

REQUEST FOR PROPOSAL



Student Assessment and Data Analysis System

Responses to this request for proposal must be delivered to:

Lorain City School District
Administration Building
2350 Pole Avenue
Lorain, OH 44052
Room 15

ATTN: Donald Jacopin, Procurement Supervisor

DEADLINE FOR SUBMISSION OF PROPOSAL

On or before

Friday, October 23, 2009 at 12:00 noon

Request for Proposal prepared and released by:

**Graham W. Henderson
Director of Magnet Schools
ghenderson@lorain.k12.oh.us**

DISTRICT DESCRIPTION

Lorain City School District is a small, urban school district of 8,500 students served by two high schools, three middle schools, eleven elementary schools and three alternative schools. It is located in the Lake Erie port city of Lorain and 35 miles from Cleveland.

GENERAL INFORMATION

All Requests for Proposals (RFP's) must be sealed and delivered to the Charleston Administration Building, Room 15 or mailed to the Magnet Schools Assistance Program, Lorain City School District Administration Building, 2350 Pole Avenue, Lorain, OH 44052. No FAXed copies or e-mail proposal shall be accepted. Mailed proposals must be received Friday, October 23, 2009 at 12:00 noon deadline.

Proposals will be opened on Friday, October 23, 2009 at 2:00 P.M. or within thirty (30) minutes thereafter, by the designated school official. Only the names of companies and organizations submitting proposals will be read. All submissions must be clearly marked. It is our desire to award a contract within 30 days of recommended contract award. The board of education has up to ninety days to review and approve a contract.

All submissions will be rated by a team of end-users, based on the selection criteria level 1 to determine responsiveness of the proposals. The top three ranked vendors will be invited to an interview and demonstration of their products. The Selection Team will create a second ranking based on level two criteria to include, but not be limited to: compatibility to current database information; service levels, expertise, convenience, ancillary services or products, etc. Hereafter, the Lorain City School District will be referred to as "the District."

INSTRUCTIONS FOR COMPLETION

All questions regarding information concerning this RFP must be made via email to Graham W. Henderson, Director of Magnet Schools, ghenderson@lorain.k12.oh.us. **NO QUESTIONS WILL BE ANSWERED AFTER OCTOBER 13, 2009.** Answers to questions will be posted on Lorain City Schools' website: www.lorainschools.org on Friday, October 16, 2009.

Vendors' response must include one original and 5 copies for evaluation purposes.

All information required by the RFP, except the signature, should be typewritten for legibility.

CONFIDENTIAL INFORMATION

If the RFP response contains trade secrets or other proprietary data that should remain confidential and should not be disclosed, a statement of this fact shall accompany the submission and the information shall be so identified wherever it appears. Any information identified as confidential shall not be

disclosed until the District makes a determination whether the information shall be withheld. If the District determines to disclose the information, the District shall inform the vendor in writing of such determination.

CONTRACTS

A signed contract and issuance of a purchase order to the successful vendor will be considered sufficient notice of acceptance. The purchase order shall bind the vendor to furnish and deliver at the prices, and in accordance with, the conditions of the RFP. Nonperformance of contract will give sufficient cause for the District to cancel the contract. Nonperformance shall be construed to mean failure of vendor to deliver in the time specified, failure to provide the quality of product specified, or price changes. Cancellation of contract for any reason may result in removal of the successful vendor's name from the vendor mailing list for future requests for one (1) year.

The District may terminate the contract with 30 days advance notice, if the performance of the vendor does not meet the RFP specifications or for any reason. Any and all factors influencing such a decision will be documented.

It is mutually understood and agreed, that the successful vendor shall not assign, transfer, convey, sublet or otherwise dispose of the contract or the right, title, or interest therein, or power to execute such contract, to any other person, company or corporation without prior written consent of the District.

KEY EMPLOYEES

The successful vendor agrees that District employees are critical to the successful implementation of any solution provided to the District. The vendor, therefore, agrees to refrain from employing District employees for a period during, and for one year immediately following, the completion of the vendor's contract in the District. Should the vendor violate this agreement, the vendor will immediately pay to the District, an amount equal to the employee's annual salary.

GUARANTY/WARRANTY

The vendor shall indicate the period of time and include certification for which vendor will warrant or guarantee the software awarded on this RFP against all defects of workmanship and compatibility issues. The vendor, by submission of the RFP, warrants and guarantees that all work performed under this contract will be free from defects of materials and workmanship, for a period of twelve (12) months from the date of the final acceptance of this work. The RFP must state, in detail, the terms and conditions of the warranty, inclusive of services, products and labor, for all components for the system being proposed. Any software provided under the contract that is defective, or becomes defective during the guaranty period, shall be replaced by the successful vendor, free of charge, with the specific understanding that all replacements shall carry the same guarantee as the original software. Such guarantee shall be for one year from the date of acceptance of the replacement.

The successful vendor shall make any such replacement immediately upon receiving notice from the District. The warranty period on any part of the work so repaired or replaced shall be extended for a

period of twelve (12) months from the date of such repair or replacement. The guaranty will not apply to normal wear and tear or damage by acts beyond the vendor's control.

The vendor agrees to repair and replace, at the vendor's own expense, all such defective work that becomes or is found to be defective during the term of this warranty. Should the vendor fail to repair or replace such defective material and/or workmanship, thirty (30) days after written notice from the District, the District may do the work necessary, and the vendor hereby agrees to reimburse the District for actual cost.

LICENSES/PERMITS

The vendor shall comply with all Ohio State Statutes, and must hold an appropriate current Vendor's license to do business in the state. The vendor shall comply with all codes, (local, state, county, etc.), and shall secure and pay all code related costs.

A **Performance Bond** must accompany a proposal with a surety stating the vendor is licensed to do business in Ohio.

