



Hays CISD

21003 IH 35
Kyle, Texas 78640
512-268-2141 (6063)/Fax 512-268-2147

RFP #: 6-040901MS Student Information System

Opens: May 13, 2009 @ 2:00 p.m.

Download full specifications at <http://www.hayscisid.net/finance/Bids.htm>

Dear Prospective Vendor:

The purpose of this letter is to invite you to submit a Proposal for the above-referenced items for Hays CISD. Specifications are attached.

Responses must be sealed and clearly marked with the above referenced RFP number, opening date, and time. Responses must be received in the HCISD Purchasing Office, 21003 IH 35, Kyle, TX 78640 by the above referenced date and time. **FAXED RESPONSES WILL NOT BE ACCEPTED. LATE RESPONSES WILL NOT BE CONSIDERED.** Failure to respond to two requests for bids may result in removal from our vendor list for the commodity(ies) in this RFP. Vendors must complete the attached disclaimer statement giving full name and address, and disclaimer must bear the manually executed signature and title of the authorized agent.

No response may be withdrawn by the vendor for a period of sixty (60) days subsequent to the opening of responses without consent of the Board of Trustees, Hays CISD District. The Board of Trustees reserves the right to reject any and/or all bids, award contracts for individual items as may appear advantageous, and waive all formalities in the RFP process.

Awards will be made to the lowest responsible Vendor considering price and quality of material and service. All items must be quoted **F.O.B. Destination**, Hays CISD, Kyle, Texas, freight prepaid, and **INSIDE** delivery should be made within 30 days after receipt of purchase order, unless otherwise noted in the response and approved by the HCISD Purchasing Office.

Thank you for your prompt attention to this matter.

Sincerely,

N

Martha L. Smith
Director of Purchasing



Hays CISD

21003 IH 35

Kyle, Texas 78640

512-268-2141 (6063)/Fax 512-268-2147

Offerer's Disclaimer Statement

The undersigned Offerer, by signing and executing this RFP, certifies and represents to Hays CISD that Offerer has not offered, conferred or agreed to confer any pecuniary benefit, as defined by section 36.01(5) of the Texas Penal Code, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this RFP; the Offerer also certifies and represents that Offerer has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this RFP; the Offerer certifies and represents that Offerer has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Hays CISD concerning this RFP on the basis of any consideration not authorized by law; the Offerer also certifies and represents that Offerer has not received any information not available to other Offerers so further certifies and represents that Offerer has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Offerer will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the Hays CISD in return for the person having exercised the person's official discretion, power or duty with respect to this RFP; the Offerer certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the Hays CISD in connection with information regarding this RFP, the submission of this RFP, the award of this RFP or the performance, delivery or sale pursuant to this RFP.

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

COMPANY VENDOR NAME (PRINTED): _____

ADDRESS: _____

CITY, STATE, ZIP: _____ **PHONE:** _____

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED): _____

SIGNATURE OF COMPANY OFFICIAL: _____

TITLE: _____ **DATE:** _____

- ☐ My firm is a publicly held corporation; therefore, this reporting requirement is not applicable. **OR**
☐ My firm is not owned nor operated by anyone who has been convicted of a felony. **OR**
☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

Are you a certified Historically Underutilized Business (HUB)?

☐ Yes ☐ No

If yes, with whom are you certified? _____

Enter 5-digit certification number _____

Please check corresponding box:

- | | | |
|---|-------------------------------|---------------------------------|
| ☐ Hispanic American | ☐ Male | ☐ Female |
| ☐ Black American | ☐ Male | ☐ Female |
| ☐ Asian Pacific American | ☐ Male | ☐ Female |
| ☐ Native American (Indian) | ☐ Male | ☐ Female |
| ☐ Woman (of any ethnicity) | | |

CONFLICT OF INTEREST: Neither HCISD trustees nor employees shall accept gifts or entertainment from vendors to the District. The District shall not do business with any of its trustees or employees.

