



**CHESTERFIELD COUNTY
PURCHASING DEPARTMENT
CHESTERFIELD, VIRGINIA
Request for Proposals**



RFP Number: 12-0367

Title: Student Information System

Issue Date: January 31, 2012

Proposals Due No Later Than: March 15, 2012, 5:00 P.M.

Location for Receipt of Proposals: Chesterfield County Purchasing Department
Court Square
9842 Lori Road, Suite 101
Chesterfield, VA 23832

Inquires: Questions which may arise as a result of this solicitation may be addressed to Bridgette King, Senior Contract Officer, at (804) 748-1913, or by email to purchasing@chesterfield.gov. Inquiries must be received at least seven (7) business days prior to the due date in order to be considered. Contact initiated by an offeror concerning this solicitation with any other County representative, not expressly authorized elsewhere in this document, is prohibited. Any such unauthorized contact may result in disqualification of the offeror from this transaction.

My signature below certifies that:

- I agree to abide by all conditions of this Request for Proposal (RFP) and that I am authorized to sign this proposal;
 - the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under § 18.2-498 of the *Code of Virginia*. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, the Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards; and
 - that the accompanying proposal is in compliance with applicable provisions of the State and Local Government Conflict of Interests (§ 2.2-3100 et. seq. of the *Code of Virginia*). Specifically, without limitation, no County/School Board employee or a member of the employee's immediate family shall have a proscribed personal interest in a contract.
 - that the accompanying proposal is in accordance with applicable provisions of the Virginia Public Procurement Act, Art. 6 Ethics in Public Contracting (§§ 2.2-4367 et. seq. of the *Code of Virginia*), and any other applicable law as set forth therein.
-

Complete Legal Name of Firm: _____

Address: _____

Remit To Address: _____

Signature: _____ **Email:** _____

Name (type/print): _____ **Title:** _____

Fed ID No.: _____ **Phone:** (____) _____ **Fax:** (____) _____

Proposal Dated: _____

Please refer to Clause F of the General Terms and Conditions:

Minority-Owned Business: ☐ Yes ☐ No

Chesterfield Business: ☐ Yes ☐ No

Women-Owned Business: ☐ Yes ☐ No

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I. **PURPOSE**

The purpose of this Request for Proposal is to solicit sealed proposals to establish a multi-year contract through competitive negotiations for an integrated, web-based Student Information System (SIS) that will meet current and future needs of the Chesterfield County Public School System hereinafter referred to as CCPS.

II. **BACKGROUND**

The Chesterfield County Public School System (CCPS) consists of 62 schools; 38 elementary schools (grades K-5), 12 middle schools (grades 6-8), 11 high schools (grades 9-12), and one technical center. With a current enrollment of more than 59,000 students, CCPS is one of the 100 largest school systems in the country, and the fifth largest in Virginia. Families continue to make Chesterfield County a “first choice” because the public school system has been recognized by SchoolMatch, an independent research and data service, as among the top school districts in the nation that have “what parents want.”

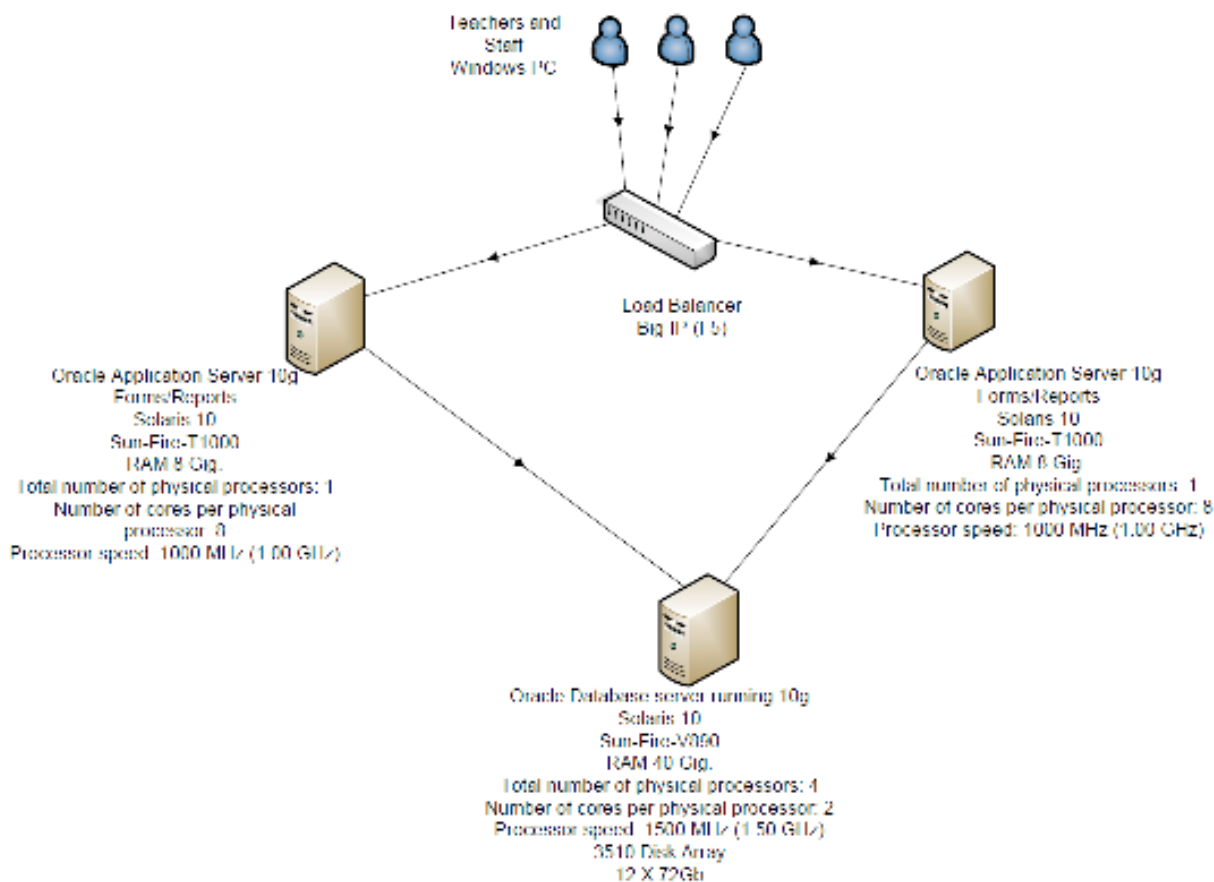
A. **Current Student Information System Environment**

Presently, CCPS uses the SIS, Star_Base, from Century Consultants, Ltd. This system is reaching end-of-life, and CCPS is now looking to obtain and implement a new Student Information System. In addition, CCPS has multiple applications that interface with the SIS (see chart below). It is the goal of CCPS to merge or replace as many of these applications into one robust, integrated system to include, but not limited to, the functionality of Exceptional Education, Home Communication and Grade Reporting.

CCPS uses the following additional systems in conjunction with Star_Base:

Application	Description
SAP BusinessObjects	Dashboards and Reports
GradeQuick (Edline)	Grade book
Edline	Parent and Student Portal
Information Delivery System (IDS)	In-house developed DataWarehouse (Oracle based)
Parent Notification System	Parent Alert and Notification System
TIPWeb	Textbook Management System
TLC	Library System
Welligent	Special Education / IEP system
Winsnap	Food Services Application
Other	Various other web application / services that require student data extract files from SIS (ex. DimensionM, Casenex Datacation, Ancom, CanDo, Lifetouch, ThinkCentral, Tutor.com, etc)

CCPS has a Technology Department that includes Database Administrators, Programmer Analysts, and SIS Support staff. There are 8 staff members dedicated to the support of the SIS. Currently staff members are responsible for all data extracts and reporting requested by schools and other departments. The support team performs OS, database and system maintenance, upgrades, and training. The diagram below illustrates the current SIS environment.



B. Network Overview

CCPS network is comprised of 70 facilities connected back to the Data Center through a variety of WAN connections, providing access to a switched LAN infrastructure. The network supports approximately 26000 computing devices across the division. School LANs are both wired and wireless and provide 100/1000 MB connections to the device. Servers/Services are provided in a hybrid deployment centrally from a Data Center and locally at school. CCPS Datacenter includes on site secondary location connected via owned 1000Mb fiber connection.

CCPS utilizes Windows Active Directory Services in mixed mode. Domain controllers are deployed in a decentralized topology. Each school is provided AD, DHCP and DNS service locally as well as file and print, web filtering, Microsoft updates, and antivirus service provided by member servers on multiple server operating systems. Services are provided on both physical and VMware hosted servers.

C. WAN Infrastructure

The WAN currently consists of several types of connectivity ranging from leased connectivity from two commercial providers to owned fiber.

Elementary schools are primarily connected through Business ISP coax modem services with connectivity of 8Mb down and 2Mb up. These connections are routed back to the data center for all internal services via a Dynamic Multipoint VPN connection. Internet traffic is filtered at the school location and sent out directly to the internet behind a NAT.

Secondary schools are connected via leased fiber providing 10Mb full duplex layer two service. Secondary schools can connect directly to each other. Internet traffic is routed back to the datacenter for access from behind a NAT.

Office Buildings are connected via 10 Mb full duplex leased fiber, 100 Mb full duplex leased fiber and owned 1000Mb fiber.

Datacenter connections are 1000 Mb full duplex leased fiber which serves as the backbone of aforementioned leased fiber lines.

We lease an OC3 link connection to the internet and termination point for Dynamic Multi-point VPN connection.

Owned fiber 1000 Mb connections also terminate within the datacenter.

D. LAN Infrastructure

Each school's LAN is comprised of a Layer 3 Enterprise level Core switch which controls multiple VLANs within a local VTP Domain in a hub-and-spoke topology. Distribution frames are connected with multiple pair 50 micron fiber providing 1000Mb full duplex interconnectivity to layer two switches. Clients are connected at 100MB desktop connectivity.

Student and Faculty access is secured by managing layer three access control lists which separates the student and faculty networks. This applies both to clients and servers.

E. Desktop Environment

While the desktop / laptop serves as our current primary means of accessing the SIS, the division is rapidly moving to a mobile device-friendly computing environment. The new SIS must function properly across multiple devices and operating systems, with a focus on cross-browser and device compliance as outlined below:

1. OS
 - a. WindowsXP
 - b. Windows 7 Professional
2. Productivity Suite
 - a. Microsoft Office 2007
 - b. Microsoft Office 2010
3. Antivirus
 - a. Sophos endpoint Security and Control ver. 9.5
4. Management Tools
 - a. Desktop Authority 8
 - b. Microsoft Systems Center Configuration Manager
5. Desktop Software including but not limited to:
 - a. Adobe Acrobat Reader – various versions
 - b. Adobe SVG Viewer 3.0
 - c. Adobe Shockwave Player – various versions
 - d. Adobe Flash Player – various versions
 - e. Adobe Air – various versions
 - f. Cisco Clean Access Client
 - g. Flash – various versions
 - h. Java – various versions
 - i. Shockwave – various versions
 - j. Internet Explorer – version 7 on XP and version 8 on Win 7
 - k. Firefox – version 7+
 - l. Quicktime
 - m. GradeQuick Web
 - n. ieSpell

- o. Unity Web Player
- p. Windows Media Player
- q. Google Earth 6.0
- r. Google SketchUp
- s. Windows Live Essentials 2011
- t. Movie Maker for Win7
- u. Movie Maker 2.6(XP)
- v. Photostory 3 (XP machines)
- w. Jinitiator
- x. Audacity
- y. Roxio Creator DE
- z. Power DVD 9.5

III. **SCOPE OF WORK**

A. **General Information**

Student Information System to be provided may be hosted by the offeror or provided and installed at Chesterfield County Public Schools.

CCPS is interested in offeror recommendations on how best to ensure project success, knowledge transfer and positive system acceptance, while keeping project costs at reasonable levels.

B. **Functions**

CCPS is seeking a vendor to provide a Student Information System that will have the functionality to support classroom, school, community, administration and district student records administrative functions appropriate for a complex public K12 district. In addition, CCPS seeks an integrated system that may also provide student assessment evaluation, curriculum / learning and staff management capabilities as well as meet future trends/needs in education. The application system should incorporate the operational and technical functions described in Appendix A and Appendix B.

Basic Functional Requirements of Student Information System Project
Academic Planning and History
Attendance
Discipline

Enrollment and Registration
Exceptional Education
Grade Reporting, Gradebook and Report Cards
Health and Medical
Home Communication
Scheduling and Course Registration
Security
State and Federal Reporting
Student Demographics
Testing and Assessment

CCPS does not have immediate plans to implement the functions below. However, these functions are desired to be part of a long term integrated solution, and offerors are asked to provide information on these functions in their proposals.

Functions Not in Immediate Scope of the Student Information System Project
Curriculum / Learning Management System
Staff Management
Transportation
Data Warehouse
Response to Intervention

C. Training and Support

The Contractor should provide training and support in the implementation and distribution of all components and software so that district personnel, parents, students and any additional future stakeholders/users may effectively operate the system.

D. Data Conversion

The Contractor should provide a data conversion plan.

E. Upgrade and Maintenance

The Contractor should provide upgrades and maintenance/technical support as required for the Student Information System proposed.

IV. INSTRUCTIONS

A. Submission and Receipt of Proposals

1. Submittals, in one (1) original, one (1) CD ROM, and ten (10) copies, marked Student Information System will be received no later than 5:00 p.m., Local Time Prevailing, on March 15, 2012, in:

Chesterfield County Purchasing Department
Court Square
9842 Lori Road, Suite 101
Chesterfield, Virginia 23832-0001
Monday-Friday 8:30 a.m. – 5:00 p.m.

2. Should you decide to utilize an express delivery service, please note that we are located at the intersection of Ironbridge Road (State Route 10) and Lori Road.
3. Mark the outside of the envelope with **RFP#** 12-0367 and proposal subject, Student information System.
4. It is the sole responsibility of the offerors for ensuring that their proposals are stamped by Purchasing Department personnel before the deadline indicated in Paragraph A of the instructions. Proposals and/or any addenda pertaining thereto, received after the announced time and date of receipt, by mail or otherwise, will be returned. However, nothing in this RFP precludes the County from requesting additional information at any time during the procurement process.
5. In the event that Chesterfield County government offices are not operating under normal staffing levels or if the location for pre-proposal meetings or receipt of proposals is inaccessible due to inclement weather or other emergency situations at the published time, the proposal submission or pre-proposal meeting will default to the next regular business day at the same time.
6. If you are an individual with a disability and require a reasonable accommodation, please notify the Purchasing Department at (804) 748-1617, three working days prior to need.
7. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. Any requirements listed herein are intended to describe qualifications, certifications and/or experience considered to be vital and should be used as guidelines for proposal submission. Firms not meeting specific requirements listed herein are encouraged to list and/or demonstrate alternate qualifications, certifications and/or experience for consideration.
8. Any proposal submitted **MUST** include the cover sheet which has been signed by an individual authorized to bind the offeror. All proposals submitted without such signature will not be considered.
9. Proposals shall not be accepted via fax or E-mail.
10. For information pertaining to the decision to award and/or award on this procurement transaction, offerors may access public notification electronically at www.chesterfield.gov/purchasing

B. Submittal Format

In order to facilitate the analysis of responses to this RFP, offerors should prepare the proposal with the instructions outlined in this section and should structure the proposal so that it contains individual tabs/sections detailing proposed services.

1. Offeror's responses should be prepared as simply as possible with straightforward, concise descriptions of their capabilities to satisfy the requirements of this RFP.
2. Expensive bindings, color displays, promotional materials, demo CDs, etc., are not needed. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All information should be presented in a non-technical format to ensure understanding. All responses should be tailored specifically for Chesterfield County.
3. Chesterfield County encourages proposals that provide innovative alternatives to addressing the County's existing needs as described in the solicitation. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material.

C. Detailed Submittal Format

1. Introduction letter, signed cover sheet, Attachment A – Virginia State Corporation Commission (SCC) Registration Information form, and addenda acknowledgement, if applicable.
2. Executive summary – Provide a narrative, prepared in non-technical terms, summarizing the offeror's proposal. The executive summary should identify the primary contact for the offeror including name, address, telephone number and e-mail address.
3. A detailed description of the services to be provided which addresses each of the topics listed in the Scope of Work/Specifications. Clearly state your ability to meet or exceed the requested services.
4. Qualifications. The offeror should provide a written narrative statement to include:
 - a. Company profile, including history, number of years the offeror has been in business, and type of services provided.
 - b. A description of the most recent and most comparable projects in environments similar or greater in size to CCPS involving the Student Information System proposed. Briefly describe the size of programs served.
5. References - All offerors should include a list of a minimum of five (5) references, from similar projects/contracts, who could attest to the firm's knowledge, quality of work, timeliness, diligence, flexibility, and ability to meet budget constraints. Include names and addresses, contact persons, phone numbers and e-mail addresses of all references. The County reserves the right to contact references other than, and/or in addition to those furnished by an offeror. References may or may not be reviewed

or contacted at the discretion of the County.

6. Functional Requirements:

- a. Provide written responses to all functional requirements specified in Appendix A. For each item, indicate YES, NO, CUSTOM, FUTURE or 3rd Party. A comment section is provided for additional information.

YES	Functionality is available and included in the current general release of the product
NO	Functionality is not available in the current general release of the product
CUSTOM	Functionality can be custom built by offeror at an additional cost. Estimated cost must be specified in COMMENTS column
FUTURE	Functionality will be available in future release of the product. Estimated release date must be included in the COMMENTS column
3rd PARTY	Functionality can be achieved by the use of a 3rd party application. Name of application and vendor must be included in the COMMENTS column

- b. Provide sample graphics that clearly illustrate features and functions of the system proposed.
- c. Provide samples of reports and queries that can be generated within the system. Include a list of standard reports for each module in the SIS and indicate those specific to classroom teachers.

7. Technical Requirements:

- a. Provide a technical overview of the SIS proposed; including but not limited to a discussion of:
- (1) Architecture and system requirements, including network, server, OS and client, databases approved for use
 - (2) Scalability and Functionality
 - (3) Data Integrity – Error Tracking, Backup and Recovery
 - (4) Available Documentation
 - (5) Performance Standards for database and network response
 - (6) Application change control process
 - (7) End-user and Technical Support
 - (8) Available Modules or major functional areas of the system proposed, not listed as a requirement in Appendix A

- b. Provide written responses to all technical requirements specified in Appendix B. For each item, indicate YES, NO, CUSTOM, FUTURE or 3rd Party (see definition chart above). A comment section is provided for additional information.
 - c. For solutions to be installed at CCPS, please provide information on the hardware required to operate the proposed SIS.
 - d. For hosted solutions, please provide detailed description of services to include, but not limited to, physical and data security, data backup and recovery, disaster recovery, interfaces to other systems (including self hosted applications), and support. Discuss direct database access (via SQL *Net, Toad, etc.) and database rights, for district technical staff.
8. Usability – Provide a written narrative statement to each of the items below:
- a. Discuss any additional information that would be helpful on how your system can meet or exceed the requirements for Curriculum / Learning and Staff Management including individual student lesson plans.
 - b. Describe any functionality the product may have in supporting a Positive Behavior Interventions and Supports program.
 - c. Describe the steps involved in the enrollment of students based on the following scenarios:
 - (1) Transfer within district-include student data transfer.
 - (2) Transfer outside district
 - (3) Dual enrollment of students
 - (4) Enrollment of MOPS (Multiple Online Providers) students only from outside the district
 - d. Describe the mass update and mass maintenance features that are available in the system. Include features for both student and staff data. Identify which fields can be mass assigned and/or mass updated.
 - e. For photo offerors that do not supply student IDs: How are the photographs matched to the correct students? Can photos be loaded individually as well as en masse?
 - f. Discuss how your product supports managing paper documents electronically and supports the elimination of the need for traditional paper cumulative folders.
 - g. Discuss how your product continually meets State and Federal Reporting requirements.
 - h. Explain the process by which the Virginia state reporting extract files are created in the system. Include an explanation of how the system is updated to reflect changes in Virginia state reporting requirements, and the timeframe in which

those changes are made.

- i. What capabilities, if any, are there in the product for comparing the progress of students from year to year with test data? What capabilities, if any are there in the product for assessing student growth?
- j. What student assessment and testing summary information is displayed graphically or in charts?
- k. How does the SIS determine whether course history records are included or excluded from cumulative GPA calculation and / or core cumulative GPA calculation?
- l. Describe how the SIS sequences a group of courses within a subject area to complete graduation requirements.
- m. Explain the types of GPAs that the proposed SIS provides and the calculation of each.
- n. Explain the types of teacher gradebook calculations and provide sample calculations of each.
- o. Explain the options available for including marks and credits on a high school transcript.
- p. Describe the process used to identify students still needing classes, credits, and standardized tests, to meet graduation and diploma specific requirements.
- q. Describe the steps involved in building a high school master schedule in the order that they are performed.
- r. Describe the scheduling algorithm, including priority settings, balancing options and factors.
- s. Describe how your SIS handles team scheduling and locking in certain students with special programs during the scheduling process.
- t. Describe how your SIS handles attendance, grading and scheduling of students that take courses at multiple schools.
- u. Explain the types of report cards the product offers. What options are available for each type of report card.
- v. Describe how narrative comments are recorded and stored.
- w. What verification is done to ensure that only currently enrolled students have access to the student view? When a student graduates or leaves a school, how is that student's access 'turned off'?
- x. How many years of historical data are available online and for queries? What impact does the retention of several years of data have on system response

time?

- y. What impact if any does the number of users, concurrent processes, etc. have on system response time? Please list thresholds.
 - z. Explain to what extent the system is one fully integrated system and not separate systems linked together which often results in duplicate data entry. For example, do modules such as the teachers' grade book share a common database so that no importing or exporting has to take place between the teacher grade book and the grade reporting files of the administrative system?
 - aa. Describe the year end/year begin processes that a District and school must perform each year.
 - bb. How does summer school and the year round school processing (which may run concurrently) affect any year end/ year begin processes?
 - cc. Describe how the SIS would handle security and stay within FERPA guidelines in allowing users to have access to subgroups of students from multiple schools and not the entire student population at that school (ex. Social Worker case load).
 - dd. Describe mobile device access plan (e.g., iPad, Android, and Blackberry).
 - ee. Describe screen customization process.
 - ff. If proposed solution includes a DataWarehouse component, provide description of functionality.
9. Implementation Plan – Provide a detailed description of an Implementation, Conversion and Migration, Testing, and Training Plan to include but not limited to the following:
- a. Data Conversion and Migration: Provide detailed description of data conversion plan including the types of information converted in each step. Provide a draft schedule of the conversion plan. Describe offeror and CCPS responsibilities in this effort.
 - b. Implementation:
 - (1) Provide detailed description of installation and configuration of all hardware and software. Provide a draft schedule of the implementation plan. The Implementation Plan should include significant project milestones including estimated amount of time required for each phase of the project.
 - (2) Discuss go-live onsite support.
 - c. Testing – Provide detailed description of test environment and test plan.
 - d. Training – Provide detailed description of on-site and / or off site training plan.

- e. **Project Team** – Provide a list of key individuals to be assigned to the project, both during the implementation process, and beyond. Specify their role, and provide a current biography / resume for each individual.
- 10. **Service and Support** – Describe services to be provided as part of the maintenance and support program. Discuss release management, to include frequency of product update, and support for customers not on current release of product.
- 11. **Total Solution Cost** – Refer to Section VII.

