



Request for Information TRECA Digital Academy

TRECA Digital Academy (TDA) provides education to approximately 2,500 students throughout the state of Ohio. TDA is seeking ideas and recommendations from experienced industry partners regarding the replacement of its legacy student information system (SIS). This Request for Information (RFI) provides an opportunity for respondents to submit their ideas, initiatives, and/or possible solutions related to this request. The RFI is issued solely for information and planning purposes and does not constitute a request for proposal (RFP). TRECA Digital Academy does not intend to pay for any information or items, or otherwise reimburse responders for any costs associated with their respective submissions in response to this RFI. Any proprietary information **MUST** be marked as such on a page-by-page basis.

Please provide the following business information for your company/institution and for any teaming or joint venture partners:

Company Name:	
Address:	
Point of Contact:	
Phone Number:	
E-mail Address:	
Web Page URL:	

Size of business pursuant to North American Industry Classification (NAICS) Code: 511210 (\$23.0M)

Based on the above NAICS Code, state whether your company is:	Yes	No
Large Business		
Small Business		
Small Disadvantaged		
Woman-Owned Small Business		
HUB-Zone Certified		
8(a) Certified		
Service Related Disabled Veteran-Owned Small Business		
Veteran-Owned Small Business		
Central Contractor Registration (CCR)		

Is your business foreign owned? If yes, specify country: _____		
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Please indicate how your company can satisfy the TRECA Digital Academy's requirements as described in the Statement of Objectives. Preference is for (1) an existing COTS product or (2) an existing COTS product with some enhancement.

All vendor communications concerning this Project should be directed in writing by fax to: Mr. Charles Falter, Data Systems Business Analyst (740) 389-6695 or email to:

cfalter@treca.org

No other TRECA Digital Academy official or employee is empowered to speak with respect to this Project. Vendors who seek to obtain information, clarification or interpretation from another TRECA Digital Academy official or employee is advised that such material is used at the Vendor's own risk, and TRECA Digital Academy shall not be bound by any such representations. Any attempt to bypass the individual listed above may be grounds for rejection of the Vendor's response.

It is the responsibility of the Vendor to ensure that the communication was received on-time. TRECA Digital Academy bears no responsibility to acknowledge receipt of communications.

RFI responses must be received at the TRECA Digital Academy Technology Department on, by, or before, but no later than 4:00 p.m. (Eastern) on August 30, 2013. Vendors shall deliver an original paper copy, three (3) paper copies, and one electronic copy of the response to:

TRECA Digital Academy
ATTN: Charles Falter
100 Executive Dr.
Marion, OH 43302





Statement of Objectives

1. BACKGROUND

All of TDA currently uses NNDS's *Backpack SIS*, Edmentum's *PLATO LMS* or *COMPASS LMS* and *SPEDTRACK* as core pieces of the TDA SIS.

NNDS's Backpack SIS stores student demographic, attendance, discipline, grading, health, scheduling and OHIO EMIS information; provides for the export and import of data for various purposes; and provides standardized and ad hoc management reports of student activities and school operations that are used by the school, for decision-making. *PLATO LMS* provides the teacher grade book and parent/student portal for grades 7 – 12. *COMPASS LMS* provides the teacher grade book and parent/student portal from grades K – 6. *SPEDTRACK* provides to TDA the special education program.

2. OBJECTIVE & SCOPE

TDA is seeking the software packages and related services required to replace the TDA legacy SIS product. This product currently supports the administrative information processing requirements of TDA and TDA's partner schools.





3. SYSTEM REQUIREMENTS

The table below is summary of requirements gathered from the TDA management.