MUST BE RETURNED WITH RFP

**STUDENT INFORMATION SYSTEM
OPENING 5-13-09 @ 2:00 P.M.**

1. SCOPE

- 1.1. Hays Consolidated Independent School District (HCISD) requests proposals to replace our existing Student Information System (SIS). The new system will be implemented prior to the start of the 2010-2011 school year.
- 1.2. HCISD will accept proposals either by mail or hand carried until **2:00 p.m., May 13, 2009**. Proposals received after the opening date and time will not be accepted and will be returned unopened to vendor. One (1) original and twelve (12) copies of the response are required for evaluation purposes. Offers may be hand carried or mailed in a sealed envelope/package clearly marked with the offering company's name, return address, the RFP number and opening date and time, and addressed to: Hays Consolidated Independent School District, PURCHASING DEPARTMENT, Martha Smith, 21003 IH 35, Kyle, TX 78640.

2. CONTRACT PERIOD

- 2.1. Initial contract period shall be for one year from date of award.

3. OPTION TO RENEW

- 3.1. HCISD may, at its option and with the approval of the contractor, extend the period of this agreement up to four (4) additional one-year periods. This extension would contain all terms and conditions and rates of the original contract, contingent upon availability of funds. The Contractor shall be notified in writing by the Director of Purchasing of HCISD's intention to extend the contract period at least thirty (30) days prior to expiration of the original contract period.

4. **INDEMNIFICATION:** The contractor shall save and keep harmless and indemnify HCISD against any and all liability, claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with this contract, resulting in whole or in part from the negligent acts or omissions of the Vendor.

5. INSURANCE:

- 5.1. General public liability insurance covering all duties, services, or work to be performed under the contract; **for contracts up to \$500,000**, insurance shall provide limits of \$500,000 each occurrence, \$500,000 products/completed operations aggregate, \$500,000 personal injury liability, \$50,000 property damage liability, \$5,000 medical payments coverage, \$1,000,000 policy aggregate.

Required automobile liability insurance \$250,000 per person, \$500,000 per

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accident for bodily injury, and \$100,000 per accident for property damage.

The contractor must also maintain Worker's Compensation insurance providing the statutory benefits for the State of Texas and employer's liability in the amount of \$500,000 for each person, \$500,000 in the aggregate and \$500,000 for each person for occupational disease.

Hays Consolidated Independent School District shall have no responsibility of liability for such insurance coverage.

Vendors must provide proof of insurability with the response. Acceptable proof of insurability will be a certificate of insurance or a letter from the insurance carrier (not the insurance agent). The awarded vendor must provide a certificate of insurance compliance within 15 calendar days after notification of the award.

Each policy of required insurance shall provide for 30 days notice of cancellation to Hays Consolidated Independent School District and shall name its Board of Trustees as additional insured and include the following provision:

"It is a condition of this policy that the insurance carrier shall furnish written notice to the HCISD Purchasing Department Office, 21003 IH 35, Kyle, TX 78640, 30 days in advance of the effective date of any reduction in, or cancellation of, this policy."

6. TERMINATION

- 6.1. **FOR DEFAULT:** The performance of work under the contract may be terminated by HCISD in accordance with this clause, in whole or in part, in writing, whenever HCISD shall have determined that the Vendor has failed to meet the performance requirements of the contract. HCISD has the right to terminate for default if the Vendor fails to make delivery of the goods or perform the work, or if the Vendor fails to perform the work within the time specified in the contract, or if the Vendor fails to perform any other provisions of the contract.
- 6.2. **FOR CONVENIENCE:** HCISD may terminate the contract at its convenience with thirty (30) day advance written notice to the Vendor. In the event of such a termination by HCISD, HCISD shall be liable for the payment of all approved work performed prior to the termination.
- 6.3. In the event of termination, HCISD reserves the right to re-award this contract to the next low responsive bidder.

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7. GENERAL TERMS AND CONDITIONS