V. **GENERAL TERMS AND CONDITIONS**

- A. Addenda:** Any changes or supplemental instructions to this solicitation shall be in the form of written addenda. All addenda are downloadable from the Purchasing Department web site at: www.chesterfield.gov/purchasing. Each offeror is responsible for obtaining all addenda posted at the Purchasing Department website or by calling (804) 748-1617. Acknowledgement of receipt of all addenda shall be in the space provided within the solicitation or by returning a copy of each signed addendum. Failure to do so may result in rejection of the proposal. All addenda issued shall become part of the solicitation and all resulting contract documents.
- B. Appropriation of Funds:** The continuation of the terms, conditions, and provisions of a resulting contract beyond June 30 of any year, the end of the County's fiscal year, are subject to approval and ratification by the Chesterfield County Board of Supervisors and appropriation by them of the necessary money to fund said contract for each succeeding year. In the event of non-appropriation of funds, the contract shall be automatically terminated with no recourse for the Contractor.
- C. Assignment of Contract:** The County and Contractor bind themselves and any successors and assigns to the contract. The employees of the Contractor will perform the work necessary to fulfill the contract. The Contractor shall not assign, sublet, subcontract or transfer any of its interest in the contract without written consent of the County. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and Contractor.
- D. Audit of Vendor Records:** Contractor shall maintain full and accurate records with respect to all matters covered under the contract including, without limitation, accounting records, written policies and procedures, time records, telephone records, reproduction cost records, travel and living expense records and any other supporting evidence necessary to substantiate charges related to the contract. Contractor's records shall be open to inspection and subject to audit and/or reproduction, during normal working hours by the County and its employees, agents or authorized representatives to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by Contractor pursuant to this contract. Such records subject to examination shall also include, without limitation, those allocations as they may apply to costs associated with the contract. The County shall

have access to such records from the effective date of the contract, for the duration of the contract, and until two (2) years after the date of final payment by the County to the Contractor pursuant to this contract. The County's employees, agents or authorized representatives shall have access to the Contractor's facilities, shall have access to all necessary records, and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with this paragraph.

- E. **Change Orders:** Change orders must be approved by the County prior to work being performed.
- F. **Commitment to Diversity and Chesterfield Businesses:** Chesterfield County is a growing progressive community consisting of an increasingly diverse population. This diversity provides for a dynamic and robust community that promotes growth. Chesterfield County believes that all of its citizens should benefit from this economic growth without regard to race, color, religion or economic status. The County is committed to increasing the opportunities for participation of minority-owned businesses, women-owned businesses, and businesses located in Chesterfield County to ensure diversity in its procurement and contract activities. These businesses are encouraged to respond to all solicitations. In addition, the County strongly encourages each Contractor and/or supplier with which the County contracts to actively solicit minority-owned businesses, women-owned businesses, and businesses located in the County as subcontractors/suppliers for their projects.

Upon award/completion of work, the County will require the Contractor to furnish data regarding subcontractor/supplier activity with minority-owned businesses, women-owned businesses, and businesses located in Chesterfield County on a Certification of Subcontractor/Supplier Activity form. The form will be provided to the Contractor by the Purchasing Department. This information will enable the County to document the dollar level of activity and measure the success of its purchasing and contracting efforts in this endeavor.

Definitions:

Chesterfield Business (CB) - any private business enterprise, located within the jurisdictional boundaries of Chesterfield County.

Minority-Owned Business (MOB) – a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority. (*Code of Virginia 2.2-4310*)

Women-Owned Business (WOB) - a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are

controlled by one or more women. (*Code of Virginia* 2.2-4310)

- G. Contractor Background Checks:** In order to preserve the integrity and security of County government operations, contract workers may be required to undergo a criminal background check conducted by Chesterfield County. The County will conduct these checks for any worker it believes will have unsupervised access to County designated Security Sensitive areas. Contract workers providing goods, services or construction in these designated areas are required to confine themselves to the area of the work. Based on the results of the background check, the contract worker may be disqualified from providing work/services for Chesterfield County.
- H. Contractor's Authorization To Transact Business:** In accordance with §2.2-4311.2 of the *Code of Virginia*, any offeror organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia*, or as otherwise required by law. Any offeror organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the *Code of Virginia* shall include in its proposal the identification number issued to it by the State Corporation Commission. Any offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the *Code of Virginia*, or as otherwise required by law, shall include in its proposal statement describing why the offeror is not required to be so authorized. This information shall be provided on the attached form titled "Virginia State Corporation Commission (SCC) Registration Information". Failure to provide the required information may result in the rejection of the proposal. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth of Virginia, if so required under Title 13.1 or Title 50 of the *Code of Virginia*, to be revoked or cancelled at any time during the term of the contract. The County may void any contract with a Contractor if the Contractor fails to remain in compliance with the provisions of this section. **SEE ATTACHMENT A.**
- I. Cooperative Procurement:** This procurement is being conducted by Chesterfield County in accordance with the provisions of 2.2-4304 of the *Code of Virginia*. Except for contracts for architectural and engineering services or construction in excess of \$200,000 by a local public body from the contract of another local public body that is more than a straight line distance of 75 miles from the territorial limits of the local public body procuring the construction, if agreed to by the contractor, other public bodies may utilize this contract. The Contractor shall deal directly with any public body it authorizes to use the contract. Chesterfield County, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a Chesterfield contract. Chesterfield County assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the Contractor may conduct such notification.
- J. Copyrights and Patent Rights:** The offeror certifies by submission of a proposal that

there has been no violation of copyrights or patent rights in manufacturing, producing, or selling the product or services shipped or ordered as a result of this solicitation. The Contractor shall, at his own expense, defend any and all actions or suits charging such infringement, and will save Chesterfield County, its officers, employees, and agents harmless from any and all liability, loss, or expense incurred by any such violation, or alleged violation.

K. Default: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the County may, without prejudice to any other right or remedy, and after giving the Contractor seven (7) calendar days written notice, terminate the employment of the Contractor and procure such goods or services from other sources. In such event, the contractor shall be liable to the County for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the County may have.

L. Drug Free Workplace: (*Code of Virginia 2.2-4312*) This provision only applies to contracts valued in excess of \$10,000.

During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

M. Employment Discrimination: (*Code of Virginia 2.2-4311*) This provision only applies to contracts valued in excess of \$10,000.

1. During the performance of the contract, the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity

employer.

- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
 2. The Contractor shall include the provisions of the foregoing paragraphs a, b, and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- N. Environmental Management Procedures:** The Contractor shall comply with all federal, state and local environmental laws and regulations and any additional requirements that may be included in or attached to the solicitation. For work done for the County, the Contractor must also meet all Chesterfield County Environmental Management System (EMS) requirements. For questions or additional information regarding environmental requirements for the County, please contact Chesterfield County's General Services – Environmental Division at (804) 717-6531. For questions regarding environmental requirements for the Chesterfield County Public Schools, please contact Environmental Health and Safety at (804) 318-8048.
- O. ePayables:** Chesterfield County recognizes the importance of timely payments to our vendors. Therefore, we offer our vendors the opportunity to enroll in our ePayables program. This program allows us to make card payments to our vendors and features an online portal to facilitate payments as well as reduce payment processing times. Our ePayables program is mutually beneficial and is our preferred method of payment. If you choose not to enroll in this program, payments will be made by check and mailed through the postal service which could impact how quickly you receive payments. No action is required for vendors already enrolled in the program. Please contact the Accounting Department at (804) 748-1673 with questions.
- P. Faith-Based Organizations:** (*Code of Virginia 2.2-4343.1*) Chesterfield County does not discriminate against faith-based organizations.
- Q. Finance/Interest Charges:** Finance and/or interest charges imposed by the Contractor on any invoice shall not be paid by the County.
- R. Governing Law:** Contracts shall be governed by the provisions hereof and by the laws of the Commonwealth of Virginia, excepting the law governing conflicts of laws. Disputes arising out of this contract shall be resolved in the Courts of the Commonwealth of Virginia, in and for Chesterfield County.
- S. Illegal Aliens:** (*Code of Virginia 2.2-4311.1*) The Contractor agrees that he does not, and shall not during the performance of the contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- T. Indemnification:** The Contractor shall hold harmless and indemnify the County, the School Board, if applicable, and its officers, officials, employees and agents against any and all injury, loss or damage arising out of the Contractor's negligent or intentionally wrongful acts or omissions.

- U. Modification of the Contract:** The contract shall not be amended, modified, or otherwise changed except by the written consent of the Contractor and the County given in the same manner and form as the original signing of the contract.
 - V. Payment:** If the Contractor performs all of the obligations of the contract to the satisfaction of the County, the County shall pay the Contractor for the performance of the work in the manner and within the time specified in the contract documents, which shall be consistent with the provisions of Section 2.2-4352 and 2.2-4354 of the *Code of Virginia*.
- Furthermore, the Contractor shall, within seven days after receipt of payment by the County, take the following actions:
- 1. Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under that contract; or
 - 2. Notify the County and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
- W. Precedence of Terms:** All Special Conditions contained in this solicitation that may be in variance or conflict with these General Terms and Conditions shall have precedence over these General Terms and Conditions. If no changes or deletions to General Terms and Conditions are made in the Special Conditions, then the General Terms and Conditions shall prevail in their entirety.
 - X. Proprietary Information:** Section 2.2-4342(F) of the *Code of Virginia* states: "Trade secrets or proprietary information submitted by a bidder, offeror, or Contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (2.2-3700 et seq.); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary." If the exemption from disclosure provided by Section 2.2-4342(F) of the *Code of Virginia* is not properly invoked then the proposals will be subject to disclosure pursuant to applicable law.
 - Y. Quality Initiative:** In order to continuously improve the efficiency and effectiveness of all public services provided, Chesterfield County has adopted and implemented the National Baldrige Criteria for Performance Excellence in its approach to organizational management. Listed herein for all prospective offerors to the County is an overview of the County's quality initiative. Offerors should review this information in order to familiarize themselves with the management philosophies and environment of the County prior to responding to Requests for Proposal.

The County's quality initiative is led by front line workers, supervisors, department directors, and the County's Leadership Team. Their intensive involvement in improvement demonstrates the county's commitment to its values and principles.

The quality initiative includes guidelines for values and principles regarding the

involvement of every employee within the organization. Implementation of these quality initiatives demonstrates the County's commitment to the importance of each individual.

A high standard of ethics, fairness, integrity, trust, responsibility, and creativity are integral concepts of the quality initiative. The County's organizational values center on customer focus, ethical behavior, teamwork, leadership, continuous improvement, open communications, employee involvement, progressive thinking, and data driven decisions. Adherence to these values is expected of all employees of the County, and the County, therefore, expects that all vendors will strive for and continuously improve their customer service.

The County's definition of quality improvement: Quality Improvement is the employee, customer, and team oriented approach to work, problem solving, and decision making that depends upon individual employee commitment to improving work processes through the analysis and utilization of data.

Chesterfield County's Quality System Mission Statement: Providing a first choice community through excellence in public service. To achieve excellence, all employees of the County will participate in the continuous evaluation and quality improvement of our services in order to meet or exceed customer expectations.

- Z. Schools:** When goods and/or services are for the benefit of Chesterfield County Schools, the contract shall be entered into on behalf of the Chesterfield County Public Schools.
- AA. Sensitive Information Handling:** Any information in the possession of the County/Schools which is specific to an employee, student, citizen, County/School business function, private business entity or other government entity which is not generally available to the public shall be designated Sensitive Information. Contract workers will under no circumstances remove Sensitive Information from County/Schools facilities. Any Sensitive Information which must reside temporarily on a hard drive or portable storage device (USB Key, CD ROM, memory card, etc.) for processing must remain within the County/Schools facility. No Sensitive Information may be remotely accessed by contract workers by dial in, VPN, web interface or other means without expressed consent of the department head and the Information Security Manager (County) or Director of Technology (Schools). Any access to County/Schools information by contract workers from outside the County/Schools intranet shall be in accordance with existing Information Systems Technology (IST)/Chesterfield County Public Schools (CCPS) Technology department security policies and procedures. Contract worker network connected computer equipment will be subject to all applicable IST/CCPS policies and procedures. Any exception to this application of policies shall be approved by the CCPS Department of Technology/County Information Security Manager and Chief Information Officer or designees.
- BB. Taxes:** Chesterfield County is exempt from payment of Federal Excise Tax and State and Local Sales and Use Tax on all tangible personal property purchased or leased by Chesterfield County for its use or consumption. Tax exemption certification will be furnished upon request. Sales tax, however, is paid by Chesterfield County on materials and supplies that are installed by a contractor and become a part of real

property. Contractors are not exempt from paying taxes on these materials and supplies, as they are considered to be a cost of doing business and should be considered in pricing when preparing a proposal.

CC. Termination: It shall be the sole right of the County to terminate the contract upon written notification to the Contractor.

DD. Termination for Breach or Non-Performance: If the Contractor fails to perform the work promptly and diligently, or if the Contractor breaches the Contract in any other way, the County may:

1. after providing the Contractor with 15 days written notice, supply any workmen, equipment or materials necessary to ensure that the work is performed promptly and diligently. The County may deduct the cost of supplying additional workmen, equipment or materials from payments due to the Contractor;
2. terminate the contract, enter upon the premises, take possession of all equipment, materials or appurtenances, and employ any person or persons to finish the work.

If the contract is terminated by the County, the Contractor shall not be entitled to receive any further payment from the County until completion of the work has occurred. After completion of the work, the County shall pay to the Contractor the amount of the unpaid balance due to the Contractor at the time the contract was terminated minus the cost incurred by the County to complete the work. If the cost incurred by the County to complete the work exceeds the unpaid balance due to the Contractor, the Contractor shall be due no money from the County and, instead, the Contractor shall pay to the County the difference between the unpaid balance due and the County's cost to complete the work.

EE. Vendor Rewards/Gift Programs: It is the policy of the County not to participate in any rewards programs offered by vendors and not to accept any gifts or gift cards, or other rewards from vendors for purchases made by the County. If you customarily provide, or if you plan to provide, rewards programs, gifts or gift cards, or other rewards to your customers for purchases made by such customers, you must identify this fact in your proposal and demonstrate in the proposal how you have applied the value of such rewards to a reduction in the price of the goods and/or services being offered to the County.

FF. Waiver of One Breach Not Waiver of Others: No waiver by the County or its agents or employees of any breach of this contract by the Contractor shall be construed as a waiver of any other or subsequent breach of the contract by the Contractor. All remedies provided by this contract are cumulative, and in addition to each and every other remedy under the law.

VI. SPECIAL TERMS AND CONDITIONS

A. Contact with Students: As required by Section 22.1-296.1 of the *Code of Virginia*,

Offerors who will provide services that will place Contractor or Contractor's employees in direct contact with students on school property during regular school hours or during school-sponsored activities, shall certify, by signing and submitting their bid or proposal, that none of the individuals who will perform the work under the contract have been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.

B. Contract Renewal For Maintenance and Support

The resulting contract may be renewed by the County annually under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Upon a determination by the County to renew this contract for an additional term, written notification will be given to the Contractor.

1. If the County elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased by more than the percentage increase/decrease of Table 4 "Other Services" category of the Consumer Price Index (CPI) of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available. The source for this index shall be <http://www.bls.gov/cpi>.
2. If during any subsequent renewal periods, the County elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased by more than the percentage increase/decrease of Table 4 "Other Services" category of the Consumer Price Index (CPI) of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available. The source for this index shall be <http://www.bls.gov/cpi>.

- C. Demonstrations:** Shortlisted offerors may be required to present an on-site scripted demonstration of the proposed solution. Offeror should be available to present the information for a period of up to two days.

The first part of the demonstration time will be used to demonstrate specific functions, features, technical architecture, system administration and implementation methodology outlined in a detailed script provided by CCPS in advance of the demonstration. The remaining time is to allow the offeror to present an overview of functionality and/or features of the proposed solution to CCPS not covered during the first part of the demonstration. Failure by an offeror to comply with a request for demonstration may result in rejection of the proposal.

- D. Site Visits:** Site visits may be conducted with some of the referenced current users and/or offerors if it is deemed necessary by Chesterfield County Public Schools.

- E. Insurance Requirements:** The Contractor and insurance company should

Carefully review the insurance requirements set forth below. The Contractor shall furnish a copy of a Certificate of Insurance in accordance with the requirements before the County will execute a contract. The Contractor shall be responsible for maintaining current certificates of insurance on file with the County. The certificate of insurance does not need to accompany the bid.

The Contractor shall purchase and maintain in force, at his own expense, such insurance as will protect him and the County from claims which may arise out of or result from the Contractor's execution of the work, whether such execution be by himself, his employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverages shall be such as to fully protect Chesterfield County Public Schools, the Consulting Professional (if applicable) and the general public from any and all claims for injury and damage resulting by any actions on the part of the Contractor or his forces as enumerated above.

The Contractor shall furnish insurance in satisfactory limits, and on forms and of companies that are acceptable to the County's Attorney and/or Risk Management and shall require and show evidence of insurance coverages on behalf of any subcontractors (if applicable), before entering into any agreement to sublet any part of the work to be done under this contract.

The Contractor shall maintain during the initial term and any additional terms of this contract the following coverage and minimum limits, with insurance companies with no less than a financial strength rating of "A" and a financial size category of no less than "VII" as determined by A.M. Best Company:

1. Commercial General Liability \$1,000,000 Combined Single Limit per occurrence

The insurance certificate must state that the Commercial General Liability policy names Chesterfield County Public Schools as an **additional insured** by endorsement to the policy. This requirement may be met by placing the following language on the Certificate:

- a. **"Chesterfield County Public Schools by endorsement to the policy is an additional insured"; or**
 - b. **"Chesterfield County Public Schools by endorsement to the policy is additional insured with respect to General Liability "; or**
 - c. **or the Contractor may provide a copy of the actual endorsement to the policy**
2. Workers Compensation Insurance with statutory limits and Employers' Liability Insurance of \$500,000 for one accident or aggregate disease
 3. Comprehensive Automobile Liability - \$1,000,000 Each Occurrence Combined Single Limit
 4. Umbrella Liability Insurance - \$2,000,000 Each Occurrence

5. Employee Dishonesty - \$1,000,000 Each Occurrence
6. Employees shall be individually bonded
7. Cancellation notice. The insurance policies must be endorsed to require notice of cancellation or other change in coverage to the County. The Certificate statement, which is required by the contract documents, shall read as follows:
 - a. **“By endorsement to the policies, the insurers will provide 30 day written cancellation notice to Chesterfield County”**; or
 - b. **The contractor may attach a copy of the endorsement to the certificate.**

The Certificate Holder should be listed as:

Chesterfield County
c/o Purchasing Department
P. O. Box 51
Chesterfield, VA 23832-0001
IFB/RFP No. **12-0367**

Certificate of Insurance must have an authorized signature.

- F. Negotiating Contract Reductions:** The County reserves the right, at any time during the contract term or any extension of the term, to renegotiate with the Contractor a reduction in the compensation paid to the Contractor that is less than the compensation initially agreed to by the Contractor and the County at the time of contract execution/issuance of the purchase order. The County may initiate such negotiations whenever the County determines that it is in the County's best fiscal interests to do so. Notwithstanding any other provision of this contract/purchase order to the contrary; the County may terminate the contract/purchase order immediately and without penalty if the County is unable to renegotiate the compensation with the Contractor to an amount which the County determines to be appropriate.
- G. Performance Bond and Labor and Material Payment Bond:** A labor and material payment bond and a performance bond, each in the amount of 100% of the contract price, with a corporate surety authorized to do business in the Commonwealth of Virginia and otherwise acceptable in all respects to the County Attorney, or his designee will be required for the faithful performance of the contract.

The party to whom the contract is awarded will be required to execute the contract and obtain the labor and material payment bond and the performance bond within fifteen calendar days from the date when the Notice of Award together with the contract is delivered to the Contractor for execution.

Attorneys-in-fact who sign labor and material payment bonds and performance bonds must file with each bond a certified and effective dated copy of their power of attorney. Performance bond and the accompanying power of attorney should bear the same date as the date of the contract.

- H. Software License(s):** All software license(s) included with required software product shall be on a non-exclusive, irrevocable perpetual basis and shall commence upon the acceptance of the Software Product by the County. Notwithstanding the foregoing, the County may terminate the license at any time. All licenses granted to the County are for the use of the Software Product at the site specified herein on any equipment, by the number of users indicated, and for any purposes for which it is procured. The license is perpetual and in no event shall Contractor's remedies for any breach of the contract include the right to terminate any license or support services hereunder.
- I. Software Support:** As part of the software purchase price, one year software support for each item shall be included. Support shall include phone support and all software updates. Updates shall include Correction Releases, Point Releases, and Level Releases. Support begins on the first day of the month after the software is installed by Contractor. Purchase price for third party products shall also include one year software support.

Space has been provided in the Pricing Schedule for pricing for Year(s) 2 - 5 Software Support.

- J. Software Title:** The Contractor represents and warrants that it is the sole owner of the software product, or if not the owner, has received all proper authorizations from the owner to license the software product, and has the full right and power to grant the rights contained in this contract. Contractor further warrants and represents that the software product is of original development, and that the package and its use will not violate or infringe upon any patent, copyright, trade secret or other property right of any other person. The Contractor agrees to hold the County harmless in this regard.
- K. Hosted Systems:** Chesterfield County Public Schools will accept proposals for hosted solutions only if the application and data security requirements documented within this RFP are met.
- L. Ownership:** All rights and ownership of the work completed during the performance of the resulting contract shall be come the sole property of Chesterfield County without future usage restrictions of any kind.
- M. Litigation Disclosure:** For any open litigation within North America, the offeror shall list and describe that activity if the offeror or their utilized partner(s) / subcontractor(s) are a party to that litigation.
- N. Warranty:** The Contractor should warrant that Software proposed shall be substantially free from errors. Subsequent contract should conform to the requirements set forth in this RFP. Contractor should also warrant that the services performed by the Contractor shall be performed in a timely and professional manner by qualified personnel. Contractor should respond to requests for warranty service within four hours and should remedy any programming errors, defects, or breach of warranty as soon as practicable and with minimal down-time at no charge. The warranty should remain in effect for a minimum of one year after the date of final acceptance of the software. In the event that the software, in whole or in part, does not perform in accordance with the contractual requirements, the contractor should promptly, and in no case any later than twenty-four (24) hours after notification thereof, correct, modify, or improve the software, at the contractor's sole expenses, to ensure that the Software complies with the

software availability and response standards and software requirements set for in this RFP. The failure of the software or any part of it to meet these standards and requirements set following such a correction, modification, or improvement may constitute a default by the contractor. In the case of any dispute involving the software, the contractor should have the burden of proving that the software meets all standards and requirements. In the event the software is inoperable, the contractor should immediately apply the necessary resources to correct the problem.

The Contractor agrees to correct any program error (bug) found in the software for a period of one (1) year from the date of acceptance without additional cost to the County. Software upgrades are to be documented and referred to Chesterfield County staff for later review with the Contractor for a price estimate.

VII. PRICING SCHEDULE

- A. Offerors are required to provide a Total Solution Cost in accordance with the following table:

DESCRIPTION	PROVIDED AND INSTALLED AT CHESTERFIELD COUNTY PUBLIC SCHOOLS	HOSTED BY OFFEROR
Student Information System as defined in section III (Initial Total Solution Cost; Turnkey Project)	\$ _____	\$ _____
ANNUAL MAINTENANCE AND SUPPORT		
YEAR 2	\$ _____	\$ _____
YEAR 3	\$ _____	\$ _____
YEAR 4	\$ _____	\$ _____
YEAR 5	\$ _____	\$ _____
TOTAL RECURRING COST: YEARS 2 - 5	\$ _____	\$ _____
GRAND TOTAL SOLUTION COST: YEARS 1 – 5	\$ _____	\$ _____

- B.** Offerors should provide as an attachment, a detailed cost breakdown to include but not limited to:
1. Initial cost; include base price, price fee for add-ons, interfaces, etc.
 2. Annual cost, per year for five (5) years
 3. Cost for version upgrades
 4. Application software
 5. Optional software
 6. Application hardware (if applicable for self-hosted solution)
 7. Services (installatioin, implementation and training)
 8. Customization Costs
- C.** Payment Schedule – Provide a payment schedule that defines proposed payment intervals.