Please indicate whether your product or solution can:	Yes	No	Comments/Questions
1. Provide as close to a total solution as possible for TDA, including fully integrated:			
a. Student Information Management			
b. Classroom Management			
c. Educational Services Management			
d. Health Information Management			
e. Staff Management			
f. State of Ohio EMIS Reporting			
g. District Reporting			
h. School Reporting			
2. Work with TDA's current teacher grade book and parent portal (Edmentum's <i>PLATO and COMPASS</i>) and must have the ability to transfer data to and from other data management systems (e.g., Special Education, RTIm) Bi-directional exchange should be available.			
3. Provide an enterprise solution that permits multiple Districts and Schools to be managed in one database structure			
4. Provide the user with rights to multiple districts/schools the ability to select a school/district and lock that school/district to work in that school/district			
5. Provide district/school security limiting the user access to the specific district/school that they are assigned or locked.			
6. Provide the ability to change a student's address without withdrawing from the district and notifying the affected districts of the student's movement.			





Please indicate whether your product or solution can:	Yes	No	Comments/Questions
7. Provide notification letters when a student enrolls or withdraws directed to the student's Legal District of Residence			
8. Provide the ability for a student to begin or complete a class at any time throughout the school year			
9. Provide the ability for a student to continue work in a class over multiple school years without requiring a final grade at year end and the scheduling of the student in the same class from year to year			
10. Provide the calculation of class PACE based on the following formula (Assignments Completed/Total Assignments)/(Total Days in the Class/90 or 180). class PACE must be either by year or by the students total enrollment in the class if carried over multiple years. To be based on the users selection			
11. Provide the ability to add new data fields to any database entity to support the State of Ohio EMIS, District and School specific data collection and reporting requirements.			
a. Must have a currently functional EMIS extract program or provide a dedicated developer to TRECA Digital Academy with the sole purpose of designing the EMIS extract capability			
b. Must be SIF compliant or ready to become SIF compliant for the 2014/2015 school year as required by the State of Ohio for the purpose of reporting EMIS			
12. Support the ability for a third party to enter data that is captured at the point of origin and is reviewed by school or district staff prior to acceptance and update.			
13. Ensure a smooth transition from the legacy systems to the new SIS by providing easy to use data migration tools. All student, student contact, school, scheduling, grades and grade history and staff related information must transfer completely and correctly.			
14. Must be based on an industry standard relational database, allowing a system administrator to perform record level editing.			





Please indicate whether your product or solution can:	Yes	No	Comments/Questions
15. Provide support for single entry of all data elements with the information propagated throughout the SIS.			
16. Provide the ability to create and display a list of students and any combination of related fields (Name, Student ID, Other Fields, #Absences). While viewing the list of students and related data, the SIS should provide the ability to:			
a. Edit fields that do not contain derived values			
b. Select multiple records and edit them individually in a grid			
c. Easily assign a common value to a specified field in multiple records (e.g.; select a group of students and change their grade level			
17. Provide the ability to select, search, filter, and sort on all fields related to a list or table view. The user should be able to save a “List” of students, fields selected, filter criteria and sort criteria and use it to recreate the view.			
18. Provide the ability to configure views (e.g., table grid layouts, filter criteria, sort criteria, and data entry form layouts) by security role.			
19. Support the ability to create dynamic and static lists of students, sponsors, or teachers and sort and filter these lists based on any demographic, assessment, or academic performance criteria.			
20. Provide the ability to rapidly generate simple enrollment reports based on student lists and Provide counts and percentages of students by any demographic criteria including Sponsor’s Branch of Service and Student Registration Status (e.g., In District, Registered, Not Registered, and Withdrawn).			
21. Provide the ability for a student to be enrolled in more than one school at the same time (half-day in one school, half-day in another, or for one credit course in one school and rest of courses in another).			
22. Provide the ability to sort records on all fields.			





