

Tippecanoe School Corporation

Request For Proposal

HR Software and Data Analytics

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DISTRICT INTRODUCTION

Tippecanoe School Corporation

Lafayette, Indiana

13th largest school district of 300 + in Indiana

Student population of over 12,500

23 buildings

2 high schools

6 middle schools

11 elementary schools

2 alternative schools

2nd largest geographical district in Indiana

Made up of suburban and rural areas that encircle the cities of Lafayette & West Lafayette IN

The community is both socially & economically mixed with 31% of our students qualify for free/reduced lunches

Approx. 60 different languages spoken in the district.

CURRENT ENVIRONMENT

TSC currently uses a variety of software, several Access databases and a significant number of spreadsheets to maintain, track and manage employee data for the Human Resources office as well as our other administrative departments.

GENERAL INFORMATION

Term of Contract

The initial contract term for this software will be negotiated at the time of contract award.

TSC's Right to no Award

TSC reserves the right to reject all proposals, reject portions of any proposal, or accept the proposal deemed most advantageous to TSC.

Cancellation

Should the vendor fail to meet the requirements of the contract; TSC may cancel the contract immediately, and award the remainder of the contract term to the next best vendor.

Vendor Selection and Contract Award

TSC will conduct the selection and contract award in the following manner:

- This document will be distributed to all interested vendors.
- Proposals will be received and evaluated as described in the RFP. Selected vendors will be asked to demonstrate their software and/or make oral presentations to TSC.

Schedule for Evaluation Process

RFP distributed to vendors	January 11, 2013
Deadline for RFP responses	February 8, 2013
Invitations for formal presentations	February 11 - 15, 2013
Vendor demonstrations/presentations	February 18 - 22, 2013
Selection of vendor/contract negotiation	February 2013
Software implementation, database migration and user training.	March 2013
Software operational	May 2013

PRODUCT REQUIREMENTS

- **HR**
 - System provides position control and staffing management capabilities suitable for tracking information specific to K-12 educational staffing.
 - System provides comprehensive applicant tracking system. Such a system can be a module of the HR system, or a third party solution provided by the vendor with all APIs and configuration included in the purchase price of the HR system. Applicant tracking system should be capable of electronic data transmission into HR system upon selection for hire.
 - System provides Online Employee Portal for electronic access to and completion of: employment paperwork, change of personal data, time off requests, benefit plan year election paperwork, paystub and W-2 viewing, cash insurance payment tracking, general employee information, and allow for notification via text/email when updates are listed by employer for employee viewing.
 - System allows controlled access to employee data for review/approval based on supervisor/HR designation.
 - System allows for ad-hoc reporting via simple query process.
 - System is capable of tracking all data currently maintained by administrative office (See detailed specifications document and listings enclosed from currently maintained databases/excel sheets) and is capable of addition of fields when necessary for new data tracking.
 - System allows for link with all existing systems such as: AESOP (Sub Caller/Absence Management), My Time Accountant (Timeclock), SMART (Learning Management System), Software Systems Inc. (Payroll) to allow for one point of entry for all data.

- **Data Analytics Requirements** (May be incorporated or a standalone independent package.)
 - Analyze, Interpret, Blend, and Compare Data from all information and education systems used school and district wide
 - Aggregate, disaggregate, filter and search for all data fields within identified databases
 - Collect and analyze data to determine areas of focus
 - Identify actions/strategies to correct areas in need of improvement
 - Connects to both internal and external databases
 - Both extended and simplified user interface for diverse user groups
 - Locally customizable by internal IT staff
 - Robust reporting tools with multimedia output
 - Other statistics (NCLB/AYP results, serious incidents, referrals, absences, grades, graduation rates, etc.)

Data located in but not limited only within:

Test scores

State reports

Teacher records

DOE reports

School records

Focus groups

TSC publications

Surveys

District reports

SIS data/demographics

Evaluation data

HR and Staff systems

Other district systems containing specific topic data (bus route from transportation system, etc.)