SCOPE OF THE PRODUCT

The Lorain City School District is seeking to acquire a comprehensive software package for student assessment. Please provide a proposal with pricing based upon the following information:

ASSESSMENT CAPABILITY:

The software system must be able to:

- a. Import and export student quantitative data to and from the Ohio Assessment Test results, using the format from the Ohio State Department of Education;
- b. Collect and manipulate qualitative data to include but not be limited to surveys, questionnaires, online feedback, etc.
- c. Analyze and compare the student data base by gender, ethnic background, socio-economic status based on free and reduced lunch categories, grade level, school and special need categories;
- d. Compare and analyze data to conduct longitudinal studies on student performance with matched settings;
- e. Generate reports in a user friendly manner for distribution to a variety of audiences to include, but no be limited to parents, students, teachers, administrators, and district staff.
- f. Format and build specialized reports that can be memorized and updated with new data for real time information retrieval;
- g. Store data for multiple years for easy access and manipulation;
- h. Be accessible to key data users and manipulated in a user friendly manner;
- i. Hosted on the current LCSD network with permission granting access at multiple levels, as determined by the LCSD; and
- j. Provide reports in English and Spanish.

PHASING

While the district would expect to activate the software system districtwide, the initial implementation will be focused on the data required to report student achievement and progress related to the Magnet School grant. The software system must be compatible with EMIS (Educational Management Information System). These data analyses should be achieved within 90 days of system adoption and installation. Other programs will be added from a priority list established by the district and other data report requirements necessary for decision-making.

A complete implementation should be achieved by April 2010. Successful vendor should provide a schedule of implementation.

TRAINING

Training is a key factor in successful implementation of the student data assessment project and continuing support for its implementation. Proposal must include a proposed training program established on a “Trainer-of-Trainer” model where an initial core training team will become proficient in the use of the system and prepared to train others in the future. The anticipated training needs are as follows:

- 1) **System Implementation**. This would include training with Information Systems staff on setting the system up on the network, automating updates of student information, backing up the data etc.
- 2) **Technical User Implementation**. This would include such topics as how to login, how to prepare and view reports, how to share reports with multiple users for their specific modification, etc. District and school level staff will be designated and identified to ensure an adequate trained staff for all anticipated users.
- 3) **Content User Training**. This will include district staff who will be inputting items, manipulating data, and creating tools to assess and analyze qualitative data.
- 4) **Interpreting results**. This training will focus on how to choose reports and interpret them to improve instruction. This will also include ad hoc reporting or queries.

SPECIAL TERMS AND CONDITIONS

1. In issuing this RFP, the District is not obligated to purchasing the services described herein from any entity. Further, the District reserves the right to accept or reject any proposal in whole or in part as may be in its best interest.
2. Proposals submitted to this RFP will become the property of Lorain City School District.
3. The District shall not incur any expenses in preparation, submission or any subsequent presentation in response to this RFP.
4. No offer of entertainment, gifts, gratuities, discounts or special services, regardless of value shall be offered to an employee of the District or any of the Selection Team members in consideration of this RFP.
5. No commitment shall exist under this RFP until such time as an official written confirmation of acceptance of a proposal is made.

6. No alterations or variations of the terms of the contract resulting from this RFP shall be valid or binding upon the District unless authorized in writing by the District.
7. Proposals submitted in response to this RFP shall be valid for a period of ninety (90) days from the proposal submission deadline.
8. The District, its employees or members of the Selection Team may not have any personal or beneficial interest whatsoever in the services offered by the firm itself, any parent or subsidiary firms awarded this project.
9. The following payment schedule will be used for the successful bidder:
 - a. 25% within 30 days of award;
 - b. 25% within 30 days of acceptance of the installation operation of the database system;
 - c. 50% within 30 days of acceptance of the complete final installation.

Questions or requests for more information **are to be made in writing** and may be sent via email to ghenderson@lorain.k12.oh.us. NO QUESTIONS WILL BE ANSWERED AFTER OCTOBER 13, 2009. Answers to questions will be posted on Lorain City Schools' website: www.lorainschools.org on Friday, October 16, 2009.

PROPOSAL FORMAT

1. **Cover letter:** Name of firm or individual offering bid. Person(s) signing proposal should show Title and must have the authority to bind his/her firm in a contract. Brief company history, locations, number of years of existence, company experience, and staffing expertise.
2. **Technical Approach:** Project overview approach, detailed work plan and proposed time line
3. **Qualifications :** A minimum of three work related references
4. **Price:** A schedule of total cost to provide professional services necessary to complete the specifications and deliverables as outlined in this RFP required in separate sealed envelope/binder.
5. **Approach to staffing:** Key personnel resume or statement of qualifications for any individual assigned to provide professional services under the engagement.
6. **Training Program:** Description of training for designated employee levels.
7. **Additional Offerings:** Any additional benefits or provisions offered which complements the RFP requirements

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AWARD CRITERIA

1. A recommendation of the Selection Team will be made to the Superintendent for the highest ranked, responsive vendor whose offer is determined to be the most advantageous for the District.
2. The following criteria form the basis upon which a recommendation of proposals will be made during level 1.
 - i. Technical Approach (40 points)
 - ii. Qualifications (20 points)
 - iii. Price (20 points)
 - iv. Approach to staffing (10 points)
 - v. Training Component (10 points)
3. The following criteria will be used level 2 ranking to determine the RFP award:
 - i. Compatibility with current database (40 Points)
 - ii. Clarity of presentation (20 points)
 - iii. Response(s) to requested modifications (20 Points)
 - iv. Enhancement to the system as presented in the interview (10 Points)
 - v. Price based on requested modifications (10 points)

RIGHT TO PROTEST

All decisions of the district are final and not appealable.