VIII. EVALUATION CRITERIA

These criteria are to be utilized in the evaluation of qualifications for development of the shortlist of those offerors to be considered for negotiations. Individual criteria will be assigned varying weights at the discretion of CCPS to reflect relative importance.

Criteria	Description
Qualification	Offeror's reputation, capacity, financial stability, and vision
Functional Requirements	Fit of the offeror's proposed product and services to the scope of functional requirements of CCPS as listed <i>without requiring modification / customizations.</i>
Technical Requirements	Fit of the offeror's proposed product and services to the scope of technical requirements of CCPS as listed <i>without requiring modification / customizations.</i>
Usability	General ease of use by all stake holders-teachers, parents, students, staff, etc.

Implementation Plan	Feasibility and completeness of the Implementation Plan that addresses how the product will be installed, interfaces will be built (if needed), the system will be tested, staff will be trained, etc. – refer to Section C.9
Service and Support	Demonstrated ability to support a school system the size of Chesterfield County
Initial one-time Cost	Purchase price of proposed system, including implementation, data conversion, and training costs
Long-term Cost	Per year cost that includes an itemized list of Maintenance Fees for each module that is included in the initial purchase years 2 - 5

IX. AWARD PROCEDURE

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the County shall select the offeror which, in its opinion, has made the best proposal and award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the Request for Proposal, awards may be made to more than one offeror. Should the County determine in writing and in its sole discretion that only one offeror is fully qualified or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

ATTACHMENT A

Virginia State Corporation Commission (SCC) Registration Information

The offeror shall check one of the following. The offeror is:

☐ a corporation or other business entity with the following SCC identification number:

_____ **-OR-**

☐ not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) **-OR-**

☐ an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the *Code of Virginia*.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals. No award shall be issued to an offeror who fails to provide the required information unless a waiver of these requests is granted by the chief executive of the local governing body (the County reserves the right to determine in its sole discretion whether to allow such waivers): ☐ ☐

APPENDIX A

TABLE OF CONTENTS
FUNCTIONAL REQUIREMENTS

PG #	TITLE	DESCRIPTION
33	Instructions for completing worksheet	
34	Academic Planning and History	Graduation Plans, Career Planning, Transcript, GPA calculations, Rank, etc.
41	Attendance	Daily attendance, class period attendance, attendance letters, etc.
49	Curriculum / Learning Management	Standards based Curriculum Management; Standards Management
52	Discipline	Incident tracking, referrals
56	Enrollment, Registration	Online registration, transfer students, new students, etc.
62	General Requirements	Example: spell check, ease-of-use, help screens, user-defined fields, etc.
68	Gifted	Gifted identification criteria; tracking gifted areas
70	Grade Reporting and Report Cards	Report card templates, comments, etc.
75	Grade book	Support for standards based and traditional grading methods
82	Health, Immunizations and Medical	Special health concerns, alerts, routine screenings, etc.
85	Home Communication	Parent and Student Portals
90	Reporting	Standard reports, custom reports, ad-hoc reports
93	Scheduling and Course Registration	Course catalog, online course requests, mass scheduler, etc.
106	Security	Role based access, encrypted and strong passwords, session time-out, etc.
109	Special Education	Special education and IEP requirements
114	State and Federal Reporting	Meet state and federal requirements
117	Student Demographics	Contact information, alerts, family / sibling management, etc.
130	Teacher / Staff Management and Tracking	Teacher attendance, professional development
133	Testing and Assessment	State Assessments(SOL), National Standards (ACT, SAT, PSAT)
137	Transportation	Tracking student transportation information

Instructions

RATING REQUIREMENTS

For each requirement, please indicate the following

YES	Functionality is available and included in the current general release of the product
NO	Functionality is not available in the current general release of the product
CUSTOM	Functionality can be custom built by offeror at an additional cost. Estimated cost must be specified in COMMENTS column
FUTURE	Functionality will be available in future release of the product. Estimated release date must be included in the COMMENTS column
3rd PARTY	Functionality can be achieved by the use of a 3rd party application. Name of application and vendor must be included in the COMMENTS column

COMMENTS

Please use this column to indicate any comments related to customizations, future product releases, partnerships with other vendors, and any other information offeror wishes to provide

Category: Academic Planning and History

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Basic Requirements			
2.01	The system has the ability to maintain and track student grades, credits, test scores, and graduation requirements		
2.02	The system has the ability to create graduation status reports and have this data available in view format to staff, students and parents		
2.03	The system must meet current and future state specific graduation and transcript requirements		
2.04	The system has the ability to correlate student academic planning with career planning		
Maintenance of Student Academic History			
2.05	The system has the ability to maintain course grade history information using current course table information with automatic update of graduation requirements and cumulative GPA.		
2.06	The system has the ability to add in course grade history information using course numbers and titles that are not in the district course table		
2.07	The system has the ability to enter grade history for students who have either earned grades outside the district (community college) or are new to the district		
2.08	The system allows that courses taken outside the district can be associated with a school ID.		
2.09	The system allows that updating course grade history only be done by student's current home school		
2.10	The system has the ability that when a student's grades and credits are posted that the student's graduation requirement status will automatically update		
2.11	The system has the ability to post grades to grade history/transcript file at the end of any term when final grades are issued		
2.12	The system has the ability to handle the division "Repeat a Course" policies.		

Category: Academic Planning and History

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
2.13	The system has the ability to automatically update GPA and rank as coursework is completed, while also maintaining an official class rank and GPAs that may differ from the current calculated values.		
2.14	The system supports both standard and user defined (custom) GPAs.		
2.15	The system allows that courses can be excluded from GPA calculations.		
2.16	The system supports both weighted and unweighted GPAs		
2.17	The system supports any number of custom GPA calculation algorithms.		
2.18	The system has the ability to create a class rank with selected criteria (i.e. GPA range) based on a selected time frame.		
2.19	The system has the ability to compute and display decimal information related to class rank on the report card		
2.20	The system has the ability to select a group to be class ranked (i.e. ethnicity, gender, grade, etc.)		
2.21	The system has the ability to select students to be added to or omitted from ranking information		
2.22	The system has the ability to query on GPA data both current and historical		
2.23	The system allows that final grades can be posted if a student withdraws from school.		
2.24	The system allows for storing student grade history/transcript information after a student withdraws		
2.25	The system allows for storing graduate data (completer code, graduate plan, graduation date) of students who graduate but return to earn a higher credential		
2.26	The system has the ability to allow for grade/credit audit.		
Verified Credits			
2.27	The system supports the State policy of 'Verified Credits' based on the Standards of Learning State Testing Program, including but not limited to:		
2.28	*Verified credits are automatically calculated based on students grades and student SOL test scores.		
2.29	*Ability for user to manually enter a verified credit for a student		
2.30	*Ability for user to manually enter a 'locally awarded' verified credit		
2.31	*Manual entry of a verified credit for a student, will not remove/overwrite the verified credit upon automated recalculation		

Category: Academic Planning and History

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
2.32	*Verified credits displayed on student transcript		
2.33	*Allows that once a verified credit has been earned then it cannot be 're-earned or verified' by a State approved substitute test (SAT I, SAT II, etc).		
2.34	The system can generate alerts to guidance counselors on students verified credit status		
Academic Planning			
2.35	The system provides a Graduation Planner to define the requirements a student must meet for graduation and fulfilling diploma requirement types.		
2.36	The system Graduation Planner is automatically updated based upon the completion of courses by the student.		
2.37	The Graduation Planner can accommodate a combination of criteria the student must fulfill for graduation, including but not limited to:		
2.38	*Identification of diploma type student is earning		
2.39	*Specific course requirements by department earned and needed per diploma type		
2.40	*Verified credit requirements by department earned and needed per diploma type		
2.41	The system supports the definition of multiple Graduation Planner requirements.		
2.42	The system allows for multiple graduation requirement definitions that are also graduation year specific		
2.43	The system provides a method to mass assign a specific graduation plan to a group of students.		
2.44	The system provides a method to easily view the student's progress towards the completion of the Graduation Plan.		
2.45	The system allows that course grade history, graduation requirements, and cumulative GPA data can be queried.		
Career Planning			
2.46	The system has the ability to interface with the state Virginia Education Wizard career program to assist students in career planning		
2.47	The system has the ability to associate secondary career courses with broad career paths		

Category: Academic Planning and History

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
2.48	The system has the ability to import division CTE career paths that are correlated to the school course offering and earned credits by students		
2.49	The system has the ability for parents/students to view the correlation between credits earned and relationship to careers based on student interest/aptitudes		
2.50	The system has the ability for local businesses to enter and edit a profile and post opportunities and resources		
2.51	The system has the ability for students and staff to view posted opportunities and resources from local businesses		
2.52	The system has the ability to associate NCAA requirements with secondary courses		
2.53	The system has the ability to create/track a student 6-Year Academic and Career Plan as identified through the State DOE website.		
2.54	The system has the ability for students to enter and edit the 6-Year Academic and Career Plan		
2.55	The system has the ability to track student post high school plans to include but not limited to:		
2.56	*Post HS plans of students as required for current and future state reporting		
2.57	*Colleges which the student applied		
2.58	*Colleges which the student was accepted		
2.59	*College the student will attend		
2.60	The system has the ability to print transcripts based on student college application		
Transcript			
2.61	The system supports all transcript data elements as required by State/Federal regulations		
2.62	The system allows for cumulative multiple year grade history/transcript information		
2.63	The system provides a transcript template with the option to display user defined criteria, including but not limited to:		
2.64	*All school information as required by the state of where course was taken		
2.65	*All student course work, grade and credits earned		
2.66	*Graduation date		

Category: Academic Planning and History

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
2.67	*Term / length of class		
2.68	*Student demographic Information		
2.69	*Cumulative GPA and Class rank		
2.70	*Credit Summary by department		
2.71	*Assessment Results-ability to select tests		
2.72	*Verified Credits noted by courses and Summary Table		
2.73	*Immunizations		
2.74	*Enrollment History		
2.75	*Attendance Summary		
2.76	*Credits Attempted/Earned		
2.77	*Signature field for school official		
2.78	*In Progress Work		
2.79	*Course notations as determined by the division-honors weight, dual enrollment, on-line course, etc.		
2.80	*Student activities		
2.81	The system allows for customization to the transcript		
2.82	The system allows that the grade history/transcript file can be manually updated		
2.83	The system allows for grade history to be viewed by Parent(s) / Guardian(s) / Student(s) online.		
2.84	The system has the ability to electronically transfer transcripts and student records to other school divisions and higher education using the Schools Interoperability Framework specification 2.x (preferred), or by other open standards methods		
2.85	The system maintains transcript history for any number of years according to district retention policies.		
2.86	The system allows that grade history/transcript information electronically follows student to new school within the district		
2.87	The system has the ability to access current and historical transcript records		
2.88	The system allows that transcripts can be printed for one or more current/past student(s), including but not limited to:		
2.89	*Grade Level		
2.90	*Any Saved Filter/Query		
2.91	*Enrollment Effective Date		

Category: Academic Planning and History

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
2.92	*Alphabetical		
2.93	*Grade Level		
2.94	*Counselor		
2.95	*Mid year report		
2.96	*Select years		
2.97	The system has the ability to store grade history/transcript information for graduating seniors for historical purposes		
Reports			
2.98	The system provides academic planning and history reports to be printed in multiple formats		
2.99	The system provides a GPA Report displaying term and cumulative GPAs that can be filtered and generated based upon multiple criteria, including but not limited to:		
2.100	*Grade Level		
2.101	*Any Saved Filter/Query		
2.102	*Term		
2.103	*Counselor		
2.104	*Weighted and unweighted		
2.105	*All courses / all years and/or select courses/select years		
2.106	*Graduation date		
2.107	The system provides a Class Rank report that can be filtered and generated based upon multiple criteria, including but not limited to:		
2.108	*Grade Level		
2.109	*Graduation date		
2.110	*Any Saved Filter/Query		
2.111	*Term		
2.112	*Counselor		
2.113	*Weighted and unweighted		
2.114	The system provides a Credits Earned Report listing the credits a student has earned that can be filtered and generated based upon multiple criteria, including but not limited to:		
2.115	*Grade Level		
2.116	*Any Saved Filter/Query		
2.117	*Year Earned		

Category: Academic Planning and History

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
2.118	The system has the ability to print a graduation status report that identifies courses completed, credits earned (including verified) courses currently enrolled in and courses/credits needed based on diploma type. The report includes the ability to run several scenarios based on diploma types.		
2.119	The system has the ability to display/print graduation requirement information and cumulative GPA information by grade level or school		
2.120	The system has the ability to display/print graduation requirement information and cumulative GPA information by student		
2.121	The system has the ability to display/print a graduation contract letter listing specific requirements and deficiencies		
2.122	The system provides the reporting of the progress of groups of students towards fulfilling graduation requirements.		
Audit			
2.123	The system provides historical auditing of grade/credit data changes, including but not limited to:		
2.124	*Created By		
2.125	*Created Date		
2.126	*Modified By		
2.127	*Modified Date		
2.128	*Deleted By		
2.129	*Deleted Date		
2.130	The system provides a Transcript Grade Audit Report showing differences between the grades on the transcript and the source (such as the Grade Book).		
2.131	The system provides transcript tracking capability to include but not limited to:		
2.132	*Person/agency who requested transcript		
2.133	*Date of transcript request		
2.134	*Date transcript was processed		
2.135	*Name of person who processed the transcript		
2.136	*Transcript fee payment		
2.137	*Location or individual to whom transcript was sent		

Category: Attendance

#	REQUIREMENTS	MEETS REQUIRMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Basic Requirements			
3.01	The system supports all required current and future State and Federal reporting Attendance data elements		
3.02	The system has the functionality to integrate attendance information with state funding reporting		
3.03	The system has the ability to enter attendance via an on-line roster or on-line seating chart and/or wireless device		
3.04	The system Attendance module should interact with teacher web browser interfaces in real- time.		
3.05	The system has the ability to enter daily or period attendance from the teacher's grade book.		
3.06	The system has the ability to transfer or batch update attendance data in real-time		
3.07	The system has the ability to record daily, am/pm, and period-by-period attendance for individual students		
3.08	The system has the ability to record daily, am/pm, and period-by-period attendance for groups of students		
3.09	The system has the ability to include comments when marking a student absent, tardy or dismissal		
3.10	The system automatically populates the teacher attendance roster when the student registers for the class.		
3.11	The system has the ability to pre-post excused absences or field trip information. Posting routines should be available by but not limited to:		
3.12	*Homeroom		
3.13	*Class section		
3.14	*Individual student		
3.15	*Group of students		
3.16	*Single period		
3.17	*Multiple periods		

Category: Attendance

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
3.18	The system has the ability to record attendance for some students for part of one day of the week. (i.e. If a student attends 45 minutes in a week, the system has the ability to record and track partial days.)		
3.19	The system has the ability to record attendance for students who attend more than one school. (high school and regional center)		
3.20	The system has the ability to prevent teachers from overriding a Reason Code entered by the Attendance Secretary.		
3.21	The system has the ability for the district to access real-time attendance data by student, school, district		
3.22	The system has the ability for office personnel to update attendance based on security level		
3.23	The system has the ability to enter absences for any date including past, present and future		
3.24	The system has the ability to track the date and time of tardies, the reasons, optional free form narrative, and the associated Attendance Code.		
3.25	The system has the ability to be able to post students as entering late or leaving early and record the time of entering/leaving.		
3.26	The system has the ability to integrate absence and demographic information with a variety of automated calling systems		
3.27	The system has the ability to have a district attendance code/reason table from which schools can choose their codes		
3.28	The system has the ability to offer unlimited number of absence reasons		
3.29	The system has the ability to offer unlimited number of excuse codes		
3.30	The system has the ability to view attendance information from sending school at the receiving school when a student transfers		
3.31	The system has the ability to create summary data by student and school for use in multiple year profile reporting		
3.32	The system has a message warning to alert school personnel of excessive absences, tardies or extra-curricular absence based on school defined criteria		
3.33	The system notifies school personnel of period cuts based on school defined criteria		
3.34	The system has the ability for daily attendance to be updated from the Class Attendance System.		

Category: Attendance

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
3.35	The system has the ability to generate attendance info as it relates to : health: i.e. physical and mental, mobility, pregnancy/parenting, immunizations, child abuse, homelessness, alternative placement services, school success, etc.		
3.36	The system has the ability to track multiple types of absences for credit removal purposes.		
3.37	The system has the ability to rebuild an absence count when absences are changed.		
3.38	The system has the ability to combine attendance data with other Special Education data for reporting purposes		
3.39	The system has the ability to track attendance by hours and minutes and by course.		
3.40	The system has the ability to enter a code in daily or class/period attendance which will not go against student tardy/absence for the day/class, such as school activity.		
3.41	The system has the ability to query absence/attendance daily, am/pm, or period-by-period.		
3.42	The system has the ability to create summary data for any time period for a single student, for a group selected by specific criteria (e.g. teacher), or for an entire school population		
3.43	The system has the ability to calculate days enrolled and days present for every student in the district		
3.44	The system has the ability for every school to have a calendar for the entire year that can be created by entering the start date and end date.		
3.45	The system allows that each school should be able to create multiple calendars.		
3.46	The system allows that school calendars should have the ability to account for holidays, snow days, in-service days, staff development days, marking period end dates, test days and half days.		
3.47	The system has the ability to adjust the attendance calendar for district snow days or emergency days without recreating entire calendar.		
3.48	The system provides for an on-screen view of the school calendar		
3.49	The system provides that each calendar in the entire system should be able to accommodate year round school possibilities.		
3.50	The system has the ability for daily and class attendance to be printed on report cards and transcripts		

Category: Attendance

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
3.51	The system has the ability to perform mass changes related to selected attendance criteria		
3.52	The system allows for attendance to be linked to parent notification, via e-mail, parent view, etc.		
3.53	The system is able to archive student attendance		
3.54	The system has the ability to exclude students enrolled from attendance processes-example-homebound, private placement, online		
3.55	The system has the ability to e-mail teachers based on attendance not taken		
Daily Attendance			
3.56	The system allows that Posting Daily Attendance for individual students should have the flexibility to be entered by Student ID, Last Name and First Name.		
3.57	The system has the ability to post Daily Attendance by Homeroom, with the options to be done by the individual day or by a range of dates.		
3.58	The system has the ability for the Daily Attendance Code Table to tie an Attendance Code to a Description, its associated Number of Days Absent, Tardy, Days Possible and a Reason Code for the absence.		
3.59	The system has the ability for the Daily Attendance Code Table to be school based, but, should also be able to be moved to another school through a built-in routine.		
3.60	The system has the ability for posting by homeroom, that a list of students for that specific day should be displayed. The homeroom list should include but not limited to:		
3.61	*Student ID		
3.62	*Grade		
3.63	*Name		
3.64	*Field for day's code		
3.65	*Notation field		
3.66	The system has the ability that when entering the Attendance Code, the user should be able to display the Attendance Code Table for reference .		
3.67	The system has the ability, in the case of tardies, to have the flexibility to post by but not limited to:		
3.68	*Student ID		
3.69	*Grade		

Category: Attendance

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
3.70	*Name		
3.71	The system has the ability for tardy entries to track the following:		
3.72	*Date and time		
3.73	*Reason code		
3.74	*Associated Attendance Code		
3.75	*Notation field		
3.76	The system has the ability to track the reasons for the tardy and that ties the Tardy Code to the Attendance Table. All codes that relate to this process should be available to be displayed for easy access to valid codes.		
3.77	The system has the ability to provide a variety of ways to view a student's attendance, including but not limited to:		
3.78	*Student summary calendar		
3.79	*Student detail calendar		
3.80	*View by date order		
3.81	*View by day of week		
3.82	*View by attendance code		
3.83	The system has the ability to enter absence reasons in mass (e.g., field trip), for a particular period of the day or for an entire day. The system should also have the ability to enter different absence reasons within the mass entry (e.g., absence).		
Class Period Attendance			
3.84	The system has the ability for Posting Class/Period Attendance data by date or by class section		
3.85	The system has the ability for the system to post students as entering class late or leaving early and record the time of entering/leaving.		
3.86	The system has the ability to lock attendance file on a period-by-period basis		
3.87	The system has the ability to aggregate period-by-period attendance data when used in block scheduling models		
3.88	The system has the ability to aggregate period-by-period attendance data when used in flexible track models		
3.89	The system has the ability to restrict certain courses from being included in attendance		
3.90	The system has the ability to view tables associated with class attendance codes and reasons for the absence that corresponds to the attendance code		

Category: Attendance

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
3.91	The system has the ability to view class attendance by, but not limited to:		
3.92	*Total class absence for each students by range of dates		
3.93	*Marking Period absence totals for individual courses		
3.94	*Specific days absences for each course.		
3.95	The system has the ability to view the total class absence for each student by, but not limited to:		
3.96	*Entire year		
3.97	*Marking Period absence totals for individual courses		
3.98	*Specific days absences for each course		
3.99	The system has the ability for Period Attendance to be viewed and reported (printed) both by period and course, including by course for alternating block schedules.		
3.100	The system has the ability to link attendance to schedule changes by course and section		
3.101	The system has the ability to take attendance for courses that are not necessarily held in the traditional classroom. (online courses, etc.)		
3.102	The system has the ability to contain tables that define multiple sets of start/end times for each period.		
3.103	The system has the ability to query period by period attendance		
3.104	The system has the ability to handle attendance for multiple period courses.		
3.105	The system has the ability for teachers to access an Attendance Roster of all of their students in a period of the day, regardless of whether they teach one or two courses in that period. For example: Students enrolled in Spanish 4 and Spanish 5 during the same period but different course. The teacher should be able to access all students during the same period on <u>one</u> roster.		
3.106	The system has the ability for students and parents to view daily and class attendance in real time		
Attendance Reports			
3.107	The system has the ability to run attendance reports based on user selection criteria (grade, NCLB subgroups) and in multiple formats		
3.108	The system has the ability to create reports that meet the needs of existing criteria (i.e. perfect attendance for current year and all years)		

Category: Attendance

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
3.109	The system has the ability to generate Attendance Violation Letters in a variety of ways including but not limited to:		
3.110	* Print letters based on the number and types of absences reached for daily attendance		
3.111	* Print letters based on a specific number and within a range and types of absences reached in each course/section/period.		
3.112	* Print letters by period based on reaching absent limits by individual period		
3.113	* Print letters based on the number and types of absences for credit removal purposes		
3.114	* Print letters based on consecutive days absent		
3.115	The system provides an attendance letter wizard to create attendance letters. The attendance wizard provides the following options but not limited to:		
3.116	*Bold, italicize and underline text		
3.117	*Change the font size, style and color		
3.118	*Insert system data or custom fields directly into the letter from the front end of the system		
3.119	The system allows that multiple user-defined letters should be available to store and merge with the address/relationship information, to notify family member of excessive absences.		
3.120	The system has the ability to send attendance letters via email		
3.121	The system has the ability to create attendance reports to include but not limited to :		
3.122	*Daily Class Absence List-include a specific date, attendance code, student phone number, notation field		
3.123	*Daily Class/Period Absence List-include a specific date, class, attendance code, student phone number, notation field		
3.124	*Excessive Absence List- should allow for the flexibility to specify a range of dates to consider, and report on the number of absences and tardies within that range.		
3.125	*Student Report--should identify days absent/tardy, grade, homeroom, reason, and monthly total for students' absences and tardies.		