Please indicate whether your product or solution can:	Yes	No	Comments/Questions
23. Provide support for U.S. domestic and international telephone numbers and for domestic zip codes and international postal codes.			
24. Be easily reconfigured to reflect area, district and school configuration changes, which may include closing, opening, renaming, and/or changing the grading structure of schools.			
25. Have the capability to handle virtual schools.			
26. Provide the ability for a student to move from one TDA school to another with appropriate transfer of data.			
27. Provide the ability to configure, enter, or import ancillary program information including system-wide assessment data, gifted, reading recovery, and others as identified by TDA.			
28. Be role-based and users shall be able to configure their own "home page."			
29. Provide the ability to enter, maintain, and report student attendance daily, half-day, period.			
30. Provide the ability to view and/or send student alerts to a variety of addressees via email, cell phone, or pager.			
31. Be able to Provide information to and receive information from the TDA teacher grade book and student portal product.			
32. Provide the ability to enter, import, edit and maintain student marks including the awarding of course credit and the calculation of GPAs and Class Ranking			
a) Yearly			
b) Cumulative			
33. Provide the ability to enter, view and maintain student behaviors (discipline).			





Please indicate whether your product or solution can:	Yes	No	Comments/Questions
34. Include training and user manuals for the system and integrated help features for the user.			
35. Include role-based, editable training materials.			
36. Require minimal training for basic users. It should:			
a) Be intuitive with minimal training for basic usage			
b) Include common editing functionality throughout the SIS so users trained to use the general features of the SIS find the functions consistent throughout the components of the SIS			
c) Provide centralized short cuts such as tool bars, panels or menu screens for access to common functions			
d) Provide an interface with customizable toolbars/pulldowns (favorites)			
e) Provide toolbars with meaningful icons			
f) Provide standard cut and paste functionality including the ability to copy and paste complete records			
37. Provide Specific user based training focusing on functionality for specific roles within the organization			
38. Provide the ability to synchronize student and teacher data between SIF compliant systems.			
39. Allow for reporting on all data elements.			
40. Provide the ability to enter, update, and delete student health information including immunization history and compliance, office visits, medications, screenings, sports physicals, and medical alerts.			
41. Provide tools that can be used to develop event-driven notification for any of the following data and any other related data in the SIS:			





Please indicate whether your product or solution can:	Yes	No	Comments/Questions
a) Student Information			
b) Staff Information			
c) Enrollments			
d) Withdrawal			
e) Address Change			
f) Attendance			
g) Teacher Gradebook			
h) Behavior Management			
i) Contact Management (Sponsors and Students)			
j) Health Management Information			
k) Test & Assessment Management			
42. Support the ability to work with multiple industry standard reporting systems (e.g., Business Objects, Crystal Reports, SQLReports Server).			
43. Provide the ability send e-mail to and from teachers, staff and students from any screen where student, sponsor, and staff data is viewable.			
44. Provide tools that enable a data management analyst to create simple and complex multi-dimensional data sets for analysis and reporting.			
45. Support the ability to run Ad Hoc Reports simple lists or multi-year studies.			
46. Provide the capability to manage multiple district and/or school calendars per year maintaining planning, current, and historical calendars.			





Please indicate whether your product or solution can:	Yes	No	Comments/Questions
47. Provide a robust scheduling algorithm that uses the school's calendar and allows for the automatic creation of a master schedule and the addition of elementary, middle, and high school students to classes.			
48. Provide an automatic mechanism for importing information from and exporting information to ancillary systems.			
49. Include 24x7 vendor support for the product.			
50. Allow the Registrar to create records for new students and update the records of existing students, including:			
a) Unique Student ID			
b) Unique State Student ID			
c) Student Name and Identifying Information			
d) Participation in Special Programs			
e) Student Phone Numbers(s), Address, email, etc...			
f) Student Demographics			
g) Unique Guardian ID			
h) Guardian Demographics			
i) Guardian Phone Number(s), Address, email, etc...			
j) Other Contacts Information (Aunt, Uncle, Grandparent, Neighbor, etc...)			
k) School Enrollment data			
l) Digital photo			
51. Allow the Registrar to enter and update Guardian information one time for all of the Guardian's students, even if students are in multiple schools.			