- 7.1. Inquiries and requests for information affecting the RFP must be in writing and shall be directed to Martha Smith, Director of Purchasing, via email (smithma@hayscisd.net), mail (21003 IH 35, Kyle, TX 78640), or fax (512-268-0880). To provide HCISD sufficient time to adequately prepare responses to vendor inquiries, all questions must be submitted at least five (5) working days prior to the RFP opening date. Contact with HCISD personnel other than Martha Smith or her designee regarding this solicitation may be reason for elimination from the selection process. Any prospective respondent detecting a conflict or ambiguity in the RFP should notify the Director of Purchasing, in writing, setting forth the grounds of the alleged conflict or ambiguity and requesting the issuance of a clarifying addendum. If HCISD believes that clarification is necessary or proper, a clarifying addendum will be distributed to all prospective vendors. HCISD will not be bound by any oral or other informal explanation of the requirements of the RFP documents.
- 7.2. Provide detailed explanations of any variances or exceptions the respondent has with any requirement or term specified in this RFP and thoroughly explain any alternate service offered.
- 7.3. Delivery dates – Bidders must specify the projected delivery date as part of the RFP response. Delivery of supplies must be in compliance with the RFP specifications.
- 7.4. HCISD is not responsible for any costs incurred by the Vendor for the preparation or distribution of the RFP.
- 7.5. Respondents or other authorized representatives are expected to fully inform themselves as to all conditions, requirements, and specifications before submitting offers. Failure to do so will be at the respondent's own risk.
- 7.6. PROPRIETARY INFORMATION: Proprietary information if any submitted to HCISD in response to this RFP should be identified as such. Any information identified as proprietary will be handled in accordance with the provisions of the Texas Open Records Public Information Act as it applies to such information.
- 7.7. HCISD reserves the right to negotiate all elements, which comprise the Respondent's offer to ensure the best possible consideration, be afforded to all concerned and to reject any and all offers and to re-solicit for offers in such an event.
- 7.8. Assignment: Contractor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of HCISD.

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- 7.9. **Disclosure of Criminal Histories:** Prior to commencement of any work under this Contract, the Contractor shall provide HCISD with a list of all Contractor employees and subcontractor employees who have been arrested for, convicted of, or received deferred adjudication for any criminal conduct, except misdemeanor traffic violations. The Contractor shall ensure that no worker with a criminal history performs work for the District without first notifying the District. HCISD reserves the right of first refusal to prohibit such persons from entering District premises.
- 7.9.1. **Criminal Background Checks:** The Contractor acknowledges and agrees that the HCISD reserves the right to subject all persons entering District premises to background screening checks prior to granting access to areas frequented by students. Background checks may require surrendering a driver's license or submitting fingerprints for inspection. If any of the Contractor's employees, representatives or subcontractors refuse to submit to a background check, or if a background check reveals a criminal history, such persons may be refused access to District premises; however such refusal shall not relieve the Contractor of its obligations as specified in this Contract.
- 7.10. **Requirements of Texas Senate Bill 9:** Any company that contracts with school districts or charters may be subject to the requirements of Senate Bill 9 as codified in Texas Education Code §22.0834, a copy of which is included as **Attachment A** of this solicitation.
- 7.11. **Subcontract Agreements:** If subcontractors are utilized by the Contractor, each subcontract agreement must preserve and protect the rights of HCISD with respect to the terms and conditions of this Contract.
- 7.12. **Invoices:** In order to receive payment for goods or services furnished to HCISD, invoices for each purchase order must be submitted to the HCISD Business Office, Attn: Accounts Payable, at 21003 IH 35, Kyle, TX 78640.
- 7.12.1. All invoices must clearly indicate the following information:
- originating purchase order number
 - complete description of goods or services furnished, including unit prices, extended prices and quantities delivered
 - project name
 - date of issuance
 - delivery destination
 - all applicable prompt payment discount terms
- 7.12.2. HCISD may require individual invoices per campus to facilitate ease in the payment process.

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- 7.13. The Contractor shall not bill more than one purchase order on a single invoice. The purpose of this requirement is to reduce the administrative burden associated with verifying charges and remitting invoices. Failure to comply with these requirements may result in delayed payments.
- 7.14. Payment terms: HCISD will make payment on a Net 30-day basis. The payment term shall begin on the date the deliverables are inspected, delivered and accepted by HCISD, or on the date a correct invoice is received by HCISD, whichever is later. Bidders are welcome to quote a discount for early payment; however, prompt payment discounts will not be considered as an evaluation criterion. Prompt payment discounts shall be considered earned if payment is postmarked or personally delivered within the prescribed term.
- 7.15. Hays CISD is not liable for orders accepted without a purchase order.