Category: Attendance

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
3.126	*Attendance Statistical Report- for any specific year and month, that shows the attendance code and total number in that code by designated subgroups		
3.127	*Enrollment Summary Reports- report calculates tardies and absences by: grade, gender, ethnicity/race,etc. The report should also calculate the Average Daily Attendance, Average Daily Enrollment and Average Daily Membership. This information should be available for any specific date, or range of dates, for a specific school or the entire district.		
3.128	*Monthly attendance/daily collection report that lists the students by selected criteria including by not limited to:		
3.129	*Homeroom		
3.130	*Class		
3.131	*Grade		
3.132	*Students identified in special programs		
3.133	*Teacher Missing Class Attendance Report- identifies teachers who have not posted attendance. Ability to exclude those teachers/classes from the report that are not teachers/classes at the brick and mortar school, i.e. online teachers/classes, division technical center.		
3.134	The system has the ability to generate monthly and end of year attendance reports required by the State.		
3.135	The system has the ability to generate all attendance reports by designated groups for AYP, NCLB, etc.		
3.136	The system has the ability to generate absence/tardy reports by student, by class, or by period by date or range of dates		
3.137	The system provides a substitute attendance roster report for substitutes to record classroom attendance		
Audits			
3.138	The system will have the ability to track all attendance changes including, but not limited to:		
3.139	*Attendance before change		
3.140	*Attendance after change		
3.141	*User who made the change		
3.142	*Date and time modified		
3.143	The system is able to create an audit of attendance letters sent to parent.		

Category: Curriculum / Learning Management			
#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Basic Requirements			
4.01	The system provides a longitudinal view of student achievement that allows teachers to prepare curriculum based on individual strengths and weaknesses		
4.02	The system has the ability to allow districts to organize and define curriculum via a customizable template that will create an unlimited number of curriculum maps.		
4.03	The system supports curriculum pacing and mapping as well as the creation of maps specifically for intervention of groups of students		
4.04	The system has the ability to allow teachers to personalize curriculum maps without affecting the district master.		
4.05	The system allows a division/school to select from among various nationally recognized mapping frameworks		
4.06	The system supports alignment of curriculum elements to district, state and Common Core standards		
4.07	The system integrates data elements used throughout the educational process – student demographics/enrollment, performance, instructional planning, and assessment – aligned to, and pre-loaded with State and District standards.		
4.08	The system permits entry of District standards for all subjects, courses, and grade levels.		
4.09	The system links instructional content (lessons, activities) that are skills-specific and standards aligned for differentiated instruction		
4.10	The system has the ability to allow teachers to select from among several different lesson plan formats.		
4.11	The system allows unlimited uploading of electronic documents into the database; tests, quizzes, resources can be attached and correlated to standards for easy access by teachers		
4.12	The system has the ability to accommodate a wide range of curriculum and instruction resources and materials and formats (e.g. pdf documents, web pages, images, audio and video files).		

Category: Curriculum / Learning Management

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
4.13	The system has the ability to input information from coursework and run SOL correlation reports and/or CCPS curriculum framework correlations		
4.14	The system allows for a district assessment creation, scoring and tracking aspect by class and by student		
4.15	The system has the ability to automate test creation, scoring analysis and linking to instructional content (digitized textbooks and accompanying exams)		
4.16	The system provides detailed item analysis for State or District assessments that compares students and classes		
4.17	The system has the ability to drill down from District level view to individual student data		
4.18	The system has the ability to view historical student assessment data by year, test type, subject area as well as drill-down capabilities to see standards/skills proficiency on specific assessments		
4.19	The system has the ability to provide a school summary of responses for any given test		
4.20	The system has the ability to promote collaboration and electronic sharing of content between district and school staff that includes a peer review process.		
4.21	The system contains an instructional calendar function and allows teachers to drag and drop instructional activities from the district curriculum into their calendar by period/course, day, week, or month.		
4.22	The system contains a function that allows the instructional calendar to copy into the next school year.		
4.23	The system has the ability to use multiple sets of standards for alignment and reporting purposes in ways that facilitate identification of gaps in coverage.		
4.24	The system has the ability to allow administrators to view the curriculum, the standards that are to be taught, and the performance of students on those standards on common assessments.		
4.25	The system has the ability for the district to weigh selected student data (attendance, discipline, grade, etc) and to identify and track students at risk		

Category: Curriculum / Learning Management			
#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
4.26	The system has the ability for teachers to create instant academic improvement plans to monitor at-risk students for Response-to-Intervention (RTI) efforts		
4.27	The system has the ability to track and manage intervention plans, capture student progress by monitoring assessment data and deliver detailed reports to all constituents		
Reports/ Reporting Capabilities			
4.28	The system has the ability to generate reports that identify student strengths/needs by defined criteria along with recommended lessons and resources to address the students' needs.		
4.29	The system allows users to develop reports that determine groups for interventions		
4.30	The system is able to build longitudinal data reports by defined groups of students		
4.31	The system can provide statistical reports that include N, % of total, N missing, mean, median, range, variance, standard deviation, standard error, minimum score and maximum score		
4.32	The system provides an easy-to-use reporting system for school leaders which permits them to see whether staff are keeping up with the pacing guide.		
4.33	The system has the ability for teachers/administrators to aggregate or disaggregate data by groups, ethnicity/race, gender (NCLB subgroups) and defined cohorts		

Category: Discipline

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Basic Requirements			
5.01	The system supports all current and future State Reporting (Discipline Crime and Violence Report) and Federal Reporting (OCR) Discipline collection requirements		
5.02	The system provides the ability to maintain, track and report on discipline records for individual students.		
5.03	The system supports the tracking of classroom behavior modification / intervention techniques		
5.04	The system has the ability to view the discipline, attendance and grades of a student seamlessly in real time to help determine intervention techniques.		
5.05	The system provides for the ability to view all of a student's discipline history across years and schools within the division.		
5.06	The system has the ability to track special education and Child Study Intervention discipline referrals		
5.07	The system provides the ability to flag a student as perpetrator, victim or witness for each incident.		
5.08	The system supports entering an incident event only once and attaching an unlimited number of students participating in that event.		
5.09	The system supports an unlimited number of actions for each student participating in each event.		
5.10	The system supports an on-line discipline referral that can be utilized by all staff. Workflow to include but not limited to:		
5.11	*On-line referral automatically routes to the staff member(s) responsible for resolving the behavior incident.		
5.12	*The staff member(s) that needs to address the behavior incident receives the alert message to take action.		
5.13	*The staff member who reported the incident is notified of the disposition of the referral		
5.14	The system allows custom triggers to be created when entering a student referral based on but not limited to:		

Category: Discipline

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
5.15	*Type of incidence		
5.16	*Type of action		
5.17	*Identification of special education students		
5.18	*Notification of stakeholders needing disposition outcome-in-school suspension staff, parent / student view		
5.19	The system has the ability to track special education disciplinary requirements through custom triggers.		
5.20	The system allows for triggers to be controlled at the district level and not modifiable by school staff		
5.21	The system provides the ability to track incidents occurring at extra-curricular activities at other locations		
5.22	The system has the ability to access student demographics without leaving the incident screen.		
5.23	The system has the ability to access parent/guardian demographics without leaving the incident screen.		
5.24	The system provides a method to collect minor incident information that does not become part of any official record or reportable to the State.		
5.25	The system includes the tracking of discipline incidents, participants (students), actions (responses), and detailed comments, including but not limited to:		
5.26	*Incident Number-generated by system		
5.27	*Reported by		
5.28	*Action assigned by		
5.29	*Action(s) type		
5.30	*Infraction code(s)		
5.31	*Incident types by infraction		
5.32	*Date of incident		
5.33	*Time on incident		
5.34	*Context-incident occurred during the school day, at a school activity, at a non-school activity or in transit		
5.35	*Weapon(s)		
5.36	*Location		
5.37	*Number of days suspension-First day-Last Day		

Category: Discipline

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
5.38	*Number of hours in school suspension		
5.39	*Police notification		
5.40	*Number of victims		
5.41	*Infractions occurring in other districts		
5.42	The system should have default codes accessible to the user in a drop down list for quick reference when posting student discipline.		
5.43	The system has the ability to link a student infraction with another student infraction using the State Incident number		
5.44	The system contains a discipline letter wizard for creating discipline letters to include but not limited to:		
5.45	*Ability to bold, italicize, and underline text		
5.46	*Ability to change font size, font style, and font color		
5.47	*Insert system data fields directly into the letter		
5.48	*Insert system sub reports directly into the letter		
5.49	*Provide parent notification/letter		
5.50	The system has the ability to create a variety of suspension letters and memos with mail merge features and message functions as reminders		
5.51	The system has the ability to store all discipline letters per student		
5.52	The system has the ability to track students who are referred for a central services disciplinary hearing to include but not limited to:		
5.53	*Hearing date		
5.54	*Hearing time		
5.55	*Student Coordinator		
5.56	*Hearing dispositions		
5.57	*Manifestation outcome		
5.58	The system has the ability to track incidents of non suspensions, in school suspensions, out of school suspensions, expulsions, and alternative education		
5.59	The system has the ability to monitor detention incidents, points, etc.		
5.60	The system has the ability to restrict viewing of discipline data at the user level.		
Reports			
5.61	The system provides multiple formats of discipline reports by student, school and division		
5.62	The system provides discipline reports with totals by Infraction, Disposition Codes, etc. disaggregated by NCLB and other reporting requirements.		

Category: Discipline

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
5.63	The system provides the following discipline reports by student/school/division but not limited to:		
5.64	*Student Detail Report		
5.65	*Incidence		
5.66	*Disposition Statistics		
5.67	*Infraction Statistics		
5.68	*Discipline Roster for In school programs		
5.69	The system generates State and Federal Discipline Reports		
5.70	The system provides discipline letters by range of Disposition Codes, Disposition Starting /Ending Dates, Infraction Codes and their respective starting/ending dates.		
5.71	The system allows reports to be filtered and generated based upon any incident data items or student demographics		
5.72	The system allows reports to be filtered and generated based on data entry fields or student demographics		
5.73	The system has the ability to automatically generate necessary reports for central services disciplinary process		
5.74	The system has the ability to schedule periodic follow up reports on suspension/expulsion required actions		
Audits			
5.75	The system provides historical auditing of discipline data, including but not limited to:		
5.76	*Created By		
5.77	*Created Date		
5.78	*Modified By		
5.79	*Modified Date		
5.80	*Deleted By		
5.81	*Deleted Date		

Category: Enrollment			
#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Basic Enrollment Procedures			
6.01	The system supports the setup of required student enrollment information to meet current and future Federal and State reporting requirements		
6.02	The system supports schools to be excluded from State reporting.		
6.03	The system accommodates all student transfers, withdrawals and new enrollments		
6.04	The system supports real-time enrollment of students		
6.05	The system supports district level enrollment protocols including but not limited to:		
6.06	*enrolling students into more than 1 school		
6.07	*enrolling students into summer school that are not currently enrolled in the district		
6.08	The system supports the ability to scan student records such as immunization, residency, etc.		
6.09	The system supports the ability to print scanned records that have been attached to a student.		
6.10	The system supports multiple ways to enroll a student including but not limited to:		
6.11	*On-line registration		
6.12	*In-school registration		
6.13	*Central registration		
6.14	The system allows for pre-enrollment into the next school year in one or more school tracks		
6.15	The system supports exiting (withdrawals, graduation, etc) enrollments for students individually.		
6.16	The system supports exiting (withdrawal, graduation) enrollments for student in mass, including but not limited to the following items:		
6.17	*End Date		
6.18	*End Status		
6.19	*Diploma Date		

Category: Enrollment

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
6.20	*Diploma Type		
6.21	The system allows out-of-district enrollment with required explanation and tracking using GIS verification of residence address.		
6.22	The system will indicate the school(s) that the children being enrolled will attend. A warning flag will appear if address is outside of district or attendance zone as indicated in the system.		
6.23	The system has the ability to perform name search to allow unique Student ID across the district over multiple years. Multiple field search functionality to determine a unique student including but not limited to:		
6.24	*Student ID		
6.25	*Last name, First name		
6.26	*DOB		
6.27	*Gender		
6.28	The system has the ability to automatically assign a Student ID # based upon district defined parameters.		
6.29	The system provides methods for preventing creation of student duplicate ID's		
6.30	The system has field name storage (i.e. first, middle, last, suffix).		
6.31	The system allows for student to have a different last name than parent(s)		
6.32	The system allows for unlimited contact records including but not limited to:		
6.33	*Name		
6.34	*Relationship		
6.35	*Address-including out-of-state		
6.36	*All phone number contacts		
6.37	*Highest educational grade/degree		
6.38	The system has the ability to keep a mailing address separate from the residence address.		
6.39	The system has field address storage (i.e. house number, street direction, street name, post office, street indicator, city, zip+4)		
6.40	The system supports designating an address as primary		
6.41	The system has the ability for address to be 2 to 5 fields.		
6.42	The system has the ability to automatically assign city based on zip code		
6.43	The system has the ability to designate phone numbers as unlisted and prevent print/display except where permitted by security		

Category: Enrollment

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
6.44	The system allows unlimited emergency contact records with priority ratings including name, relationship, and phone numbers. Ability to track other means of contact (i.e. cell phones, pagers, e-mail).		
6.45	The system has the ability to track restraining orders (including alerts) by effective date, expiration date, and person(s) involved		
6.46	The system has the ability to track sibling information including name, age, and district, Student ID		
6.47	The system displays warning if grade level incorrect for date of birth with override available.		
6.48	The system does not mark a student active until attendance has been verified		
6.49	The system allows the student to be enrolled in multiple schools/programs simultaneously. (Cross enrolled)		
6.50	The system has the ability to enter waiver status, reason and approval date.		
6.51	The system provides a method to view the start dates/end dates, start status/end status for each enrollment record.		
6.52	The system provides the ability to view a student's complete enrollment history from one page.		
6.53	The system maintains all grade levels supported for each school.		
6.54	The system allows for unrestricted grade level designations. Alphanumeric grade levels are acceptable.		
6.55	The system maintains default promotion (i.e. Grade 2 promotes to Grade 3) detail for each grade level offered.		
6.56	The system has the ability to roll family/student information from one year to the next so that data does not need to be reentered by the parents/guardians each year		
6.57	The system has a method of prioritizing and excluding certain programs during the selection processes. (ex: Head Start)		
6.58	The system has the ability to create a school or schools for out of district students who only attend special-school programs and no other school		
6.59	The system has the ability to access family data via family matching techniques with options by address, oldest/youngest, within school/district, Including sibling identification field(s) for school communications.		
6.60	The system maintains an unlimited number of school years of history for all student activity.		

Category: Enrollment

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
6.61	The system has the ability to track movement to/from and within the district but not limited to:		
6.62	*Transaction date		
6.63	*Reason		
6.64	*Effective date		
6.65	*Sending/receiving district school numbers		
6.66	*Grade level		
6.67	*Voucher schools		
6.68	*Private institutions/facilities		
6.69	The system has the ability to store and display a complete history of the student's enrollment in chronological order and is reportable/printable		
6.70	The system has the ability to update enrollment history		
6.71	The system has the ability to inactivate a student from classes upon withdrawal from the school without going into the student scheduling system		
6.72	The system supports enrolling home-schooled students for tracking purposes.		
6.73	The system supports active/inactive applications.		
6.74	The system has the ability to enter and review residency status of identified students-30, 60, 90 days and annual review		
On-Line Registration			
6.75	The system supports parents/guardians enrolling their children on line through a secured web.		
6.76	The system supports online enrollment even for those families not yet part of the district		
6.77	The system allows that the district can choose what elements will need to be populated for online enrollment		
6.78	The system has on-line address verification relative to county/school boundaries, grade level assignment, and school enrollment capacity.		
6.79	The system supports the receiving of the electronic application submissions from the parent view with options to approve, decline or wait list the application based on district-defined parameters and rules.		
6.80	The system manages customized messages for approved, denied, pending, wait listed, accepted, and non-accepted applications.		

Category: Enrollment

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
6.81	The system contains a built in work flow so the office staff can verify the enrollment information entered by the parents/guardians before saving to the database		
Central Registration			
6.82	The system has the ability to send school applications to the appropriate department/school.		
6.83	The system supports school choice		
Enrollment Reports			
6.84	The system will provide enrollment reports in multiple formats including but not limited to:		
6.85	* Enrollment Gains and Losses Report		
6.85	* Enrollment Loss Report-list of students currently enrolled but not in planning year		
6.86	* Student Enrollment Status Report-start/end enrollment status that includes mailing address		
6.87	* Student Enrollment Summary Report-school and district breakdown of enrollments with capability to identify subgroups-example-- AYP subgroups		
6.88	* Student Enrollment Report-report that shows current enrollment by date		
6.89	* Student Withdrawal Report-report generated at the completion of a student withdrawal including the following data but not limited to:		
6.90	*Attendance		
6.91	*Grades		
6.92	*Student demographic data		
6.93	*Medical		
6.94	*Discipline		
6.95	*Home School Audit Report		
6.96	*New Student Enrollment List-set by a date parameter		
6.97	*Student Status Change List-identifies student enrollment with transaction SYS date.		
6.98	*Address Change Report that lists all students who have had an address change, transaction date and user that made the change		

Category: Enrollment

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
6.99	* Inactive Student Report		
6.100	* Ability to view/print contact information (criteria selections of student, parent, dates, comments)		
6.101	*Ability to view/print summary contact information (i.e. number of contacts, number by type, number by student, number by date range and comments)		
Audits			
6.102	The system will provide audits in multiple formats including but not limited to:		
6.103	*Ability to collect name change history		
6.104	*Ability to calculate and monitor enrollment capacity		
6.105	*Ability to maintain information for students not enrolled, but which the district is responsible		
6.106	*Ability to track out of district, homebound, homebased, online and dual enrollment students only		
6.107	*Ability to track address/contact data changes by transaction date and user		
6.108	*Ability to track address/relationship information		

Category: General Requirements

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Basic Requirements			
7.01	The system supports various methodologies for movement from screen to screen within the application, including but not limited to:		
7.02	*Traditional menu-based access		
7.03	*Wizards or workflow-based processing		
7.04	*Integrated quick access to most common next screen functions		
7.05	The system provides the ability to establish new data fields, including support for:		
7.06	*All user-defined data fields should be available post-upgrade		
7.07	*New data fields may be included on user-defined screens		
7.08	*User has control of field types such as numeric, date, money, email, phone, SSN, drop list, checkbox, and text fields		
7.09	*User has control over field definition including field size and decimal settings		
7.10	*User control over presentation sequence on screens		
7.11	*User-defined fields may be marked as required for data entry purposes		
7.12	*Users may enter lists of valid values for pop-up selection during data entry		
7.13	*User defined fields are available for reporting purposes		
7.14	*User defined fields can be displayed on the parent/student portal		
7.15	The system supports that data is entered once and is available in real time throughout the entire district. For example: Addresses and parent records are not duplicated within the system, rather they are entered once and then linked to the appropriate students.		
7.16	The system supports the use of pop-up calendars for date selections		
7.17	The system allows designated users to define new screens for end user use.		
7.18	The system has built-in spell check abilities.		
7.19	The system has an integrated report writing tool		
7.20	The system allows for all reports to be formatted using but not limited to:.		

Category: General Requirements

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
7.21	*Excel		
7.22	*CSV		
7.23	*HTML		
7.24	*PDF		
7.25	*MS Word		
7.26	The system supports the ability to create mailing labels with multiple options		
7.27	The system supports viewing student information from a wireless device, including but not limited to:		
7.28	*Student Picture		
7.29	*Student Contact Information		
7.30	*Student Schedule		
7.31	*Student Discipline		
7.32	*Student Grades		
7.33	*Student Transportation Details		
7.34	The system supports an unlimited number of students		
7.35	The system supports an unlimited number of schools		
7.36	The system supports an unlimited number of school years (historical data)		
7.37	The system has the ability to query subgroups regardless of school enrollment pending user access		
7.38	The system supports the ability to send messages to the entire school staff.		
7.39	The system supports the ability to send messages to a user defined group.		
7.40	The system supports the posting of district-wide notices.		
7.41	The system supports the posting of school wide notices for only those users who have access to the school.		
7.42	The system supports the ability to provide multiple viewing capabilities depending on user role--example-teacher view, counselor view, parent view		
7.43	The system has error messages that are easily comprehensible by the user and are displayed in an online manner.		
7.44	The system supports that all student data, including Enrollment History, Schedule, Attendance, Programs, Grades, Transcripts, Credit Summary, Graduation requirements and eligibility, Assessments, Behavior, Transcript, Fees, Lockers, and Athletic Eligibility are easily viewable by searching for the student only one time and not having to search for each data element in multiple areas of the application.		

Category: General Requirements

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
7.45	The system supports searching for students at the school level and district wide, based upon permissions.		
7.46	The system supports searching for an individual student or group of students based upon user defined criteria, including:		
7.47	*Name-first name,last name or both		
7.48	*Student District Number		
7.49	*Student State Number		
7.50	*Birth Date		
7.51	*Gender		
7.52	*State ID		
7.53	*Team		
7.54	*Any saved filter/query		
7.55	*Parent / Contact Name		
7.56	*Course		
7.57	The system supports searching for staff members.		
7.58	The system supports searching for households.		
7.59	The system supports searching for all people.		
7.60	The system supports searching for addresses.		
7.61	The system supports searching for courses.		
7.62	The system supports searching for sections.		
7.63	The system supports searching user groups.		
7.64	The system supports searching food service accounts.		
7.65	The system supports searching help documents.		
7.66	The system supports custom defined workflows.		
7.67	The system modules have a common look and feel in command structure, navigation, functionality, etc.		
7.68	The system column headings can be clicked to change the sort order of the column from ascending to descending and back.		
7.69	The system provides an on-line pull-down list of all valid values for each validated field.		
7.70	The system provides the ability to upload district forms such as permission slips, court papers, and health forms into the application.		
7.71	*The forms can be viewed and printed.		

