFI) will be received at this office at **301 North Wilmington Street, Raleigh, NC** until **3:00 p.m.** on the day of opening and then opened.

QUESTIONS

Submit written questions by **3:00 p.m., July 15, 2009**. Questions may be submitted by e-mail, fax or mail to: Chuck Clements, Purchasing (additional information above).

EXECUTION

VENDOR:		FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:		P.O. BOX:	ZIP:
CITY & STATE & ZIP:		TELEPHONE NUMBER:	TOLL FREE TEL. NO (800)
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:		FAX NUMBER:	
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:	

I. INTRODUCTION

The Raising Achievement and Closing Gaps (RACG) Conference serves over 2,000 participants and needs an online registration system that can process a large volume of activity. The proposed system would be located on an outside server and would be linked to the RACG webpage. Having an online registration system is critical for the planning and implementation of this conference. It would allow participants to register online, housing their contact information which can be exported to an Excel spreadsheet. It would also allow participants to register for conference sessions and submit a proposal to be a presenter at the conference.

Each year, the RACG Conference offers many focus sessions and breakout sessions for teachers, administrators, central office staff, IHE representatives, pre-service teachers, and parent and community advocates. Participants receive a multitude of resources and strategies that can be immediately implemented in their school/communities to raise student achievement.

II. BACKGROUND

The mission of the Raising Achievement and Closing Gaps Section of the North Carolina Department of Public Instruction (NCDPI) is to provide leadership, foster continued improvement of academic achievement and address school-related variables that adversely affect educational outcomes for all students in North Carolina.

The RACG conference has provided education community stakeholders opportunities to identifying and developing programs and strategies that when implemented with fidelity are proven to raise achievement and close gaps. The conference accomplishes this goal through creating awareness and disseminating research findings on best practices for improving achievement among minority and at-risk students.

III. SCOPE OF WORK

A. General Registration

- Design, launch, host and support an electronic registration system for individuals who desire to attend a RACG Conference. Historically, this conference has been attended by up to 3,500 people.
- System should produce a printable email confirmation of successful registration.
- System should allow participants to make online payments.
- System should allow participants to access their registration through a username and password and make changes as needed.
- System should include administrative access, allowing manual manipulation of data including the ability to run reports and export data into Excel®.
- Administrative tool should allow notifications to be sent to participants.

- Customer service support throughout the registration period.
- Fields should include, but not limited to, the following:
 - First name
 - Last name
 - Organization name
 - Street address
 - City, state, ZIP
 - Telephone
 - Fax
 - E-mail address (system should prevent an email address to be used more than once)
 - Verification of e-mail address
 - Special needs
 - o Sign language
 - o Cued speech
 - Meal functions pull-down option
 - o Monday luncheon
 - I will not attend
 - Regular meal
 - Vegetarian meal
 - o Tuesday luncheon
 - I will not attend
 - Regular meal
 - Vegetarian meal
 - o Wednesday luncheon
 - I will not attend
 - Regular meal
 - Vegetarian meal

B. Session Registration

- System should allow paid participants to electronically register for conference sessions.
- System should allow registration based on room capacity.
- System should produce a printable email confirmation.
- System should allow participants to access their session registration through a username and password and make changes as needed.
- System should link session registration data to general participant registration data.
- Administrative tool should allow access to session registration data as well as participant data, allowing manual manipulation of data including the ability to run reports and export data into Excel.
- Fields should include, but not limited to, the following:
 - Sessions title, date, location and presenter
 - Link to session abstract
 - Seat available
 - Session selection

C. Concurrent session proposal submission

- Design, launch, host and support an electronic submission for proposals by potential conference session presenters.
- System should produce a printable email confirmation page.
- System should automatically assign a session number.
- Fields should include, but not limited to, the following:
 - Session title
 - Session abstract (max of 50 words, grammar and spell check option)
 - Session repeat
 - Request for overhead projector/screen
 - Target audience (drop down menu)
 - Target grade level (drop down menu)
 - Conference strand (drop down menu)
 - NC State Board Goals (drop down menu)
 - Contact info
 - o First name
 - o Last name
 - o Organization
 - o Street address
 - o City, state, ZIP
 - o Telephone
 - o Fax
 - o E-mail address
 - o E-mail verification
- System should include administrative access, allowing manual manipulation of data including the ability to run reports and export data into Excel.
- Administrative tool should allow notifications to be sent to presenters.
- System should link session presenter and session data to general participant registration data.
- Session administrator actions should include, but not limited to, the following:
 - Session date/time/location (ability to schedule sessions for multiple dates/times/location)
 - DPI reviewer name
 - Internal notes
 - Rejection notes
 - Rejection email
 - Acceptance email
 - Session scheduled email

IV. General Requirements

- All databases are to become and remain sole property of the NC Department of Public Instruction.
- All components will require a testing phase prior to launching live registration.

V. RFI Procedures

A. Schedule

Respondents will have three weeks to prepare their submissions to this RFI. Responses must be received by the date and time and the location specified on the cover sheet of this RFI. Respondents may also be required to come to DPI to present and discuss their submissions. Respondents will be notified of the specific date and time at least two weeks in advance of their presentation.

B. Clarification Questions

Clarification questions will be accepted until 3:00 p.m., July 15, 2008 as specified on the cover sheet of this RFI. All questions must be submitted in writing. An addendum containing any general clarification questions and their answers will be issued as an addendum to this RFI.

C. Response

The state recognizes that considerable effort will be required in preparing a response to this RFI. **Please note, however that this is a request for information only and not a request for services.** The vendor must bear all costs for preparing this RFI.

1. Content and Format

The state expects concise, detailed, point-by-point responses to each of the RFI response items of this RFI. The state is not interested in brochures or “boilerplate”. Instead, the response should clearly define how the vendor’s proposed solution(s) would meet the department’s business requirements. Any issues or exceptions to the department’s requirements should also be identified and explained.

A comprehensive, detailed equipment list and software required for the proposed solution should be provided. While the department will require a pilot installation of any final solution adopted, the department is not interested in participating in any field trials of new equipment or software.

The response should also spell out all services that would be required by the proposed solution including an **estimated cost of ownership** for the solution including continued compliance with emerging standards.

2. Multiple Responses

Multiple responses will be accepted from a single vendor provided that each response is comprehensive, meets all of the department’s requirements and is truly unique. Please clearly mark responses as “Response #1, Response #2, etc.