8. SCOPE OF WORK

- 8.1. The proposed Student Information System must include, but not be limited to, the following components:
- Student enrollment and demographics
 - PEIMS reporting
 - Student scheduling
 - Web access to class selection
 - Daily and period attendance accounting
 - Grade reporting
 - Student discipline
 - Student IDs
 - Reporting
 - Parent/Student web access
 - Student testing and assessment
 - Health and medical information
- 8.2. The proposed enterprise Student Information System will need to interface with the following HCSD administrative systems:
- Finance/Human Resources for PEIMS reporting purposes - QSS
 - Nutrition services – Cybersoft
 - Library management – Follett Destiny
 - Textbook Accounting-Destiny
 - Transportation – Versatran
 - Special education – Sped Manager
 - Health management-SNAP (if medical module of new system is not available and/or implemented)
 - Parent Notification System-Parent Choice
 - Student assessment data management – Eduphoria Aware

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- 8.3. Proposals should be for a complete system including software, hardware, installation, data conversion, software customization, training, support, and reports (district, state and federal). Data conversion includes the migration of all necessary data from the existing system to the proposed system. Based on the overall operational environment, proposals should include all of the hardware and software necessary to satisfy the district's needs when fully implemented. Proposals should specify initial and ongoing software maintenance and upgrades as indicated on the cost sheets (Appendix B).
- 8.4. HCISD is seeking a single supplier of system design, software, installation, training, maintenance, and technical support for all goods and services described in this RFP. However, if it is deemed to be in the best interest of HCISD, awards may be made to multiple vendors. HCISD reserves the right to reject any or all responses. HCISD also reserves the right to waive any minor irregularities or defects in any response shall a waiver be in its best interest.

9. BACKGROUND AND DISTRICT INFORMATION

- 9.1. Hays Consolidated Independent School District is located in Kyle, Texas. During the 2008-2009 school year, 2,067 HCISD staff members, including 1,004 teachers, served approximately 14,000 students at 19 campuses. HCISD is considered a "fast growth" district and grows approximately 6-10% a year. The following is a list of campuses and approximate enrollments:

Campus	Enrollment
Hays High School	1787
Lehman High School	1534
Academy @ Hays	105
Impact Center	107
Simon Middle School ^(opens 09)	600
Chapa Middle School	809
Barton Middle School	652
Dahlstrom Middle School	810
Wallace Middle School	743
Kyle Elem.	682
Fuentes Elem.	640
Negley Elem.	730
Tobias Elem.	467
Science Hall Elem.	767
Hemphill Elem.	943
Green Elem.	631
Buda Elem.	597
Elm Grove Elem.	734
Blanco Vista Elem.	516
Camino Real	542

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- 9.2. HCISD utilizes a fiber storage area network (SAN) for server data storage. Each campus is connected to the network operations center (NOC) via a 1Gbps fiber circuit. HCISD runs a Windows 2003 Domain controller. Client computers are connected to the network via a 100 Mbps connection and run Windows XP with Internet Explorer 6 or 7.
- 9.3. HCISD is currently using Discovery for student information management. We have used this system for only one year. Some of the most important factors in the selection of a new student information system include:
- Ease of implementation and use
 - Vendor experience and qualifications
 - Texas-based support is preferred
 - Integration of custom reporting within the application
 - Availability of custom reports to all district staff
- 9.4. HCISD's primary goal for this RFP is the selection, implementation and operation of a system that will meet the needs of the district for the next seven to ten years. More importantly, the objective is to select a vendor partner who will grow with the district's needs and provide functionality beyond the initially defined product life cycle period.
- 9.5. Above all, HCISD seeks a vendor partner who understands the needs of Texas school districts, has a proven track record with PEIMS reporting, and who is highly recommended by other Texas districts on the basis of excellent customer support and training.

10. RFP TIMELINE OF EVENTS

- RFP issued – March 31, 2009
- RFP clarification questions due from vendors – April 20, 2009
- Final addendum issued – No later than May 01, 2009
- Proposal submission deadline and bid opening – May 13, 2009 at 2 PM
- Notification of semi-finalists – No later than May 20, 2009
- Semi-finalists' software demonstrations – June 1-5, 2009
- Selection committee site visits – June 2009
- June will also be designed for software on-site review and testing
- Recommendation to board – Aug. 2009 board meeting
- Contract start date – Sept. 1, 2009
- Sept. 2009 establish implementation timeline with selected vendor

11. GENERAL INSTRUCTIONS TO PROPOSERS

- 11.1. **PROPOSAL FORMAT:** To maintain comparability and enhance the review process, proposals shall be organized in the sequence shown below and

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shall include all of the elements and information described in the following sections:

11.1.1. Title page

Include the RFP number and title, the vendor name and contact information, and the proposal date.