Category: General Requirements

	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
7.72	The system allows district forms that have been completed by hand can be uploaded into the application and associated directly with a specific student.		
7.73	*The completed form can be printed.		
7.74	The system has the ability to link student/parent email.		
7.75	The system has the ability for the district to customize field-level validation rules on all demographic fields such as possible values, field length, alpha vs. numeric, etc.		
7.76	The system has the ability to suppress fields and some of the data within the field		
7.77	The system supports that students who attend an alternative school that the student records are maintained at the home school.		
7.78	The system has the ability for the alternative school personnel to be able to "link" to the home school records to enter grades, attendance, etc.		
7.79	The system has the ability to schedule reports/processes overnight		
7.80	The system has the ability to remind designated users to run monthly reports as determined by the district--example-monthly attendance reports		
7.81	The system has a consistent user interface across all modules		
7.82	The system can generate on-line help information for all fields		
7.83	The system can list value selections available for all table driven fields		
7.84	The system has the ability to create list of value tables for all user-defined fields		
7.85	The system has the ability for system field descriptions to be customized at the district level		
7.86	The system has the ability to generate a printed list of any table values requested (utility function; not on demand from screen)		
7.87	The system has the ability for the user to access context sensitive online help regarding screen or field description and its intended use.		
7.88	The system has the ability for the user to access online help regarding valid table values for appropriate fields.		
User / Custom Screens			
7.89	The system has the ability to retain customized fields, screens, and reports created in prior versions of the software		

Category: General Requirements

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
7.90	The system has the ability to create user defined fields (alpha numeric, numeric, date formats)		
7.91	The system has the ability to create user defined screens		
7.92	The system has the ability to create user defined tables associated with fields		
7.93	The system has the ability to define properties and edits for user defined fields		
7.94	The system has the ability to add system defined fields to a user defined screen		
7.95	The system has the ability to perform all standard query and reporting functions on user defined fields		
7.96	The system has the ability to suppress fields on any page		
7.97	The system has the ability to restrict data entry by assigning automatic data entry checks to fields as needed.		
7.98	The system has the ability to designate any field as required/mandatory		
7.99	The system allows for dynamic sizing of windows to eliminate scrolling		
7.100	The system provides a consistent user interface including: screen layouts, report layouts, messages, field labels and date display.		
7.101	The system allows defaulted values to be overridden by the user.		
7.102	The system has the ability to assign business logic to fields and processes.		
Support and Documentation			
7.103	The vendor provides complete user manuals for all modules		
7.104	The vendor provides user documentation available on-line		
7.105	The vendor provides user documentation available in printed text format		
7.106	The district has the ability to reproduce documentation without restriction		
7.107	The vendor provides new user training manuals for all modules		
7.108	The vendor provides an on-line tutorial package (specify modules if limited)		
7.109	The vendor provides administration & operations manual		
7.110	The vendor allows for district assigned staff (multiple users) to call toll free support		
7.111	The system provides support within time period thresholds to include:		
7.112	* General questions / support / - within 24 hours		
7.113	* Urgent questions / support / -within 4 hours		

Category: General Requirements

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
7.114	* Critical questions / support / (system is down)-within 1 hour		
Audit Features			
7.115	The system has the ability to identify which fields will be tracked		
7.116	The system has the ability to track user id, date, and time for selected fields		
7.117	The system has the ability to track prior and revised field contents		
7.118	The system has the ability to produce and print auditor reports of specified audited field information		
7.119	The system has the ability to attach free form note fields to audited fields		

Category: Gifted

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Basic Requirements			
8.01	The system supports all required current and future State and Federal reporting student gifted data elements		
8.02	The system allows for gifted education data to be entered at individual schools then accessed and integrated for division-level purposes.		
8.03	The system supports entering gifted education referral data.		
8.04	The system supports entering/uploading gifted education assessment scores including, but not limited to:		
8.05	*Standardized aptitude scores and verbal, quantitative and non-verbal domain scores (examples: CogAT, WISC, WASI, Otis-Lenon)		
8.06	*Standardized achievement scores in the areas of reading comprehension, reading vocabulary, mathematics problem solving, history, and science (examples: ITBS, ITED, MAT)		
8.07	*Scales for Identifying Gifted Students in the areas of English, math, history, and science		
8.08	*Product assessments in the areas of English and math, grades K-1 only		
8.09	*Observation/Interview Scores in the areas of English and math, grades K-1 only		
8.10	The system supports entering students' gifted identification code.		
8.11	The system allows for gifted education documentation to be scanned and stored in the student's electronic education record to be accessed by secure users.		
8.12	The system supports entering students' gifted education program eligibility status (School Based Gifted-SBG or Center Based Gifted-CBG)		
8.13	The system supports entering students' gifted education program placement (SBG or CBG).		
8.14	The system identifies students to secure users who receive both gifted education, special education services and 504 accommodations.		
8.15	The system identifies students to secure users who receive both gifted education and ELL services.		
8.16	The system supports workflows for gifted including time lines		
8.17	The system has the ability to access student program participation historically		

Category: Gifted

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
8.18	The system has the ability to monitor gifted student growth over time		
8.19	The system has the ability to maintain/update gifted records for a student for multiple school years		
8.20	The system has the ability to track gifted student course and/or program enrollment in middle and high school		
Gifted Reports			
8.21	Student Gifted Profile		
8.22	The system has the ability to generate parent letters concerning gifted evaluation.		
8.23	The system has ability to print student list by school, school type and division		

Category: Grade Reporting and Report Cards

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Basic Requirements-Grade Reporting			
9.01	The system meets all current and future State Reporting requirements of student grades that are required for the State Master Schedule Data Collection		
9.02	The system has an integrated real-time grading system		
9.03	The system has a seamless/transparent way to send grades.		
9.04	The system allows for multiple grade types to include but not limited to:		
9.05	*Progress grade		
9.06	*Academic grade		
9.07	*Effort/conduct/citizenship grade		
9.08	The system will have the ability to import grades from other sources such as Blackboard		
9.09	The system will have the ability to upload grades from the teacher's grade book module		
9.10	The system has the ability to report final grades for variable terms (i.e. quarter, semester, or combination)		
9.11	The system has the ability to maintain progress grades multiple times throughout a school year		
9.12	The system will have the ability to manually post/update grades		
9.13	The system has the ability to set up a grade code table with letter values, numeric conversions, weight factors, and narrative explanation		
9.14	The system has the ability to enter/view/track student mastery of content		
9.15	The system has the ability to set up and use a comment code table with narrative explanation in grading process		
9.16	The system has the ability for anecdotal or parent comments with grade or conduct		
9.17	The system has the ability to store comment descriptions in multiple languages.		
9.18	The system has the ability to view/input/modify grades on-line by class roster		

Category: Grade Reporting and Report Cards

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
9.19	The system has the ability to view/input/modify grades on-line by individual student		
9.20	The system allows a receiving school to view grades in progress and final grades in real time from the sending school		
9.21	The system allows for letter grades (i.e. A, B, etc., S, U, or Pass/Fail)		
9.22	The system allows for grade modifiers (+ or -)		
9.23	The system allows for a combination of alpha and numeric grades		
9.24	The system has the ability to handle cases when a course is composed of a series of other courses, the application should allow for the individual course to be correctly recorded for report cards and all other grade reporting reports.		
9.25	The system has the ability to interface with an alternate school to have grades available for the student at both sites especially alternate school grades at home school		
9.26	The system allows that grade placement for the next school year can be entered by teachers at the elementary level at the end of the school year		
9.27	The system provides Identification / alerts of teachers of who have sent and have not sent grades		
9.28	The system will have the ability to post credits earned and displayed on the report card		
9.29	The system will have the ability to recognize final grades that do not allow credit to be awarded based on violation of district attendance policy		
9.30	The system displays the student grade record in a horizontal format		
9.31	The system allows for the student grade record to be updated from horizontal view		
Honor Roll			
9.32	The system has the ability to create honor rolls based on division / school criteria and school type		
9.33	The system has the ability for flexible Honor Roll calculation routines that allow users to select from a variety of calculation options.		
9.34	The system allows secure users to create Honor Roll reports which provide customized GPA calculations to include but not limited:		
9.35	*GPA in core subjects (English, math, science, social studies) for the current year		

Category: Grade Reporting and Report Cards

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
9.36	*GPA in math for the most recent 4 grading periods (may include grades from the previous school year)		
9.37	The system has the ability to calculate multiple grade point averages, for each individual marking period and for a cumulative total.		
9.38	The system has the ability to add weight factors to modifiers for honor roll calculations		
9.39	The system has the ability for both weighted and unweighted Honor Roll, using add or multiply weighting.		
9.40	The system has the ability for Honor Roll calculations to go out to four decimals.		
9.41	The system has the ability to store honor roll data by grades in progress and final grades as desired		
Report Cards			
9.42	The system has the ability to include attendance information on report cards by course		
9.43	The system can display current marking period and cumulative gpa/rank per division guidelines		
9.44	The system has the ability for grade comments to be selected from a division approved list		
9.45	The system has the ability for teachers to add narrative comments to a report card		
9.46	The system has the ability to omit course sections from a report card (semester long classes when reporting quarter grades)		
9.47	The system has the ability to report both final and current grades in progress on same report card		
9.48	The system has the ability to interface with grade history to print current marking period and cumulative GPA and rank on the report card per district guidelines		
9.49	The system has the ability to interface with student attendance to report marking period attendance and YTD on the report card		
9.50	The system has the ability for a teacher to view grades for all of a student's courses per division security guidelines		
9.51	The system has the ability to print report cards at school site		

Category: Grade Reporting and Report Cards

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
9.52	The system has the ability to create a standardized district approved report card form		
9.53	The system has the ability for the student grade data to print to a standardized pre-printed form		
9.54	The system has the ability to display/print report cards by individual student or by student groups as per selected criteria (e.g. grade level, ethnic group, etc.) at the school or district level		
9.55	The system has the ability to interface with state defined standards when measurements become available		
9.56	The system has the ability to print user defined school/district messages on the report card		
9.57	The system has the ability to generate completely customizable elementary & secondary, standards based report card.		
9.58	The system allows for elementary and secondary report card to be generated and printed for all students from a centralized application.		
9.59	The system has the ability to have report card in a descriptive form with a progress checklist on objectives to be based on benchmark standards and objectives.		
9.60	The system has the ability to create customized interim reports		
9.61	The system has the ability to customize report cards.		
9.62	The system has the ability to include "progress towards goals" on the report card		
9.63	The system allows for report cards to be available in both standards-based and traditional formats		
9.64	The system supports either numeric, alpha grades or both to be displayed on the report card		
9.65	The system allows for a publish date for grades to be visible on parent/student view		
Grade Reports			
9.66	The system will include but not limited to the following Grade Reporting reports:		
9.67	* Selected Grade List		
9.68	* Grade Distribution by class and by teacher		

Category: Grade Reporting and Report Cards

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
9.69	* Student Profile Report includes all the students grades for each marking period along with absences, tardies.		
9.70	* Grade Collection/Verification Report (before and after grades have been posted)		
9.71	* Report card in mailable format		
9.72	* Report card that allows user notes to be added per student		
9.73	* Progress Reports		
9.74	* Honor Roll reports--Distinguished and Regular		
9.75	* Ungraded students (missing grades) for a particular marking period (s)		
9.76	* Selected Grade List Report		
9.77	*Includes reports of grade analysis and distribution by defined criteria (i.e. attendance, ethnicity, gender, NCLB/AYP subgroups,etc.)		
9.78	* Retention Report		
9.79	The system will have the ability to create grade report mailing letters to include but not limited to:		
9.80	*Honor Roll Letter		
9.81	*Selected Grade Letter		
9.82	The system will have the ability to run report cards in multiple sort order including but not limited to:		
9.83	*By single student, identified group, saved list, grade level, entire school		
9.84	*By period		
9.85	*By HR teacher		
9.86	*By grade level		
9.87	*By last name		
9.88	The system will have the ability to print reports cards by one or more parent/guardian contacts		
Audits			
9.89	The system will have the ability to track all grade changes including:		
9.90	*Grade before change		
9.91	*Grade after change		
9.92	*User who made the change		
9.93	*Date and time of grade change		
9.94	*Marking Period		
9.95	*Counselor Name		

Category: Gradebook

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Basic Requirements			
10.01	The system provides a teacher grade book that is web browser based and accessible, with authentication from an intranet or internet based workstation.		
10.02	The system provides a teacher grade book view / functionality that includes but not limited to:		
10.03	*Class attendance		
10.04	*Student demographics access as determined by role and division		
10.05	*Student Schedule		
10.06	*Historical student data, grades, test scores		
10.07	The system has the ability to store the NCES School Codes for the Exchange of Data (SCED) to facilitate student record exchange and eTranscripts.		
10.08	The system relevant student data should be available for use by the grade book module. (i.e., no re-entry of student data)		
10.09	The system supports real-time data vs. periodic data transfers or batch updates.		
10.10	The system supports one gradebook for multiple sections of the same class		
10.11	The system will have the ability to have a drop/add message to identify schedule changes, new students and withdrawals		
10.12	The system has the ability to move dropped students and their assignment grades, to another Grade book or central holding area, for pickup or checking by the new teacher.		
10.13	The system has the ability of allowing teachers to effectively manage grades and attendance, within one application.		
10.14	The system will have the ability to have a seating chart with names with limited student demographics		
10.15	The system has the ability to allow teachers to effectively manage standards mastery within one application.		
10.16	The system has the ability for the grade book to accommodate elementary and secondary levels.		
10.17	The system has the ability to allow access to multiple years of grades and associated data.		
10.18	The system has the ability to allow movement between multiple marking periods.		10.18

Category: Gradebook

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
10.19	The system grade book utilizes an easy to use spreadsheet format for creating assignments and entering grades		
10.20	The system supports that grades can be entered and edited by class, assignment or individual student		
10.21	The system has the ability for differentiating between quarter courses, trimester courses, six week courses, and semester/year-long courses.		
10.22	The system allows for mastery grading/standards tracking.		
10.23	The system provides for multiple methods of evaluating/calculating student proficiency towards objectives		
10.24	The system provides utility to preload district and/or state standards into teachers' grade books via a centralized point		
10.25	The system grade book has the ability for standards to be linked directly to assessments.		
10.26	The system grade book has the ability to allow for the district to define the rubric(s) used to determine standards mastery.		
10.27	The system supports grades that can be cumulative for the semester or for the entire year		
10.28	The system has the ability for the grade book to calculate standards mastery for the teacher automatically based upon assessment score entered in the grade book.		
10.29	The system grade book displays a running total of the student's points earned/current grade, allowing the teacher to always be aware of the progress of each student		
10.30	The system allows teachers to customize extra fields for demographic and task information.		
10.31	The system allows teachers to browse between different marking periods efficiently.		
10.32	The system allows teachers to track special education students independently of rest of the class.		
10.33	The system enforces a grading window during which time the teachers can publish/post grades for report cards		
10.34	The system provides the ability to allow teachers to determine the publish date of an assignment to the parent/student view.		

Category: Gradebook

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
10.35	The system provides for “single button” technology in order for teachers to submit grades at the end of the marking period.		
10.36	The system has a built in Interface that automatically checks for errors and submits grades		
10.37	The system will have the ability to share the grade book among teachers (team teaching)		
10.38	The system entire grade book (categories and assignments) can be copied across terms and years		
10.39	The system has the ability to allow a system administrator to login with a single ID and gain open access to every teacher’s class files.		
10.40	The system has the ability to command various system settings from a centralized point with a single login and session.		
10.41	The system provides centralized utility to broadcast messages to all users.		
10.42	The system supports that when a student transfers between classes, assignment/test grades can be transferred to new class with identical set-up		
10.43	The system allows teachers the ability to preview report cards including comments		
10.44	The system has the ability to electronically collect freeform comments from teachers, which can be automatically transferred to standards based report cards.		
10.45	The system has the ability for teachers to enter in freeform comments that includes a spell- checker.		
10.46	The system has the ability for the teacher to either only view the records of students who are assigned to them or all students at the teacher's assigned school, based on security role.		
10.47	The system has the ability for principals to gain real-time access to data that is being collected in teachers’ grade books.		
10.48	The system has the ability for principals to query data on a single student, group of students, or the entire school all at once.		
10.49	The system has the ability for principals to view data as specific as each student’s performance on every assignment for every class.		
10.50	The system has the ability to attach supporting documents/resources to assignments		

Category: Gradebook

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
10.51	The system has the ability to allow teachers to create their own assignment categories.		
10.52	The system has the ability to create multiple categories, which can each be weighted differently.		
10.53	The system has the ability to change category weighting for each term without affecting the previous term(s)		
10.54	The system has the ability to allow lowest score in a category to be dropped, but prevent dropping only score in category.		
10.55	The system supports the ability for the grade book to allow that a category of assignments to be automatically excluded from the grade		
10.56	The system grade book supports an unlimited number of assignments to be created for an assignment category		
10.57	The system has the ability for automatic assignment date adjustment in order to keep assignments in the current marking period.		
10.58	The system gradebook has the option to enter one assignment and have a separate copy automatically created for each course to which it was given.		
10.59	The system gradebook has the option to assign or remove assignment from students at time assignment is created.		
10.60	The system allows for an assignment to be created for only a specified group of students in the class		
10.61	The system has the ability to create new assignments directly from the grading screens.		
10.62	The system has the ability for assignment listings to show due dates, assignment category, and indication of whether graded or not graded.		
10.63	The system has the ability for assignment listings that allow teachers to arrange by category grouping, date order, or graded/ungraded.		
10.64	The system has the ability for assignment maintenance to allow full editing capabilities.		
10.65	The system has the ability to provide a storage area for assignments to be created and then reused throughout marking period		
10.66	The system has the ability to handle assignments that are broken into components.		
10.67	The system provides the ability for the grade book to allow assignments to be weighted differently.		

Category: Gradebook

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
10.68	The system allows teachers to assign grades individually or to all students in mass		
10.69	The system has the ability to allow assignment components to have separate due dates and be graded individually.		
10.70	The system has the ability to allow students to be exempted from one or more components while redistributing the component weight.		
10.71	The system allows for specific assignments to be copied across terms and years		
10.72	The system provides "canned" comments for the student's assignments, based upon permissions		
10.73	The system grade book provides for the optional use of assignments such as Excused from Task and Late Submission, student absence, or absence means exemption		
10.74	The system supports that grades can be determined by either total points or percentages assigned to categories		
10.75	The system allows numeric grades, decimals, raw scores, letter grades, symbol grades, and rubrics.		
10.76	The system allows for grade calculations to 2 decimal places, auto-round feature (0.5 rounds up)		
10.77	The system has the ability to support more than one grading scale. (Standard - Advanced)		
10.78	The system allows that each course can have a different grade scale		
10.79	The system has the ability for bonus points, curves, dropped lowest grade and extra credit grades.		
10.80	The system has the ability for the grade book to provide grading choices of Points or Pass/Fail.		
10.81	The system has the ability to support more than one grading type. (Traditional - Learning Contract)		
10.82	The system has the ability for unlimited formula-driven grading methods.		
10.83	The system has the ability to configure to all methods of grading and all weighting schemes.		
10.84	The system has the ability for period grading screen to allow as many recalculations as necessary.		
10.85	The system has the ability for simultaneous reporting of numeric grading and standards proficiency.		

Category: Gradebook

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
10.86	The system grade book provides a visual alert, i.e. color, for grades that are late, failing, exempt, over the maximum, etc.		
10.87	The system supports standards based grading, with the following choices included but not limited to:		
10.88	*Ability to determine final standard grade based trend		
10.89	*Ability to determine final standard grade based highest proficiency level		
10.90	*Ability to determine final standard grade based average		
10.91	*Ability to attach standards to assignments and grade the standards to determine standards grade and overall class grade		
10.92	*Ability to grade to the standards		
10.93	*Ability to determine standards grade		
10.94	*Ability to determine overall class grade		
10.95	The system has the ability for teachers to save personal settings when uploading grades		
10.96	The system has the ability for teachers to 'select all' and send all grades at one time.		
10.97	The system will have the ability to report grades by subject area instead of course section		
10.98	The system has the ability to calculate the final grade automatically. Marking period and final grades should give the proper weight (i.e., final exam 20%, each of the four marking periods 20%).		
10.99	The system has the ability to record conduct, effort and/or citizenship evaluations		
Grade Book Reports			
10.100	The system will provide gradebook reports in multiple formats		
10.101	The system will provide 'canned' reports that can be filtered to include but not limited to:		
10.102	*Student Summary Grade Report		
10.103	*Class Roster Report		
10.104	*Grade Verification Report		
10.105	*Missing Assignment Report		
10.106	*Student Birthday List Report		
10.107	*Student Status (Progress) Report		

Category: Gradebook

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
10.108	*Student Grade Report--list of students in danger of failing		
10.109	The system will have the ability to print multiple pre-defined reports against data collected in grade book.		
10.110	The system allows grade book reports to be printed for a single student, a group of students, or the entire class all at once.		

Category: Health / Immunizations / Medical			
#	Requirements	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	Comments
Basic Requirements			
11.01	The system Health Module interface is web browser based and accessible with authentication from an intranet or internet based workstation.		
11.02	The system will have the ability to record date, score, and enter a narrative for multiple hearing and vision screenings per year.		
11.03	The system has the ability to record date, height, and weight multiple times per year and a narrative section for each.		
11.04	The system has the ability to record physical examinations/screenings		
11.05	The system has the ability to record scoliosis screenings for x-ray and exams to include date, impression, and evaluation results for multiple screenings per year.		
11.06	The system has the ability to record Tuberculosis Test, impression, and evaluation results for multiple screenings per year.		
11.07	The system supports Immunization tracking by dates, exemption, types, and compliance status		
11.08	The system supports Immunization compliance calculation based on birthdate/grade level and immunization dates (that can be recalculated upon request)		
11.09	The system has the ability to specify different immunization requirements for different grade levels and school years.		
11.10	The system has the ability to change immunization requirements on-line and to request recalculation of student immunization status based on new criteria (e.g. changing laws that govern compliance)		
11.11	The system has the ability to generate mail-merge health/immunization notices or referrals based on health/immunization records		
11.12	The system has the ability to keep multiple years of health history for review as needed		
11.13	The system has the ability to track multiple allergy information		
11.14	The system has the ability to track significant student health conditions by condition and dates		

Category: Health / Immunizations / Medical

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
11.15	The system has the ability to track daily medication by student including doctor, time, dose, dates, comments		
11.16	The system supports district evaluation tracking by discipline, provider, dates, and document (i.e. health services, psych services, social work services)		
11.17	The system has the ability to track/display/print incidents by categories (e.g. child abuse)		
11.18	The system has the ability to view referrals		
11.19	The system has the ability to record physicians name and phone number		
11.20	The system has the ability to record specialist physicians (e.g., endocrinologist)		
11.21	The system has the ability to track free-form comments		
11.22	The system has the ability to track health insurance information from student data		
11.23	The system has the ability to track students with special health needs and to be categorized by a code.		
11.24	The system has the ability to track health room visits by student, day, and month.		
11.25	The system has the ability to restrict health information by user.		
11.26	The system has the ability to track Medicaid information and reimbursable activities.		
11.27	The system has the ability to create the Medicaid Billing extract for reporting to Virginia DMAS		
11.28	The system has the ability to alert users of students who have immunization waivers		
Health Reports			
11.29	The system develops health related reports to include, but not limited to:		
11.30	*Student Missing Immunization- identified by type and date		
11.31	*Medication Logs		
11.32	*Special Health Concerns Report		
11.33	*Visits to the health office (daily, weekly, monthly)		
11.34	*District-wide summary report		
11.35	*Student profile of health and medical data		
11.36	*Hearing and vision test results report		

Category: Health / Immunizations / Medical

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
11.37	*Scoliosis test result report		
11.38	*Health and physical examination list report		
11.39	* Religious/medical immunization exemptions report		
11.40	*Injury list		
11.41	*Reporting by special needs codes		
11.42	The system allows for reports to be filtered by any of the above criteria		
11.43	The system allows for reports to be sorted by, but not limited to:		
11.44	*Homeroom teacher		
11.45	*Grade		
11.46	*Identified groups		
11.47	*Counselor		
11.48	The system allows for reports to be available in multiple formats		
Audits			
11.49	The system has the ability to record and track who entered/updated student health data in module.		

Category: Home Communications

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Basic Requirements			
12.01	The system will have the ability to provide parents and students a secure web interface and view for real time information including but not limited to:		
12.02	*Student grades-both current and historical		
12.03	*Student attendance-both current and historical		
12.04	*Student Special Education IEP-both current and historical		
12.05	*Student Discipline Information		
12.06	*Email communication		
12.07	*School bulletins/notifications/alerts		
12.08	*Class registration		
12.09	*Teacher Comments		
12.10	*Student Fees		
12.11	The system parent interface should allow for links to be added to other district web sites. (lunch balance site, main district web site, school web site, etc.)		
12.12	The system will have the ability to provide a separate web page for each teacher class that is managed by the classroom teacher		
12.13	The system will have the ability for the district or school to determine the type and publish date of the student information		
12.14	The system allows parents/guardians to access their students' information that attend multiple schools, using one user id/password. (As opposed to one for each school/student)		
12.15	The system allows parent/guardian to view records for only their children.		
12.16	The system parent interface should be completely customizable by the district using standard webpage development toolsets.		