PROPOSAL SUBMITTAL

Preparation and Submittal

Vendors will prepare proposals in compliance with all of the instructions outlined in the RFP. Partial or incomplete proposals will be rejected. A vendor official with legal authority to bind the vendor must sign the proposal in ink. All proposals must be firm for acceptance within 180 days following the proposal opening.

Number of Copies & Contact Information

Please submit 6 original copies and an electronic copy (on disk or via e-mail) of your proposal, including all supporting documentation, to:

Dr. Susan DeLong
 Assistant Superintendant
 Tippecanoe School Coporation
 21 Elston Road
 Lafayette, IN 47909

PROPOSAL FORMAT

To facilitate the evaluation of the proposals, vendors shall utilize the following proposal format:

Cover Letter Referencing the RFP

Table of Contents

Company Background.

Vendor shall provide a brief (one page) company description, history, number of employees, and financial status.

Executive Summary

Vendor shall describe in non-technical terms its management software, identifying any unique or distinctive features of the software to which the vendor wishes the evaluation committee to give particular attention. Do not include any pricing in this section.

Questions and Answers

Vendor shall provide detailed answers to the questions, specifications contained in the RFP.

Response to Terms and Conditions.

Vendor shall indicate its agreement to the specified terms and conditions and/or provide the requested responses throughout the entire RFP.

Proposal Costs

All costs incurred by the vendor in preparing the proposal, or costs incurred in any other manner by the vendor in responding to this proposal will be solely the responsibility of the vendor. All materials and documents submitted by the vendors in response to this RFP become the property of TSC and will not be returned to the vendor.

VENDOR QUALIFICATIONS

All vendors submitting proposals must meet the following minimum requirements at the time of proposal submittal to qualify for consideration:

Business Operation.

Vendor must have operated a business providing similar service and support for a minimum of five (5) years.

Business Compliance.

Vendor must be in compliance with all city, county and state business licensing, bond and insurance requirements.

PROPOSAL EVALUATION CRITERIA

Vendor shall provide the following information to help us evaluate their proposal:

Financial Information.

Please indicate any planned mergers or acquisitions. Please indicate if your company is currently in bankruptcy proceedings.

Customer List.

List at least five (5) companies/customers as references. State company name, address, contact name and telephone numbers, installed and supported software and duration or relationship.

BASIS OF AWARD

The following criteria will be included as part of the evaluation of each RFP response.

- Technical capability
- Software capability
- Integrates with other district software
- Functionality
- System customization at customer level
- Vendor support, responsiveness and follow-up
- Ease of use
- Flexibility and ease of product implementation
- Implementation plan and support
- Pricing
- Timely and complete response to RFP
- Vendor client references
- Results of requested demonstrations and presentations

COMPANY OVERVIEW

- Provide contact information for the principle individual(s) to be contacted regarding the information in this RFP.
- Provide a brief history of your company and the location of corporate headquarters and offices.
- How long have you been in business? How long have you been providing this software to K-12 schools districts; other entities?
- Are you a private or publicly traded company? Provide evidence of your company's financial stability and projected longevity.
- How many current clients do you have?
- Describe what differentiates your organization from your competitors.

PRODUCT OVERVIEW

- Provide an overview of your software system. Attach any relevant marketing materials and data sheets.
- Describe the user interface and system navigation features. How is your interface and navigation superior to those of your competitors?
- In what ways can your system be customized?
- Describe user help features built into your system.

PROFESSIONAL DEVELOPMENT

Is a standard training package included with the purchase of the software? If so please give details?

Please provide details of availability of additional training packages? (Cost, duration, user level)

SUPPORT

How will product technical support be handled?

Days and hours support availability?

Methods of support contact? (email, telephone, real time online, etc)

Average support call back time?

Average problem resolution time

Can the program be customized to meet our individual needs?

Cost of program customization?

How do you address customized vs. standardized program updates across the customer base?