Please indicate whether your product or solution can:	Yes	No	Comments/Questions
52. Be configurable to allow the Guardian's rank or rating to appear with the Guardian's name.			
53. Provide automatic recovery of data when the system disconnects from the internet.			
54. Support simplified data entry. Simplified data entry includes easy navigation between screen views, minimizing the number of screens needed to capture or retrieve complete student data, and formatting data entry screens to be similar to standard TDA data collection forms.			
55. Have user performance support tools including:			
a) Tool tips			
b) Searchable help			
c) Context sensitive help			
d) Online manual			
56. Provide a single-sign on solution through integration with Microsoft Active Directory (i.e., The SIS shall support Active Directory authentication.).			
57. Support the ability to configure role appropriate role-level security parameters.			
58. Support the ability to assign multiple roles to multiple individuals in multiple contexts (schools).			
59. Be able to achieve high levels of security certification and trust in a global network infrastructure that is heavily dependent on the Internet and, in some cases, leverages the military base communications infrastructure.			
60. Provide an online registration program for students to enroll			
61. Provide a process to approve applications for enrollment			





Please indicate whether your product or solution can:	Yes	No	Comments/Questions
62. Provide a function to track student orientations and that are needed in the registration process.			
63. Online registration program checks for potential duplicate students to minimize the steps required to re-enroll into the school			
64. Be capable of being available 24/7 with 99.9% uptime and no critical failures or unplanned system restarts for a full school year.			
65. Provide 3 instances of the data for the purpose of PRODUCTION, TESTING and TRAINING			
66. Provide standard school reporting that can be customized to meet the needs of TRECA Digital Academy such as but not limited to:			
a) Class Roster			
b) School Roster			
c) Contact List			
d) Family/Sibling List			
e) Daily Attendance Report			
f) Student Schedule			
g) Student Quarterly Report Card			
h) Student Transcript			
i) GPA Detail			
j) Honor Roll Reports			
k) Graduation Requirements			
1) Credits earned to date			





Please indicate whether your product or solution can:	Yes	No	Comments/Questions
2) Credits required for graduation			
l) Excessive Absences by Date Range			
m) Consecutive Absences by Date Range			
n) Portal Logins			
1) By parent			
2) By student			
67. The Gradebook MUST have the capability of recording comments			
a) By code			
b) By free form text			
68. The Gradebook MUST be capable of listing a roster of students and their assignments for up to 750 students in a section			
69. Must have the ability to set attendance criteria by Academy with TRECA Digital Academy being the default business rule: Any login to the portal from 12:00 AM Monday through 11:59:59 PM Sunday is to be considered present attendance for the week beginning on Monday. Academies choosing to deviate from this default business rule must be set at the academy level.			
70. TRECA Deploys both PC and MAC computers to our staff and students			
a) PC			
b) MAC			
71. Mid-year conversion (January 2014)			
72. Start of school year conversion (July/August 2014)			





4. OTHER INFORMATION SYSTEM REQUIREMENTS

Please provide information for your system regarding:	
System Requirements for bandwidth, servers, and workstations.	
Benchmark performance data based on average and peak usage.	
Data storage requirements (based on number of Districts, Schools, Staff, Teachers, and Students) for multi-year data storage; the impact of storage growth on performance; and guidelines for database sizing	

Please provide information for your organization regarding:	
Description of the size of your organization	
Resumes of the personnel assigned to the project	
Please provide a list of educational references where the proposed system has been installs. These references must be available via phone or on-site id desired by TRECA Digital Academy.	

Please provide pricing information in US dollars for budgetary purposes only. Pricing will not impact the respondents participation in any future bidding/proposal/demonstrations	
Base Cost Estimate	
Annual Maintenance	
Software supporting approximately 300 – 400 concurrent users	
Conversion	
Installation/Implementation	
Hosting	
Training	
Customization – hourly rate	





Please use this area to further describe your organization and products strengths that may or may not have been represented above.

5. ACKNOWLEDGEMENT

Respondent acknowledges their ability to provide a system that provides the features/functionality described in this RFI and wishes to be included in any proposal/demonstration/bid process that may take place for this Student Information System

Signed: _____ Printed Name: _____

Title: _____ Date: _____