Category: Home Communications

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
12.17	The system allows for students to access their information using one user id/password, separate from the parent/guardian account		
12.18	The system has the ability for designated school personnel to be able to change/reset parent's passwords.		
12.19	The system has the ability to generate passwords for access, including but not limited to:		
12.20	*Automatic generation of passwords for distribution to parent(s)/guardian(s) and student(s)		
12.21	*Ability for users to update their passwords		
12.22	*Provides a 'forgot username' email option for username retrieval		
12.23	*Provides a 'forgot password' email option for password retrieval		
12.24	The system has the ability for parents to request their student demographic/contact information be updated/changed		
12.25	The system supports multiple languages/offers a translation feature		
12.26	The system internet display should reveal no identifying sensitive student data (SSN) per FERPA regulations and guidelines.		
Student Grade Information			
12.27	The system has the ability to provide parents and students in a secure view the following but not limited to:		
12.28	*All past, present and future assignments for current year		
12.29	*All past and present assignment grades		
12.30	*All term, semester, exam and final grades for the current year		
12.31	*All teacher comments		
12.32	*Categorization and description of assignment		
12.33	*Teacher's grading scale and weighting of categories/ assignments		
12.34	*Assignment date and due date of assignment		
12.35	*Missing and late assignments		
12.36	*Standards proficiency		
12.37	*Student historical grading information- grades, course credits and verified credits earned		

Category: Home Communications

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
12.38	The system supports the ability to attach reference material and multiple documents including web links and document uploads to student assignments		
12.39	The system supports multiple calendar dates/reoccurrences on assignments		
12.40	The system has the ability to provide student graduation status information, including but not limited to:		
12.41	*Current enrolled courses		
12.42	*VA verified credit information-earned and needed		
12.43	*Total number of credits earned and needed by department		
12.44	*Net course and verified credits required for graduation		
12.45	*All tests including the test score and status (passed, not passed) required for graduation		
Student Attendance Information			
12.46	The system has the ability to provide parents and students in a secure view the following but not limited to:		
12.47	*Detailed summary attendance for all of the student's courses.		
12.48	*Absences, tardies, and early releases both cumulative and by term		
12.49	*Absence reasons - color code excused, unexcused, etc.		
Student Discipline			
12.50	The system has the ability to display current year student discipline information should the school desire to show that information.		
Email Communication			
12.51	The system supports bi-directional communications (e-mail, texts, etc) and data exchange capabilities between school staff and parent(s) / guardian(s) / students		

Category: Home Communications			
#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
12.52	The system has the ability for parents to define frequency and content of emails received.		
12.53	The system supports surveys to be completed by parent(s)/guardian(s) and student(s)		
School Notifications/ Alerts			
12.54	The system will display parent information alerts according to custom triggers created by the teacher or school (late assignments, updated grades, threshold on absences/tardies).		
12.55	The system allows for individual schools to have the ability to customize announcements.		
12.56	The system supports newsletters posted by teachers/schools		
12.57	The system displays district notices		
Class Registration			
12.58	The system provides the ability for students to enter course requests for the next school year		
12.59	The system provides an online registration via Course Request Form, refined by site for their courses, to enable parents to view their student's completed registration form and options		
12.60	The system provides the ability for the parents to update, approve, add comments to their student's course registration		
12.61	The system provides the ability to include the division / school course guide to be used in the program planning process		
Teacher Comments			
12.62	The system provides a family calendar and individual student calendars with upcoming assignments for individual classes		
12.63	The system has the ability for teachers to add comments/notes relating to student progress, attendance, etc.		

Category: Home Communications

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Student Fees			
12.64	The system provides a method for online payment of student fees		
12.65	The system displays the status of all student fees including charges, amounts paid and balance due		
Miscellaneous Student Information			
12.66	The system provides access to any individual plan (example-IEP) in which their student may be assigned.		
12.67	The system displays all student immunization records including the date, dose, and type of vaccine		
12.68	The system displays student transportation data including parking and bus route		
12.69	The system displays all student extra-curricular activities		
Audits			
12.70	The system has the ability to track parent/student/teacher contacts		
12.71	The system provides an access log to ensure security of the user's login and password		
Reports			
12.72	The system provides the ability to print any student data into an unofficial report format		

Category: Reporting			
#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Standard Reports			
13.01	The system supports printing most screens in the system and corresponding data in report format. (i.e., provides "hot print" ability, such as a report from a screen on a single student.)		
13.02	The system print screen reports are launched into PDF format and include a report header. The header can include the district information, school information, report title, and when the report was run.		
13.03	The system provides numerous prebuilt reports.		
13.04	The system supports that all reports and queries can be viewed in multiple formats		
13.05	The system standard reports have standard selection parameters to choose from where appropriate.		
13.06	The system standard reports can be filtered by saved system queries/filters.		
13.07	The system standard reports have a standard template with a customizable header including logo.		
13.08	The system has the ability to print reports in different languages		
Custom Reports			
13.09	The system provides an integrated report designer to create custom reports.		
13.10	The system report designer provides the ability to select fields in the database.		
13.11	The system report designer allows a user to select custom fields or specific fields in the database.		
13.12	The system allows that all custom designed reports can be merged with existing queries (union or intersection) to seek limited results.		
Ad Hoc Reporting			
13.13	The system supports accessing saved queries for editing.		
13.14	The system provides the option to create new queries.		
13.15	*Queries can be created by user defined SQL statements.		

Category: Reporting

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
13.16	*Queries can be created by simply selecting student names.		
13.17	The system queries utilize a query wizard to select any fields within the system to be used in the query, within the constraints of the user's security.		
13.18	The system allows an unlimited number of queries to be created and saved.		
13.19	The system supports querying results from the system's live database.		
13.20	The system supports testing a query to preview results.		
13.21	The system supports selecting data from both custom fields and standard fields.		
13.22	The system supports an unlimited number of tables that can be selected from in a query.		
13.23	The system data tables and data fields are named with straight forward designations. For example: the student table is called student table, the first name field is titled the first name field. No numeric or alpha codes are used to list the fields and tables within the database.		
Additional Reporting Requirements			
13.24	The system has the ability to build multi-year summary records and annually update school profile information (e.g. counts by gender, grade level, ethnic, transported students, free/reduced lunches, mobility rates). Summary includes schools of attendance and dual enrollment info.		
13.25	The system has the ability to build multi-year summary records and annually update school profile information for program service by ethnicity/race and gender. Profile information may also include gifted and talented, Special Education and ESOL.		
13.26	The system has the ability to build multi-year summary records and annually update school profile information for attendance rates by gender and ethnicity/race		
13.27	The system has the ability to build multi-year summary records and annually update school profile information for discipline and expulsion rates		

Category: Reporting

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
13.28	The system has the ability to build multi-year summary records and annually update school profile information for dropout rates & graduation rates by gender and ethnicity/race		
13.29	The system has the ability to build multi-year summary records and annually update school profile information for SAT/ACT scores for graduates by gender and ethnicity/race		
13.30	The system has the ability to build multi-year summary records and annually update school profile information for accelerated course completion by year/semester by gender and ethnicity/race		
13.31	The system has the ability to build multi-year summary records and annually update school profile information for post high school expectations by gender and ethnicity/race		
13.32	The system has the ability to build multi-year summary records and annually update school profile information for AP course completion and overall successful course completion statistics		
13.33	The system has the ability to build multi-year summary records and annually update school profile information for Career & Technology (CTE) course completion by year/semester by gender and ethnicity/race		
13.34	The system has the ability to research data such as on-time graduation rate, attendance, dropout rate, test history, GPA, etc., of students enrolled in CTE courses.		
13.35	The system has the ability to build multi-year summary records and annually update school profile information by assessment (re VA SOL's results by subject, by subtest by gender and ethnicity/race).		
13.36	The system has the ability to identify and track students living within the district who are home schooled both current and historic.		

Category: Scheduling			
#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Basic Course Set-up Requirements			
14.01	The system supports all current and future State and Federal master schedule course data elements as required for the Master Schedule Data Collection		
14.02	The system has the ability to set up a District Course table, input at district level but shared with schools		
14.03	The system district course table contains all course data requirements required for current and future State and Federal reporting including but not limited to:		
14.04	*Unique course identifiers-SCED/NSCED codes per State Reporting requirements		
14.05	*Course titles and descriptions		
14.06	*Course standard credit		
14.07	*Course state and district departments		
14.08	*Grade level restrictions with override capability		
14.09	*Grade definitions such as pass/fail, letter, or numeric grade		
14.10	*Ability to omit course from grade reporting		
14.11	*Ability to define the course as required for graduation .		
14.12	*Ability to define the ability level of the course		
14.13	*Ability to exclude from GPA		
14.14	*Ability to weight GPA for accelerated or AP courses		
14.15	*Suggested course duration (i.e. Semester, Year)		
14.16	*District update only. Schools can only view and select courses from the district table.		
14.17	*School type (i.e. ES, MS, HS)		
14.18	*Fields that identify unique course characteristics (i.e. online course, dual enrollment, etc.)		
14.19	The system has the ability to develop a school course table derived from the district table		
14.20	*The school course table includes all course data elements required for state and federal reporting		

Category: Scheduling

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
14.21	*The school course table includes all course data information identified in district table. Security is included to prevent school user from updating global fields in the school course table.		
14.22	The system has the ability that when the district course table is updated the school course table is automatically updated		
14.23	The system has the ability that district table course data elements displayed in the school course table cannot be updated by school		
14.24	The school course table includes but not limited:		
14.25	*Ability to exclude a course from transcript		
14.26	*Course criteria set at school level		
14.27	*Course length and terms taught		
14.28	*Class maximum and optimum size		
14.29	*Course restrictions (i.e. gender mix, prerequisites, periods offered, multiple periods, etc.)		
14.30	*Alternate course name field		
14.31	*Course ability		
14.32	*Allows for course data from other schools to be entered and students assigned		
14.33	*Allows for course/sections to be teamed		
14.34	*Allows for identifying available seat capacities for SPED students		
14.35	*Course to be designated as an audit class		
14.36	*Suggested fee structure		
14.37	The system has the ability to print district course table with selected criteria in multiple formats		
14.38	The system allows linking of multiple programs/activities to a course for evaluation purposes		
14.39	The system has the ability to easily identify advanced classes		
14.40	The system has the ability to develop a district or school course table that includes program identification (e.g. Postsecondary, GT) and/or difficulty level		
14.41	The system supports summer school utilizing the same database		
14.42	The system has the ability to query courses by student, teacher, period, course #, course title, gender, ethnicity, race, etc. for current and historical years.		
14.43	The system maintains all prior year course tables indefinitely		

Category: Scheduling

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Curriculum Guide Requirements			
14.44	The system has the ability to store the district curriculum guide electronically for school, student and parent use during the course request process		
14.45	The system provides the ability to update or add to the curriculum guide per district level security		
14.46	The system allows the curriculum guide to include but not limited to:		
14.47	*Ability to access information by subject		
14.48	*Ability to access information by grade level		
14.49	*Ability to access information by state standards		
14.50	*Ability to access information by district standards		
14.51	*Ability to access information by district graduation requirements		
14.52	*Ability to modify on district level as needed with appropriate security		
14.53	*Allow for district standardized course numbers and course names		
Student Course Request Requirements			
14.54	The system has the ability to enter student course requests via multiple methods-online (preferred) or manually		
14.55	The system has the ability for students to enter course requests on-line		
14.56	The system has the ability for parents to view/enter student course requests online		
14.57	The system has the ability for teachers to make course and course level recommendations on-line		
14.58	The system has the ability for counselors to enter student requests online		
14.59	The system has the ability to add course selection rules to assist in the automatic course requests (pre-requisites)		
14.60	The system has the ability for school officials to approve student course requests on-line		
14.61	The system has the ability that once the school has approved the course requests, then student requests are locked and cannot be updated by parent or student without school approval.		

Category: Scheduling

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
14.62	The system has the ability for parent/student to print student course requests on line		
14.63	The system has the ability to generate a student course offering/schedule planning form		
14.64	The system has the ability to indicate in the course request - a particular teacher, section, period, level, alternate elective. Also have the ability to indicate not period or teacher.		
14.65	The system has the ability, after adding the course requests for a student, the system allows the option to automatically schedule the student from that input screen and determine if the student received all of the courses requested, or if there is a scheduling conflict.		
14.66	The system has the ability to assign students to a group of classes based on one request		
14.67	The system has the ability to assign one course request to a group of students, grade level, homeroom, team, etc..		
14.68	The system has the ability to add/delete a selected course or courses to/from a student's request record if another course exists		
14.69	The system has the ability to have wheeled courses		
14.70	The system has the ability to modify a requested course to a different course in mass		
14.71	The system has the ability to mass add, change or delete one or more requests, for a group of students automatically.		
14.72	The system has the ability to lock in specific course sections into the student's schedule and allow the other requests to be scheduled around that course.		
14.73	The system has the ability to have courses in certain periods during the day.		
14.74	The system has the ability to interface schedule with grade history to determine if student has already received credit for requested course		
14.75	The system has the ability to warn user if a student has not met prerequisite requirements for a requested course		
14.76	The system has the ability that when building schedules, requests from alternate school are reflected		
14.77	The system has the ability to check course enrollment limits on requests if entered on-line and stop users from exceeding maximums		
14.78	The system has the ability for alternate requests. Easy method to view the number of times a certain course was requested as a primary and an alternate.		

Category: Scheduling

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Scheduling Process / Basic Requirements			
14.79	The system has the ability to build schedule by quarter, semester or year (including 4 terms or quarters, 6 term or six 6-weeks periods, trimester or three 12-week periods, or as defined by user)		
14.80	The system allows for variable terms or grading periods (i.e. 4 terms or quarters, 6 term or six 6-weeks periods, trimester or three 12-week periods, or as defined by user)		
14.81	The system has the ability for a semester to be broken down into 12 segments, allowing a course to be offered 1/12 of a school year.		
14.82	The system has the ability to determine the current semester codes and day cycle for any given calendar date.		
14.83	The system has the ability to handle rotating block scheduling, as well as, traditional scheduling methods.		
14.84	The system has the ability to combine block and traditional scheduling, together in a single day		
14.85	The system has the ability of handling "flexible" scheduling. (i.e., where a student meets with a teacher for one period during the week, and a different teacher/class the remainder of the week)		
14.86	The system has the ability for the scheduler to assign a student to 2 different sections of the same course by semesters		
14.87	The system allows for student schedules to be composed of variable terms		
14.88	The system allows schools to build schedule in spring for the coming year based on projections		
14.89	The system allows for variable block or period length definitions within same school day		
14.90	The system allows for a student to be registered at more than one school (alternate schools, non traditional school, college level etc.) at a time without limits		
14.91	The system allows for an interface with alternate school sites and shares student/course information between home and alternate school		
14.92	The system allows for unlimited number of students to be scheduled		
14.93	The system allows for unlimited number of courses offered to students		

Category: Scheduling

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
14.94	The system allows for unlimited number of courses per student		
14.95	The system has the ability to schedule for the first term (quarter, semester, etc.) only and then build subsequent terms with data from previous term with conversions/modifications		
14.96	The system has the ability to calculate teacher contact minutes per day/week in each student's schedule incorporating all relevant factors (course meeting days, instructor, block schedules, etc)		
14.97	The system has the ability to combine student data from every school where they're registered into a single item (e.g. courses, attendance, discipline)		
14.98	The system has the ability to have a built in warning flag indicating when student is less than full time		
14.99	The system has the ability to query these students based on a field indicating they are less than full time. The field should indicate if they are full time, part time or no count		
14.100	The system has the ability to connect each course taken by a student to the school where course is taught		
14.101	The system should allow for study hall routines that will place students into study hall sections automatically.		
14.102	The system should be able to group students by criteria, such as: band, gifted and talented, test scores, etc., and relate these groups to a course.		
14.103	The system should be able to handle multiple bell schedules, even within the same school.		
14.104	The system has the ability to mass input routines to change schedules and course requests by grade, gender, and individual students.		
14.105	The system should have an easy drop/add process that can be used by administrators, counselors, and clerical staff. The drop/add process allows for multiple classes to be dropped and added at the same time on the same screen.		
14.106	The system has the ability that when adding or changing classes, the online process should allow the user to retrieve the classes by a combination of: period, course, department and semester code.		
14.107	The system has the ability to automatically notify the prior teacher and new teacher of the drop/add status of a student in the class		

Category: Scheduling

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
14.108	The system has the ability that when doing schedule changes, the school personnel will need real time information as to the number of available seats. System should allow for overrides and entering conflicts, but provide warning messages when this occurs.		
14.109	The system will automatically balance class sections and other selected criteria during a 'scheduling run' with the ability to override as necessary by terms selected by the scheduler		
14.110	The system should allow a school to define teacher restrictions, room restrictions, and class availability.		
14.111	The system allows that after the master is created, the school should have the option to rollover the following scheduling information but not limited to for the planning year:		
14.112	*All course information and placement		
14.113	*Teacher assignments		
14.114	*Room assignments		
14.115	*Scheduling Rules		
14.116	*Scheduling Teams and assignments		
14.117	The system should have the ability to save multiple master schedules.		
14.118	The system should allow for dual/concurrent scheduling between schools, including summer school programs.		
14.119	The system allows for multiple sections of different/same classes in the same data file, e.g. both 3130-01 and 3130-H-01 can exist at the same time without causing data issues		
14.120	The system provides for courses to be dropped from the student's schedule while retaining the student's course (schedule) history		
14.121	The system provides for courses to be dropped from the student's schedule while retaining the student's grades		
14.122	The system provides for courses to be dropped from the student's schedule while retaining the student's class attendance history.		
14.123	The system provides a method for flagging repeat courses		
14.124	The system provides a wizard to assist in pre scheduling		
14.125	The system provides a wizard to facilitate the building of the master schedule		

Category: Scheduling

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
14.126	The system utilizes an easy to use "whiteboard" format to create the master schedule with the ability to add notes or changes		
14.127	The system has the ability for course sections to be defined as being offered in a different school/location, other than the student's home school.		
14.128	The system has the ability to establish department preference for each teacher		
14.129	The system allows teachers to teach in different departments based on 'highly qualified'/endorsement status		
14.130	The system has the ability to track teacher qualifications linked to course/subject		
14.131	The system has the ability to establish course preference for each teacher		
14.132	The system has the ability to establish teacher room link		
14.133	The system has the ability to group teachers in a teaching team		
14.134	The system has the ability to assign a master teacher or teacher of record and an alternate teacher		
14.135	The system has the ability to connect teacher with each student they serve and determine length of service to that student.		
14.136	The system has the ability to link course with room		
14.137	The system has the ability to link department with room		
14.138	The system allows for a maximum and optimum number of seats		
14.139	The system has the ability to assign multiple teachers. (i.e., a class within a class)		
14.140	The system has the ability to assign teaching teams to student schedules.		
14.141	The system has the ability to "cross team" students.		
14.142	The system has the ability for individual buildings to schedule their own time schedule for classes.		
14.143	The system has the ability to automatically set up the number of course sections required for a particular course.		
14.144	The system has the ability to indicate the start and end date for a course, even if the schedule is changed during the quarter, semester, or year.		
14.145	The system allows that each course and section should be able to meet in multiple periods throughout the day.		
14.146	The system allows for a minimum 10-day cycle. Each period a course section meets should have a place for a corresponding room and teacher.		
14.147	The system provides the functionality that assists in resolving schedule conflicts. (student, teacher, master schedule)		

Category: Scheduling

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
14.148	The system has the ability to build the master schedule based on student requests, teacher, course and room criteria. (System provides automated master scheduling building capability)		
14.149	The system has the ability to allow the 'schedule builder' to set a teacher course section and not have system overwrite the schedule		
14.150	The system has the ability to allow the 'schedule builder' run the master schedule multiple times for optimum output		
14.151	The system has the ability to allow the 'schedule builder' the ability to lock portions of the generated master schedule and not allow schedule builder to modify in subsequent runs		
14.152	The system has the ability to allow the 'schedule builder' to intervene and make necessary course, teacher or room adjustments before resuming the process		
14.153	The system has the ability to build the master schedule based on teacher, course, room placement (school personnel builds the schedule)		
14.154	The system has the ability to prioritize scheduling decisions and/or criteria.		
14.155	The system has the ability to schedule students based on core groupings with teaching teams		
14.156	The system has the ability to schedule a group by assigning a group of students to a core set of courses		
14.157	The system has the ability to omit selected students or groups when assigning course sections		
14.158	The system has the ability to schedule students by consecutive periods (blocks of time)		
14.159	The system has the ability to schedule students into the same course section on alternate days		
14.160	The system has the ability to schedule sequential courses in opposite semesters, quarters, etc.		
14.161	The system has the ability to restrict the course section(s) to which designated students may be assigned while keeping a single course number		
14.162	The system has the ability to include graduation requirement compliance status in master schedule		
14.163	The system has the ability to select courses for Special Education on an individual basis		
14.164	The system has the ability to prioritize assignment decisions (i.e. based on grade, special education needs, etc.)		

Category: Scheduling

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
14.165	The system has the ability to assign course sections by selected group (i.e. grade level, special education, etc)		
14.166	The system has the ability to set course sections for a student and not have it overwritten when doing a mass assignment		
14.167	The system has the ability to determine balancing factors (ethnicity, gender, etc.)		
14.168	The system has the ability to select multiple balancing factors		
14.169	The system has the ability to prioritize balancing factors		
14.170	The system has the ability to assign students to course sections in mass multiple times for optimum output		
14.171	The system has the ability to lock portions of generated schedule and not allow program to modify in subsequent runs		
14.172	The system has the ability to interrupt the mass scheduling process to make course, period, teacher adjustments		
14.173	The system has the ability to remove from the generated schedule all students with a specific request		
14.174	The system has the ability to interface assigning of student course section with alternate school requests and/or course section assignments		
14.175	The system has the ability to resolve conflicts to include but not limited to:		
14.176	*Ability for scheduler to identify conflicts		
14.177	*Ability to view conflicts		
14.178	*Ability to resolve conflicts		
14.179	*Ability to modify student requests		
14.180	*Ability to modify course section		
14.181	*Ability to modify course constraints		
14.182	*Ability to modify room constraints		
14.183	*Ability to modify teacher constraints		
14.184	*Ability to immediately view new conflicts created as a result of on-line updates		
14.185	The system has the ability to run a re-schedule of a student with the same teachers or different teachers during different periods		
14.186	The system has the ability to build a student schedule automatically generated from student course requests at any time during the term.		
14.187	The system has the ability to place students by course section		

Category: Scheduling

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Walk in Scheduling and Scheduling Maintenance			
14.188	The system has the ability to place a student in a course section and assign the remaining course sections via student requests		
14.189	The system has the ability to change student course section to a different course section (schedule change)		
14.190	The system has the ability to interface schedule with grade history to determine if student has already received credit for assigned course		
14.191	The system has the ability to warn user if a student has not met prerequisite requirements for a course assigned		
14.192	The system has the ability to carry the student's grades when the schedule is changed		
14.193	The system has the ability to transfer an entire course section to a different teacher		
14.194	The system has the ability to delete students in mass from a course section after mass scheduling procedure is completed		
14.195	The system has the ability to assign students in mass to a course section after mass scheduling procedure is completed		
14.196	The system has the ability to search for all courses available that fit the student's schedule/requests		
14.197	The system has the ability to automatically update attendance records based on schedule changes		
14.198	The system has the ability to record attendance history based on schedule changes		
14.199	The system has the ability for alternate school records to remain intact if a student transfers to another school in the district and the course information will be available at the new home school		
14.200	The system allows for unlimited number of periods		
14.201	The system allows for time blocks to be scheduled over more than one period		
14.202	The system allows for scheduling of time blocks to have staggered starting times		
14.203	The system has the ability to have several areas of subject matter incorporated w/in one single block of time (e.g. reading, language arts and spelling in one time block)		

Category: Scheduling

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
14.204	The system has the ability to schedule courses on variable days and at variable time periods (e.g. music may be taught on Monday period 3 one week but on Thursday period 10 on the next week)		
14.205	The system has the ability to allow for certain students to be pulled out of a time block to have special instruction (i.e. special ed, ESL, IEP, etc.)		
Scheduling Reports			
14.206	The system includes a broad range of analytical scheduling reports available in multiple formats to include but not limited to:		
14.207	*Tally report that includes ability levels, grade level, gender, etc.		
14.208	*Room utilization matrix		
14.209	*Duplicate teacher utilization matrix		
14.210	*Master class list request matrix		
14.211	*Student request letter with the ability to email to parent/guardian for final approval and/or parent able to print from parent view		
14.212	*Classes Without Section Report		
14.213	*Student Request Verification Report		
14.214	*Student 6 year Academic and Career Plan		
14.215	*Batch report of students needing specific graduation courses for graduation		
14.216	*Course Conflict Matrix Report identifying potential conflicts		
14.217	*Single Section Course Conflict Report		
14.218	*Single Section Student Conflict Report		
14.219	*Course Request List Report identifying ability levels as applicable.		
14.220	*Student Course Verification Form		
14.221	*Student schedule-- Schedule can be run by grade level, homeroom, semester, period, in different formats, with additional identifying information that may include student address, locker, etc. Schedule can display both active and inactive courses as well as current and future courses		
14.222	*Teacher schedule		
14.223	*Class lists--ability to run by teacher, period, in mass or individually, by semester, with additional information that may include student address, etc.		
14.224	*Student Conflict Report identifying the course and period in conflict		
14.225	*Class Distribution Report		

Category: Scheduling

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
14.226	*Under Requested Student report that lists students that have not requested enough courses to fill a schedule		
14.227	*Open Room Report that displays rooms not being used per term and period		
14.228	*Drop/Add List		
14.229	* Class Master Report that can be run by selected criteria such as by period, by teacher, by course,		
14.230	* Wait Lists Report		
14.231	* Students Without Schedule Report		
Audits			
14.232	The system provides an audit trail of course requests that includes but not limited to:		
14.233	*Created by		
14.234	*Created date/time		
14.235	*Modified by		
14.236	*Modified date/time		
14.237	*Deleted by		
14.238	*Deleted date/time		
14.239	The system provides an audit trail for student schedule changes that includes but not limited to:		
14.240	*Reason for the transaction(s).		
14.241	*Created by		
14.242	*Created date/time		
14.243	*Modified by		
14.244	*Modified date/time		
14.245	*Deleted by		
14.246	*Deleted date/time		
14.247	*Prior teacher		
14.248	*New teacher		
14.249	*Prior course-course code/section		
14.250	*New course-course code/section		
14.251	*Class attendance drop date		
14.252	*Class attendance add date		

Category: Security			
#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Basic Requirements			
15.01	The system supports FERPA guidelines/regulations.		
15.02	The system meets all applicable Federal, State and Local mandates and compliance rules.		
15.03	The system must support a broad set of security policies to manage general security settings. Security policy must be able to support groups including but not limited to: administrative, teacher and for external access by parent(s)/guardian(s)/student(s).		
15.04	The system provides detailed documentation on the levels of security inherent in the application and what options can be added to support unique customer requirements to ensure confidentiality.		
15.05	The system will have the ability to support different "views" of student records based on security for different user categories including but not limited to: parent, administrator, teacher, counselor, students, and community representative (such as school resource officer).		
15.06	The system provides the ability to accept electronic payment that contains safeguards and security measures employed to ensure audit compliance. Documentation is available and provided on this process.		
15.07	The system provides a secured environment by employing sign-on identifiers and passwords, and procedures to ensure adequate password changes.		
15.08	The system encrypts user passwords.		
15.09	The system allows a periodic "forced" password change.		
15.10	The system provides an automated process to reset passwords for users that forget their password		
15.11	The system responds by automated messages to multiple invalid login attempts.		
15.12	The system fully supports role-based security, including but not limited to:		
15.13	*Role access to individual screens/pages.		
15.14	*Allowed actions (read-only, add, write, delete, etc) managed by roles for individual screens/pages.		

Category: Security

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
15.15	*Field level security may be assigned by roles		
15.16	*Field level security may be assigned by individual		
15.17	*User may be assigned to one or more roles.		
15.18	The system will have the ability to restrict viewing/editing the contents of specific fields (e.g., Free and Reduced Lunch status, Social Security Number) by unauthorized users/groups while still viewable by authorized users - field- level permission.		
15.19	The system has the ability to define user/groups/school level profiles across schools/district.		
15.20	The system allows access to the field level available for update, view only and no see.		
15.21	The system allows access to the screen level available for update, view only and no see.		
15.22	The system allows access to the user department level		
15.23	The system allows access to the user function level (attendance, grading)		
15.24	The system allows access to the user task level (printing, deleting)		
15.25	The system allows access to the report level		
15.26	The system allows access to the school level (only 1 school)		
15.27	The system allows access to multiple schools level (counselor assigned to three schools and only one login to system)		
15.28	The system allows query access controlled to the field level		
15.29	The system allows query access controlled to the file level		
15.30	The system allows access by function (i.e. add, modify, delete, display, inquire)		
15.31	The system has the ability to allow district control of district identified tables		
15.32	The system has the ability for student data to be updated from multiple district locations by authorized users.		
15.33	The system has specialized teacher-level access that maintains security specifically to functions that may be performed by teachers.		
15.34	The system allows authorized staff per defined user role to impersonate another user (for the purpose of trouble-shooting). Any changes made during an impersonate session is recorded as changed by the actual user and not the person being impersonated. Security controls which staff are authorized to impersonate another user.		

Category: Security

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
15.35	The system supports that no data is stored on any wireless devices.		
15.36	The system provides teachers with access to student records for only the students enrolled in their homerooms/classes.		
15.37	The system security restricts school site users from accessing database tables.		
15.38	The system supports that a user session will timeout after a specified period of inactivity.		
15.39	The system allows users access to previous years databases.		
15.40	The system allows user access to be 'rolled' each year into the next year until the user moves to another building.		
15.41	The system allows adding/updating/deleting of individual accounts		
Audits			
15.42	The system provides an access control log for the system manager		
15.43	The system provides the ability to track user logins		
15.44	The system provides the ability to track all data field changes by user and date		
15.45	The system provides the ability to track user screen access		

Category: Special Education

#	Requirements	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	Comments
Basic Requirements			
16.01	The system has the ability to meet all current and future Federal, State and Local reporting requirements		
16.02	The special education module is fully integrated and shares the same database with the application		
16.03	The system provides both the tracking of Special Education activities as well as on-line, compliant IEP forms		
16.04	The system has the ability to customize unlimited Special Education procedural workflows by grouping actions, timeline constraints and documents for each step of the education process. Workflows include, but not limited to:		
16.05	*Tracking Referrals		
16.06	*Date of referral		
16.07	*Referral initiator		
16.08	*Race/Ethnicity of referral initiator		
16.09	*Child Study Team (CST) meeting date/time		
16.10	*CST meeting outcome		
16.11	*Inform user of deadline for conducting CST meeting		
16.12	*Parent/guardian participation		
16.13	*Parent/guardian permission to evaluate		
16.14	*Comments		
16.15	*Tracking Evaluations		
16.16	*Evaluation recommendation date		
16.17	*Display 65 business day deadline for determining eligibility (automatic calculation)		
16.18	*Display date evaluation packet is required		
16.19	*Evaluation type (Initial, Re-evaluation, Triennial)		
16.20	*Component/Testing Name and Description		
16.21	*Component/Testing Category		

Category: Special Education

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
16.22	*Date evaluation was completion		
16.23	*Evaluator and Title		
16.24	*Comments		
16.25	*Tracking Eligibility		
16.26	*Meeting date		
16.27	*Meeting type		
16.28	*Eligibility outcome		
16.29	*Disabilities		
16.30	*Parent participation		
16.31	*Parent permission		
16.32	*Calculate and display IEP due date		
16.33	*Identify Stay-Put Eligibility		
16.34	*Exit date		
16.35	*Comments		
16.36	*Tracking IEP Development and Meeting		
16.37	*Location		
16.38	*Meeting date/time		
16.39	*Invite date		
16.40	*Attendees/Participants		
16.41	*Contact attempts, date, results		
16.42	*Parent participation		
16.43	*Projected annual review date		
16.44	*Identify Stay-Put IEP		
16.45	*Parent permission		
16.46	*Case Manager		
16.47	*Comments		
16.48	The system has the ability to track Special Education Services (SES) by unlimited education plan components including but not limited to:		
16.49	*Type of service		

Category: Special Education

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
16.50	*Service Provider Name		
16.51	*Provider Type		
16.52	*Location		
16.53	*Start/End Date		
16.54	*Frequency		
16.55	*Amount (total minutes/frequency)		
16.56	*Duration		
16.57	*Exit Code/Reason		
16.58	*Setting (Least restrictive environment)		
16.59	*Amount of time in regular education setting(automatic calculation)		
16.60	*Extended school year services		
16.61	*Service levels		
16.62	*Incomplete components		
16.63	The system supports IEP forms and drop down fields that are configurable by the district		
16.64	The system supports IEP forms that contain the following data fields:		
16.65	*Text fields		
16.66	*Check boxes		
16.67	*Drop down with free text options and ability to modify		
16.68	The system supports an unlimited number of goals and objectives		
16.69	The system supports the creation of goal banks so that goals can be selected from a pre-defined list and allows for free and editable text		
16.70	The system supports that the IEP can be:		
16.71	*Viewed on-line		
16.72	*Saved and locked		
16.73	*Printed in multiple languages		
16.74	The system has the ability to merge and auto populate information where applicable (i.e. student name on IEP forms)		
16.75	The system has the ability to track any data field from the IEP		
16.76	The system has the ability to customize date compliance checks		
16.77	The system has the ability to have note fields for events		

Category: Special Education

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
16.78	The system has the ability to attach external documents to events		
16.79	The system has the ability to track 504 information to include but not limited to:		
16.80	*504 eligibility information		
16.81	*504 plan information		
16.82	*Annual plan due date reminder		
16.83	The system supports the dual identification of students with an IEP and 504 plan		
16.84	The system supports Service Plan Forms		
16.85	The system maintains eligibility and IEP history		
16.86	The system has the ability to track Compensatory Education Services		
16.87	The system has the ability to track accessible instructional materials		
16.88	The system has the ability to track non-categorical disabilities		
16.89	The system has the ability to export/import data between other county data systems		
16.90	The system has the ability to manage PK students going through the Special Education referral/evaluation process before school enrollment and not have a negative effect for no-shows		
16.91	The system has the ability to identify, track and manage Special Education students who do not attend a district school to include but not limited to:		
16.92	*Private placement students		
16.93	*Tuition students who attend a regional special education facility/school		
16.94	*PK students attending tuition paid day care		
16.95	The system has the ability to track students participating in district based special programs (i.e. Coordinated Early Intervention Studies)		
16.96	The system has the ability to connect students to multiple teachers		
16.97	The system has the ability to manage and identify students in 12th grade for multiple years due to IEP		
16.98	The system maintains multiple levels of security access in the special education module per FERPA and IDEA guidelines. Access may be restricted by view, edit, add, delete or print functionality		
Audits			
16.99	The system maintains a log of access per student, per record, per screen, etc		
16.100	The system has audit capabilities to identify incomplete components		

Category: Special Education

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Reports			
16.101	The system will provide the following Special Education reports in multiple formats to include but not limited to:		
16.102	*Student ID List Report-SPED and/or 504		
16.103	*IEP Due Date Report		
16.104	*Initial Eligibility Due Date Report		
16.105	*Initial Referral/Eligibility Outcome Report		
16.106	*Triennial Eligibility Due Date Report		
16.107	*Case Manager Report		
16.108	*Discipline Report		
16.109	*Incomplete IEP/Unlocked Events Report		
16.110	*Private Placement Students		
16.111	*Statistical Analysis Reports-current and longitudinal based on filter		
16.112	*Disability Report		
16.113	*Initial Identification Report		
16.114	*December 1 Child Count Verification Report		
16.115	The system has the ability to batch print IEPs based on user given parameters to include but not limited to:		
16.116	*School		
16.117	*Case Manager		
16.118	*Service		
16.119	*Form		
16.120	The system has the ability for all reports to be filtered based on user selected parameters/criteria		
16.121	The system has the ability to create ad hoc reports		
16.122	The system has the ability to customize reports required by the VDOE State Performance Plan		

Category: State and Federal Reporting			
#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	Comments
17.01	The system meets all current and future Federal, State and Local data requirements and mandates		
17.02	The system supports, maintains and adds data elements for Federal Reporting		
17.03	The system supports, maintains, and adds data elements for State Reporting		
17.04	The system identifies/displays SIS data fields to required data elements for State and Federal reporting		
17.05	The system accommodates electronic reporting to the State		
17.06	The vendor provides a data dictionary for State reporting codes		
17.07	The vendor provides comprehensive user security documentation		
17.08	The vendor provides user technical support for State reporting application		
17.09	The vendor provides on-going training to divisions through user groups on new enhancements to functionality of modules		
17.10	The vendor will solicit division assistance prior to implementation of new State reporting requirements		
17.11	The vendor will solicit assistance through user groups prior to implementation of new state reporting requirements		
17.12	The system provides new State required data elements on next scheduled update:		
17.13	*Data transferred from existing data fields to newly created State data fields		
17.14	*Unused data fields are re-opened as user designed fields		
17.15	The system will have the ability to map relationships between non-State and State required element values		
17.16	The system provides a field to enter HS start date for OTG and state Cohort tracking		
Report Extracts			
17.17	The system will have the ability to create all required State Fall, Spring, End-of-Year, and Summer student extracts for State Reporting		

Category: State and Federal Reporting

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	Comments
17.18	The system will have the ability to create the State Fall, Spring, End-of-Year Master Schedule Collections		
17.19	The system will have the ability to create the State Career and Technical Education Report (CTER's)		
17.20	The system will have the ability to create the State Discipline, Crime, and Violence student extract for state reporting		
17.21	The system will have the ability to create the State Special Education December 1 Child Count		
17.22	The system will have the ability to create the Virginia State Report of Attendance-Food Service		
17.23	The system will have the ability to create the Non-Participating Sites Report-Food Service		
17.24	The system will have the ability to create the Office of Civil Rights Federal Report		
17.25	The system will have the ability to generate verification reports for each State reporting extract		
17.26	The system will have the ability to reproduce state report formats within the application to review reports anytime during the year		
17.27	The system will have the ability to load ASCII file extract into a built-in editor to make modifications to the file and then save the modifications to resubmit ASCII file to State		
17.28	The system will have the ability to load previous extracts into a built-in editor for resubmittal to the State		
17.29	The system will have the ability to make quarterly modifications to the program to meet new State data reporting deadlines		
17.30	The system will have the ability for the division to collect new student data reporting requirements in the interim until vendor creates reporting fields in application. If yes:		
17.31	*does system have the ability to automatically move interim data fields to vendor supplied fields.		
17.32	*does system not have the ability to automatically move interim data fields to vendor supplied fields		
17.33	The system will have the ability to automatically calculate State data reporting elements based on data currently stored in various fields . If yes-Ability to:		

Category: State and Federal Reporting

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	Comments
17.34	*Calculate CTE participation by scanning student schedules, course file and other associated files to determine CTE status		
17.35	*Calculate ADM and ADA by scanning student attendance and other associated files		
17.36	*Determine Gifted status based on gifted program(s) in which students are enrolled		
17.37	*Determine Special Ed status and percentages based on program(s) in which student is enrolled		
17.38	*Determine Distance Learning, AP, etc. type classes in which student is enrolled		

Category: Student Demographics

#	Requirements	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	Comments
Basic Requirements			
18.01	The system supports the required information to meet current and future Federal and State Reporting requirements		
18.02	The system has the ability to include fields to maintain all currently kept demographic data required for Federal, State and Local reporting.		
18.03	The system has the ability to store a unique 10-digit State Testing Identifier (STI) number, which will be provided by another system (EIMS).		
18.04	The system has the ability to display a variety of alert flags/notifications		
18.05	The system has the ability for displaying digitized pictures of students		
18.06	The system has the ability that when changes need to be made to a student or contact information (phone #) the change is made only once and reflected across the district for all students who are associated with that contact		
18.07	The system has the ability to indicate that a student is currently enrolled in two different schools simultaneously.		
18.08	The system has the ability to warn appropriate personnel of expiring restraining orders and power of attorney documents		
18.09	The system has the ability to define, display and/or update an alert message about a student (i.e. severe medical condition, severe discipline record, custody, etc.).		
18.10	The system has the ability to track student record requests/received		
18.11	The system has the ability to maintain expected and actual year of graduation. Indicate a field that designates IEP grads.		
18.12	The system captures all data pertaining to graduating students, including but not limited to:		
18.13	*Projected graduation date		
18.14	*Diploma date		
18.15	*Diploma type		
18.16	*Post HS plans		
18.17	*Graduation status		

Category: Student Demographics

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
18.18	The system has the ability to identify the post secondary institutions and their characteristics that students attend (i.e. private/public, 2/4 year institutions, voc ed focus, degrees earned)		
18.19	The system has the ability to identify schools applied to versus accepted at versus selected by the student		
18.20	The system has the ability to track student grade level changes and retentions.		
18.21	The system has the ability to separate grade level changes & retentions from student school changes and entries/withdrawals from district		
18.22	The system has the ability to enter an individual's race(s) separately from their ethnicity on the same screen using the US Department of Education (USED) two question format (http://www.ed.gov/legislation/FedRegister/other/2006-3/080706d.html).		
18.23	The system has the ability to resolve duplicate student id problems and keep all existing records intact and in sync		
18.24	The system has the ability to maintain an unlimited number of school years of history for all student activity.		
18.25	The system has the ability to assign student demographic data either by student or group of students as defined by selected criteria to include but not limited to:		
18.26	*Homeroom		
18.27	* Counselor		
18.28	* Extracurricular activity		
18.29	* Locker		
18.30	The system has the ability to store and track locker combinations and assignments		
18.31	The system has the ability to provide a method to determine and view student athletic eligibility as set by district / school criteria		
18.32	The system has the ability to record extra-curricular activities / awards/scholarships		
18.33	The system has the ability to provide a method to assign students to a group		
18.34	The system has the ability to quickly access multiple types of information about a selected student and navigate without reentry of the student id (i.e. demographic, schedules, GPA, program services, etc)		

Category: Student Demographics

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
18.35	The system has the ability to denote and monitor homeless students.		
18.36	The system has the ability to track out of district, concurrent, homebound, online and dual enrollment students.		
18.37	The system has the ability to track unlimited addresses and relationships for each student including but not limited to:		
18.38	*Student residential address		
18.39	*Student emergency address		
18.40	*Custodial parent/guardian		
18.41	*Legal guardian of student		
18.42	*After school care and pick-up		
18.43	*Mother and Father relationship - separated or divorced		
18.44	*Release Flag		
18.45	*Closest neighbor		
18.46	*Closest relative after the legal guardians		
18.47	*Home language		
18.48	*Grid Code (Attendance Area/Map Grid)		
18.49	*Family Code		
18.50	*Telephone Numbers – ability to indicate a primary phone number for calling systems		
18.51	*Emergency Phone Number and address		
18.52	*Two Work Phone Numbers and address		
18.53	*Cell Phone Number		
18.54	*Fax Number and location		
18.55	*Minimum of two Parent/Guardian contact email addresses		
18.56	*Appropriate individual for mailings to be sent		
18.57	*Parent / guardian email		
18.58	The system has the ability to automatically format mailing address to US Postal Service standards		
18.59	The system has the ability to check address/relationship information to provide sorts for multiple mailings to include but not limited to:		
18.60	*Report cards		
18.61	*Attendance letters		
18.62	*Discipline letters		

Category: Student Demographics

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
18.63	*Mailing labels		
18.64	*General notices		
18.65	The system has the ability to propagate address/demographic changes throughout all screens.		
18.66	The system has the ability to allow information to interface with a parent view that includes Homework, Email Notification of Attendance, Discipline, and Grade Reports.		
18.67	The system must have teacher Grade book, Attendance, etc. view and functional capability that allows ability to email information to contacts.		
18.68	The system must have ability that allows teachers to email information to contacts.		
18.69	The system provides that all student information should be able to be viewed from one central section in the application including but not limited to:		
18.70	*Address/Relationship information as described in that section		
18.71	*Medical		
18.72	*Daily and Class/Period Attendance		
18.73	*Course Selections		
18.74	*Complete Schedule		
18.75	*Grade Summary and Grade Detail for each course		
18.76	*Home Language		
18.77	*Discipline Records		
18.78	*Testing Information		
18.79	*Transcript Information		
18.80	*Special Education		
18.81	*Busing		
18.82	*Vocational (VA CTERS)		
18.83	*School Activities		
18.84	The system has the ability to locate a student or group of students with any combination of criteria in the database including, but not limited to:		
18.85	*Name		
18.86	*Student ID		
18.87	*Counselor		
18.88	*Grade		
18.89	*Homeroom		

Category: Student Demographics

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
18.90	*Locker		
18.91	*Active Status		
18.92	*Selected User Fields		
18.93	*School		
18.94	*Parent / Guardian contact		
18.95	The system provides that student demographic data should be contained in one area including but not limited to:		
18.96	*Student ID should accommodate 20 character length--district and state level identifier		
18.97	*Student Name-including suffix and nickname		
18.98	*Social Security Number encryptable or masked		
18.99	*Birth Date and Age		
18.100	*Gender		
18.101	*Grade Level		
18.102	*Diploma Type		
18.103	*Counselor's Name		
18.104	*Active Status		
18.105	*Year of Graduation Date		
18.106	*Special Education Code		
18.107	*Disability		
18.108	*Special Education Case Manager		
18.109	*Parent/Guardian Email Address		
18.110	*Student/Parent Email Address		
18.111	*Sports Eligibility		
18.112	*Bus Route-AM and PM/Bus #		
18.113	*Ethnic Code		
18.114	*PK Experience		
18.115	*Previous School		
18.116	*Next School		
18.117	*Dropout Reason		
18.118	*Current Homeroom		
18.119	*Part-time or Full-time Status		
18.120	*Current Sports Eligibility		
18.121	*Birth Place, State, and Country		

Category: Student Demographics

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
18.122	*Home Language		
18.123	*First/Primary Language		
18.124	*English as Second Language (ESOL Code)		
18.125	*Length of Time in US (LEP 1-3)		
18.126	*Food Service Code		
18.127	*Discipline Information including but not limited to, probation/ juvenile officer contacts		
18.128	*Truancy Conferences		
18.129	*Migrant Status		
18.130	*Mobility Information (transfers, withdrawals, dropout information)		
18.131	*Medicaid Information		
18.132	*Student Photograph		
18.133	*Locker Information		
18.134	*Title 1, Gifted, and other special program participation flag(s)		
18.135	*Number of User defined fields/flexibility to add demographics		
18.136	*Fines/Over dues		
18.137	*GED/ISAEP		
18.138	*Early College Scholars		
18.139	*IB/AP participants		
18.140	The system has the ability to mark student data as private to prevent displaying on reports, letters, etc.		
18.141	The system has the ability to identify parent restrictions to all student data (ex. no release to media, military, etc)		
18.142	The system has the ability to enter or scan school choice application to include but not limited to:		
18.143	*Reason applied		
18.144	*Resident school		
18.145	*School of choice		
18.146	*Transportation		
18.147	The system provides data fields to identify students that may be connected to Federal Impact Aid due to parent/guardian place /type of employment.		
18.148	The system has the ability to identify neglected/delinquent status of a student according to State and Federal requirements.		

Category: Student Demographics

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
18.149	The system has the ability to enter/update student data by single student, large group or other criteria		
18.150	The system has the ability to identify and track transfer student prior educational service and/or location-example-transfer from private, home school, within the division, within the state, outside the state		
18.151	The system has the ability to identify and track students enrolled after the first day of school		
Special Programs/ Services			
18.152	The system has the ability to add data fields as needed		
18.153	The system has the ability to add special programs codes and fields as needed		
18.154	The system has the ability to define a special program including, but not limited to:		
18.155	*Name of Program		
18.156	*Beginning and ending date		
18.157	*Grade Level		
18.158	*Service Provider		
18.159	*Number of minutes		
18.160	*Exit reasons		
18.161	The system has the ability to monitor by program service(s) including but not limited to:		
18.162	*Dates		
18.163	*Disability		
18.164	*Setting		
18.165	*Status		
18.166	*Placement code		
18.167	*Diagnosis code		
18.168	The system has the ability to document students receiving instruction outside the school-Example- Homebound / Service Contract. Student information should include, but not limited to:		
18.169	* Enter and Exit date		
18.170	* Scheduling/Grading information		

Category: Student Demographics

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
18.171	* Home visit log (including time, date, location, comments-notes field)		
18.172	* Parent contact log-including conference		
18.173	The system has the ability for school users to document parent contacts (including date, time, name, comments)		
18.174	The system has the ability for school users to document home visits (including date, time, name, location, comments)		
18.175	The system has the ability for school users to document parent/teacher conferences (including date, time, name, location, comments)		
18.176	The system has the ability for school users to document student contact; specifically- counselors, school psychologists, social workers		
18.177	The system has the ability to record comments associated by each school user for parent/home student contact		
18.178	The system has the ability to record type of student contact (individual, group,etc.)		
18.179	The system has the ability to identify student program participation to district program and staff evaluation activities		
18.180	The system has the ability to identify students receiving multiple program services and the nature of those services including the times/days provided and exit and withdrawal from the program		
18.181	The system has the ability to correlate GPA information to program service activities		
18.182	The system has the ability to track program participation by date, program, location, grade level, gender and ethnicity		
18.183	The system has the ability to track program participation historically		
18.184	The system has the ability to integrate data sets including academic grades, attendance, assessment, migrant, welfare, retentions, bilingual, special ed, free & reduced lunch data, etc.		
Fees			
18.185	The system provides a method to record and audit both current and outstanding student fees.		
18.186	The system provides a method (on screen and not having to pull a report) to view any outstanding student charges.		

Category: Student Demographics

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
18.187	The system provides a method to view all student fee payments		
18.188	The system provides a method for online payment		
18.189	The system provides a method to prorate fees based on admission/ withdrawal data from the school		
Free/ Reduced Lunch			
18.190	The system has the ability to identify that a student is qualified to receive free/reduced lunch services.		
18.191	The system has the ability to determine qualification of lunch status based on economic information.		
18.192	The system has the ability to denote/monitor/secure free lunch status for students.		
18.193	The system has student fields for free/reduced lunch status that should include: application number, type of service, school year		
18.194	The system has the ability for free/reduced lunch information to be transferable if a student moves from one school to another during the school year.		
18.195	The system has the ability for multiple schools to have access to the same student if student has a free/reduced lunch status and student is dually enrolled.		
18.196	The system has the ability to restrict free/reduced lunch information at the user level.		
18.197	The system has the ability to import direct certification data.		
PK / Head Start Program			
18.198	The system can identify students who have preschool experience prior to kindergarten		
18.199	The system can identify the source, duration, and category of the preschool experience		
18.200	The system has the ability to generate preschool trend analysis for identifying community needs (i.e. need for neighborhood Head Start programs, identifying programs that have positive effects on children's readiness for school)		
18.201	The system has the ability to prioritize preschool candidates by test scores		

Category: Student Demographics

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
18.202	The system has the ability to create and update a preschool eligibility file tracking entrance dates, exit dates, waiting date and produce reports of same		
18.203	The system has the ability to show a preschool student enrolled in one school for AM and/or PM classes		
18.204	The system has the ability to show a preschool student enrolled in two schools simultaneously for AM and PM classes		
18.205	The system has the ability to track funding sources for particular preschool classes or programs		
18.206	The system has the ability to track additional student demographic information needed for Head Start Federal reporting to include but not limited to:		
18.207	*Parent/guardian education level		
18.208	*Parent/guardian income		
18.209	*Parent/guardian medical insurance		
18.210	*Student thresholds related to monitoring physical growth, and medical care		
Home School Student Information			
18.211	The system has the ability to track by name and/or Student ID students who live in the district boundaries but participate in a home-based educational program (currently registered or historical)		
18.212	The system has the ability to track requirement compliance for home schooling including testing criteria and registration with district		
18.213	The system has the ability to automatically identify a student from home schooling if part- time enrollment in the district occurs		
18.214	The system has the ability to automatically withdraw a student from home schooling if full time enrollment in the district occurs		
18.215	The system has the ability to keep multiple records including entry and exit dates for home schooling historically		
Online Students			
18.216	The system has the ability to enroll online only students		

Category: Student Demographics

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
18.217	The system has the ability to enroll students that reside outside the district or state into an online regional program		
18.218	The system has the ability to track tuition for students enrolled outside the district or state		
18.219	The system provides the student data fields necessary to support online student registration per state requirements		
Foreign Exchange Program			
18.220	The system has the ability to identify and track students including home country, dates, status, identification numbers		
18.221	The system has the ability to monitor these students with school transfer placements		
18.222	The system has the ability to track native language		
18.223	The system has the ability to track mobility		
ESOL			
18.224	The system has the ability to enter local ESOL identifier that is not the State ID # or Division ID #		
18.225	The system has the ability to enter entry dates for ESOL students by division, state and US		
18.226	The system has the ability to enter SOA exemption status for testing		
18.227	The system allows identification to include but not limited to:		
18.228	*Country		
18.229	*Language-spoken/understood/dominant		
18.230	*Qualifying test scores		
18.231	*Home language criteria		
18.232	The system has the ability to monitor by program service including but not limited to:		
18.233	*Dates		
18.234	*Type		
18.235	*Location (multiple records for changing requirements with historical access)		
18.236	The system has the ability to anticipate staffing requirements based on projected student program needs by school and district		

Category: Student Demographics

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
18.237	The system has the ability to store and monitor English Proficient status based on multiple criteria		
18.238	The system has the ability to store and monitor student performance for three years after classified 'English Proficient' before official program exit		
18.239	The system has the ability to gather data sets, by date range, based on criteria for specific opportunities (e.g. grant proposals, federal/state initiatives, legal or district requests) and report in a variety of formats (both detail & summary)		
18.240	The system has the ability to capture and use multiple years of test results from internal / external sources		
18.241	The system has the ability to identify students/families needing non-English specific language translations for various district memos, letters, etc (identified by primary language)		
18.242	The system has the ability to identify students whose non-English proficient status is severe enough to be exempt from district normed testing summary reporting		
18.243	The system has the ability to identify and store information on students as eligible for Immigrant Funding and report as needed including but not limited to:		
18.244	*Alien registration #		
18.245	*Date of US entry		
18.246	*Years funded		
Audits			
18.247	The system provides historical auditing of all student demographic data, including but not limited to:		
18.248	* Created by and date		
18.249	* Modified by and date		
18.250	* Deleted by and date		
Reports			
18.251	The system will provide student demographic reports in multiple formats including but not limited to:		
18.252	*Birthday Report		
18.253	*Federal Impact Aid Report		

Category: Student Demographics

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
18.254	*Mailing labels that meet the following criteria but not limited to: * ability to limit one per household * ability to send to multiple households for single student * use of standard mailing label templates (ex. Avery)		
18.255	*Student ID Report that can be run based on student demographics by group, school or district		
18.256	*Locker Report that contains both assigned and unassigned lockers		
18.257	*Homeroom Report by student, teacher, grade		
18.258	*Sports Eligibility Report		
18.259	*Student Profile Report that includes but not limited to:		
18.260	* Current attendance		
18.261	* Current grades		
18.262	* Current schedule		
18.263	* Medical		
18.264	* Enrollment History		
18.265	*Student ID Cards with digital photograph		
18.266	*Ad hoc reporting capability to create own reports		

Category: Teacher / Staff Management

#	REQUIREMENT	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Basic Requirements			
19.01	The system allows the maintenance, tracking, and professional growth data profile of all employees		
19.02	The system allows for the updating of employee information from district and from site.		
19.03	The system allows for a unique employer/teacher number (NOT SSN) across district and years		
19.04	The system allows for search functionality on district employees across district over multiple years by name, teacher number or employee number		
19.05	The system supports detailed tracking of all types of staff members, including but not limited to:		
19.06	*Instructional staff		
19.07	*Administrative staff		
19.08	*Counselor		
19.09	*Secretary		
19.10	*Maintenance staff		
19.11	*Other staff		
19.12	The system tracks standard demographic data tracking for staff members, including but not limited to:		
19.13	*Name-First, Middle, Last, Suffix		
19.14	*Date of birth		
19.15	*Address		
19.16	*Former name(s)		
19.17	*E-mail address(es)		
19.18	*Race/ethnicity		
19.19	*Home Address		
19.20	*Phone/cell number		
19.21	*Emergency information		
19.22	The system tracks basic HR information on a staff member including but not limited:		

Category: Teacher / Staff Management

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
19.23	*FTE status		
19.24	*Hire date		
19.25	*Education level		
19.26	*Position		
19.27	*Exit date		
19.28	*Year of experience		
19.29	*Evaluation		
19.30	The system tracks multiple school assignments for a single staff member, including but not limited to:		
19.31	*Assignment date(s)		
19.32	*Assignment percentage(s)		
19.33	*Assignment type(s)		
19.34	The system tracks credentials for each staff member, including but not limited to:		
19.35	*Licensure type		
19.36	*License Number-12 digits in length		
19.37	*Expiration Date and Date Issued		
19.38	*Authorized Teacher Area		
19.39	*Language		
19.40	*Endorsements		
19.41	*Highly qualified status		
19.42	The system allows staff members to electronically request updates, including but not limited to:		
19.43	*Address(es)		
19.44	*Credential(s)		
19.45	*School assignment(s)		
19.46	*Phone number(s)		
19.47	*General demographic information		
19.48	The system provides a verification process where appropriate staff can approve/deny changes requested by staff members		
19.49	The system allows for maintenance of employee disability information		
19.50	The system has the ability to track staff attendance		
19.51	The system has the ability to track instructional staff attendance including:		
19.52	* Daily attendance		

Category: Teacher / Staff Management

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
19.53	* Class period attendance		
19.54	The system has the ability to track student performance by teacher		
19.55	The system automatically provides a status to the staff member regarding the status of their update to their profile.		
19.56	The system provides a method to create a Professional Growth and Performance Plan (PGPP) for each staff member.		
19.57	The system allows for PGPPs to be used to track staff continuing education credits, improvement plans, goals, and meeting minutes.		
19.58	The system allows administrators access to teacher PGPP		
19.59	The system allows for the maintenance and tracking of staff development and re-certification status		
19.60	The system provides a method for forms (such as evaluation forms) to be stored and utilized when documenting the progress of a staff member.		
19.61	The system supports the creation and online completion of employee surveys		
19.62	The system supports employee surveys that allows for multiple responses from the same user.		
19.63	The system allows surveys to have a given a start date/start time and end date/end time.		
19.64	The system allows results from surveys to be recorded anonymously.		

Category: Testing and Assessment

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Basic Requirements			
20.01	The system tracks an unlimited number of assessments, including but not limited to the following:		
20.02	*State Assessments (Standards of Learning Tests- SOL)		
20.03	*National Standards (PSAT, SAT, ACT)		
20.04	*District Defined Tests (Benchmark tests)		
20.05	*Teacher Scored Assessments (DRA)		
20.06	The system allows test scores to be tracked at multiple levels, including but not limited to the following:		
20.07	*Test Level		
20.08	*Sub-Test Level		
20.09	*Strand Level		
20.10	*Sub-Strand Level		
20.11	*Course code		
20.12	*Additional fields as needed to get the Standard score		
20.13	The system allows multiple test score types, including but not limited to the following:		
20.14	*Scaled Scores		
20.15	*Raw Scores		
20.16	*Percentile Score (National, State and Local)		
20.17	*Percentage		
20.18	*Curve Equivalent Score		
20.19	*Pass/Fail Scores		
20.20	*Stanine		
20.21	*Lexile		
20.22	*Composite Scores		
20.23	*Performance Levels (ex: Advanced, Proficient, Satisfactory, Other Defined Statuses)		
20.24	*Score/test description		
20.25	The system tracks multiple passing scores for each test.		

Category: Testing and Assessment

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
20.26	The system tracks specific information regarding the assessment, including but not limited to:		
20.27	*Test Name		
20.28	*Test Date		
20.29	*Test Year		
20.30	*Grade Level		
20.31	*Number of Items		
20.32	*Multiple Test Types/Characteristics for an individual test (ex: District, State, National Norm or Criterion Referenced)		
20.33	*Special Accommodations (ex: scribe, Braille, extended time, small groups)		
20.34	*NCLB Test Categories		
20.35	*Test Cost		
20.36	The system tracks multiple scores for a student repeating a test.		
20.37	The system displays all assessments a student has taken across an unlimited number of school years.		
20.38	The system provides the option to print selected assessment results on the transcript.		
20.39	The system provides the option to have teachers view assessment scores for the students assigned to them.		
20.40	The system provides an Assessment Import Wizard to easily import results.		
20.41	The system connects a test to the teacher caseload.		
20.42	The system should allow for all test scores to be stored online in the database, for as long as the school or district desires. For each test given, the district needs to track: the test, form, level, multiple sub-tests, and the number of items in the test that relate to each sub-test.		
20.43	The system has the ability to import student standardized test scores from a variety of formats directly into the SIS.		
20.44	The system has the ability to verify data on SOL extract prior to importing student data		
20.45	The system has the ability to export student demographic information for pre-registration for SOL testing		

Category: Testing and Assessment

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
20.46	The system has the ability to generate extract for SOL assessments - see http://www.doe.virginia.gov/VDOE/Assessment/SDU/Fall_2007_SDU_Requirements.pdf		
20.47	The system has the ability to convert from raw percent scores to stanine scores		
20.48	The system has the ability to review SOL test data, corresponding course data and course grade to calculate Verified Credit status for SOL tests using user defined criteria		
20.49	The system has the ability to automatically alert the user when querying a student testing status that a Verified Credit has not been earned either due to lack of course credit or lack of passing SOL test score		
20.50	The system has the ability to store Verified Credit information in a pre-defined field that summarizes student SOL progress.		
20.51	The system has the ability to tabulate Verified Credits to determine Total Verified Credits student has earned and total updates as Verified Credits change		
20.52	The system has the ability to query on student Verified Credits status fields to produce reports		
20.53	The system has the ability to apply substitute tests in lieu of SOL's (AP, Work Keys, etc) and translate data into Verified Credits		
20.54	The system will recognize new SOL data formats change and applications will adhere to new requirements		
20.55	The system has the ability to allow manual entry of test information		
20.56	The system has the ability to enter or import transfer student testing data		
20.57	The system has the ability to create/add/modify unlimited numbers of Test ID information		
20.58	The system has the ability to transfer test scores to another school within division if student withdraws from one school and enters another school within same division		
20.59	The system has the ability to have AP, IB, Dual Enrollment, Industry Certification tests linked to a students' academic profile		
20.60	The system allows for a benchmark assessment creation, scoring and tracking aspect by class and by student		

Category: Testing and Assessment

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Reports			
20.61	The system will include testing reports in multiple formats based on selected criteria but not limited to:		
20.62	*Student		
20.63	*Grade		
20.64	*Class		
20.65	*Counselor		
20.66	*Course		
20.67	*Teacher		
20.68	*Test ID		
20.69	The system supports that all reports can be generated based on assessment fields and student demographics including NCLB/AYP subgroups		
20.70	The system has the ability to link standard courses with state SOL tests		
20.71	The system has the ability to generate student lists based on test requirements		
20.72	Standard Testing reports should include but not limited to:		
20.73	*Student Statistical Summary		
20.74	*Student Without Test Report		
20.75	*Student Assessment Accommodations Report that identifies students needing test accommodations.		
20.76	*Student Summary Report		
20.77	*Student Missing Verified Credit Report based on either missing qualified test score or course credit		
20.78	*Student Needing SOL Test Report		

Category: Transportation

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
Basic Requirements			
21.01	The system provides the ability to generate and track bus schedules.		
21.02	The system has the ability to automatically assign the student bus assignment based on the division GIS system and student address in SIS		
21.03	The system allows authorized staff to override the automatic bus assignment		
21.04	The system has the ability to automatically enter student bus information that includes but not limited to:		
21.05	*Bus number--AM/PM		
21.06	*Bus route		
21.07	*AM/PM Pick-up		
21.08	*Location of bus stop		
21.09	The system provides a method for tracking student transportation information, including but not limited to:		
21.10	*Eligibility		
21.11	*Bus routes		
21.12	*Bus Numbers-AM/PM		
21.13	*Bus Times		
21.14	*Miles Transported		
21.15	*Car Make/Model		
21.16	*Car Color		
21.17	*Car License Plate Number		
21.18	*Parking Permit Number		
21.19	*Distance		
21.20	*Effective Date		
21.21	*Transportation Type(s)		
21.22	*Special situation tracking (homeless, special needs, etc.)		
21.23	The system has the ability to export a change file of students daily transportation reassignment to the bus routing system		

Category: Transportation

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
21.24	The system has the ability to assign transportation to student participating in extra-curricular activities.		
21.25	The system tracks IEP and ESOL transportation requirements		
21.26	The system provides method for designating alternative time students (PM only, Night School) for transportation reasons.		
21.27	The system has the ability to track student field trip information.		
21.28	The system provides a method for linking route information to an incident when it occurs on a bus.		
21.29	The system provides a method to annotate short-term transportation changes.		
21.30	The system displays and/or emails transportation information to student / parent(s) guardian(s)		
21.31	The system identifies the student bus information on the main student demographic record		
21.32	The system has the ability to print bus cards/labels for eligible students at the school site		
21.33	The system has the ability to monitor student parking information including sticker, fee, space, semester, vehicle		
21.34	The system provides for a calculation of the estimated duration of the bus ride		
Reports			
21.35	The system provides transportation reports in multiple formats to include but not limited to:		
21.36	*Bus List Roster		
21.37	*Bus Eligibility List		
21.38	*Student Parking List that identifies all student parking information		
21.39	*Student Detail Bus Report- display/print individual bus information (e.g. stop time, location, bus number, pickup and drop-off sites)		
21.40	The system allows all reports to be filtered/sorted and generated based on all transportation fields or student demographics for day-to-day reporting, monthly reporting and year-end reporting.		
Audits			
21.41	The system provides historical auditing of transportation data, including but not limited to:		

Category: Transportation

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
21.42	*Created By		
21.43	*Created Date		
21.44	*Modified By		
21.45	*Modified Date		
21.46	*Deleted By		
21.47	*Deleted Date		

APPENDIX B

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PG #	DESCRIPTION
141	Instructions for Completing Worksheet
142	General Technical Requirements
144	Interfaces
145	Hosted Solution Requirements
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147	Client Requirements

Instructions

RATING REQUIREMENTS

For each requirement, please indicate the following

YES	Functionality is available and included in the current general release of the product
NO	Functionality is not available in the current general release of the product
CUSTOM	Functionality can be custom built by offeror at an additional cost. Estimated cost must be specified in COMMENTS column
FUTURE	Functionality will be available in future release of the product. Estimated release date must be included in the COMMENTS column
3rd PARTY	Functionality can be achieved by the use of a 3rd party application. Name of application and vendor must be included in the COMMENTS column

COMMENTS

Please use this column to indicate any comments related to customizations, future product releases, partnerships with other vendors, and any other information offeror wishes to provide

Category: General Technical Requirements

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
2.01	The system supports LDAP		
2.02	The system supports MS Active Directory for authentication		
2.03	The system supports the use of a mobile devices:		
2.04	*Android		
2.05	*iPAD		
2.06	*Blackberry		
2.07	The system enforces system user rights when using a wireless device.		
2.08	The vendor provides a comprehensive, fully documented data dictionary		
2.09	The vendor provides complete file and table layouts		
2.10	The vendor provides system flow descriptions		
2.11	The vendor provides program descriptions/narratives		
2.12	The vendor provides cross references for use of files, tables, and programs		
2.13	The vendor provides for the ability for user defined tables added to the cross reference descriptions		
2.14	The vendor provides operations manuals and procedures		
2.15	All modules are web based with no client server architecture		
2.16	The system is fully normalized, integrated and real time. For example, the updating of any data element is done only once, and is then reflected throughout all modules.		
2.17	The system must support the use of standard industry browsers, including but not limited to:		
2.18	*Internet Explorer version 7 on XP and version 8 on Win7		
2.19	*Firefox 7+		
2.20	*Safari		
2.21	The system supports an unlimited number of user defined fields		
2.22	The system supports an unlimited number of named users		
2.23	The system supports an unlimited number of user roles.		

Category: General Technical Requirements

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
2.24	System has application tools to monitor performance		
2.25	The system can support 200 simultaneous users per site (64 sites) without impacting response time		
2.26	Software solution must not conflict with CCPS anti-virus software (Sophos)		
2.27	The system utilizes 256-bit SSL encryption for all online transactions.		
2.28	The system utilizes role-based security		

Category: Interfaces

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3RD PARTY)	COMMENTS
3.01	The system is SIF certified; indicate version in COMMENTS column		
3.02	The system includes a SIF agent.		
3.03	The system provider is a member of the Schools Interoperability Framework Association (SIFA).		
3.04	The system has an interface to Parent Notification System		
3.05	The system has an interface to Winsnap		
3.06	The system has an interface to TLC Library system		
3.07	The system can import student pictures from Photography vendors		
3.08	The system has an interface to TipWeb textbook management system		
3.09	The system interfaces with Sunguard IFAS HR system		
3.10	The system can import and utilize GIS data		
3.11	The system can generate extract files (XLS, CSV, etc) for use in other applications		

Category: Hosted Solution Requirements

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3rd Party)	COMMENTS
4.01	The system is operational and available to end-users 24x7 with a minimum of 99.5% uptime		
4.02	Maintenance and upgrades are scheduled in coordination with CCPS and take place only during weekend hours		
4.03	Acceptable System Performance:		
4.04	*Mouse click, button press, window resizing, tabbing through fields, response time: 0.1 seconds		
4.05	*Displaying a report: <10.0 seconds		
4.06	*Running a process: <10.0 seconds		
4.07	*Accepting and processing user input: <5.0 seconds		
4.08	Proposed solution must include option to locally host non-production (training, test) environments		
4.09	Proposed system includes full backup and disaster recover solution		
4.10	In the event of a system outage the application performs an automatic recovery to the last full logical transaction processed.		
4.11	Vendor is SAS 70 Type II certified		
4.12	Must be able to transfer data between systems and third party vendors on demand via secure file transfer and other interfaces		
4.13	Must have direct database access (via SQL*NET, TOAD, etc)		

Category: Self-hosted Requirements

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3rd Party)	COMMENTS
5.01	Proposed system runs on:		
5.02	*Solaris		
5.03	*LINUX		
5.04	*Windows Server		
5.05	Supports N-Tier architecture (The web server, application server and database server are separated)		
5.06	Proposed system should support district wide, rather than school level, implementation. Hardware should be centrally located.		
5.07	The proposed solution includes hardware load balancing.		
5.08	The proposed solution includes software load balancing		
5.09	The proposed solution includes a failover system (each tier) with no single source of failure		
5.10	System has application tools to monitor performance		
5.11	A complete system ER Diagram is provided		
5.12	Proposed SIS System database:		
5.13	*Oracle 11g		
5.14	*SQL 2008 Server Enterprise 64 bit		

Category: Client Requirements

#	REQUIREMENTS	MEETS REQUIREMENTS (YES, NO, CUSTOM, FUTURE or 3rd Party)	COMMENTS
6.01	Proposed system supports the following client operating systems:		
6.02	*Windows XP		
6.03	*Windows 7 32 bit		
6.04	*Windows 7 64 bit		
6.05	*Mac OS		
6.06	The proposed system is compatible with Microsoft Office:		
6.07	*2007		
6.08	*2010		
6.09	The proposed system does not require any plug-ins		