11.1.2. Table of contents

11.1.3. Executive summary

11.1.4. Company background - Include the:

11.1.4.1. Date the company was established

11.1.4.2. Type of ownership (e.g. Public company, partnership, or subsidiary)

11.1.4.3. Corporate headquarters location and Texas office location(s)

11.1.4.4. Last audited or reviewed financial statement

11.1.4.5. Number of technical and service staff available for:

11.1.4.5.1. System installations

11.1.4.5.2. Training

11.1.4.5.3. Documentation

11.1.4.5.4. Daily Support

11.1.4.5.5. New product development and/or enhancements to current student information system products

11.1.5. Company Experience & Qualifications

11.1.5.1. Each proposer must describe its experience as it relates to the requirements of this RFP. Proposers should focus on their experience in providing and managing the delivery of products and services similar to those described in this RFP, within a similar environment, particularly in Texas. References should be given for the projects described.

11.1.6. Hardware/Software Proposal - Include the recommended hardware and software required for the full system implementation.

11.1.6.1. Hardware requirements include specifications for:

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11.1.6.1.1. Server(s)

11.1.6.1.2. Client Computers

11.1.6.1.3. Printers

11.1.6.2. Software requirements include:

11.1.6.2.1. Server operating system

11.1.6.2.2. Database software

11.1.6.2.3. Reporting software

11.1.6.2.4. All server-side software & utilities

11.1.6.2.5. Client computer operating system

11.1.6.2.6. All client-side software and utilities

11.1.6.3. Network requirements include:

11.1.6.3.1. Server network connectivity

11.1.6.3.2. Connectivity between servers

11.1.6.3.3. Client computer connectivity

11.1.6.3.4. Directory authentication

11.1.6.3.5. Network management utilities

11.1.6.4. General system requirements should include:

11.1.6.4.1. Data backup & restore options

11.1.6.4.2. Disaster recovery options

11.1.6.4.3. Server compatibility with SAN storage & booting

11.1.6.4.4. Server compatibility with virtualization

11.1.7. Project management and implementation plan and timeline -

Assuming an implementation prior to the start of the 2010-2011 school-year, provide a preliminary schedule of milestone dates for hardware and software installation, data conversion and testing and training. Include the following information in this section:

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- 11.1.7.1. A description of the approach that will be taken to project management and implementation
- 11.1.7.2. Project organization and staffing
- 11.1.7.3. Project work plan and schedule
- 11.1.7.4. Data conversion and testing
- 11.1.7.5. Methodology for quality assurance and data integrity
- 11.1.7.6. Requirement for HCISD staff
- 11.1.7.7. Resumes of managers, key professional personnel, and technical team leaders
- 11.1.8. **Training plan, timeline, and sample documentation** - Include a training plan and timeline for on-site classroom training for technical staff and all key system users and modules. Include the résumés of proposed trainers. Provide sample documentation including current training manuals and system documentation for the registration/enrollment component of the student information system.
- 11.1.9. **Student system requirements** - Complete the Student Information System Requirements response form (Appendix A). For each requirement listed, mark only one answer with an X in the appropriate box as follows:
- **Y** Yes, system meets the requirement
 - **N** No, system does not meet the requirement
 - **C1** System can be customized by the district using report writer, user defined field(s), or screen functionality to meet the requirement. (Include details in notes/comments).
 - **C2** System can be customized by the vendor to meet the requirement (Include costs for customization in the notes and in the total price of the proposal).
 - **UD** Under development for future release (include estimated date and release number in the notes).
 - **3rd** System meets the requirement using 3rd party software (include cost in notes and in total price for proposal).
- 11.1.10. **Total System Costs** - Complete the Cost Forms (Appendix B) noting all costs for hardware, software, licensing, training, conversion, project management, customization, implementation, and years 2-5 ongoing maintenance and support.
- 11.1.11. **Proposed Contract** – Include the complete proposed contract.

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- 11.1.12. **Customer Reference List** – Provide the total number of customers using the proposed student information system. List all Texas public school districts currently using the proposed student information system. Include:
- School district name and address
 - Number of schools
 - Number of students
 - Number of staff
 - Year implemented
 - Version(s) of the software currently being used
- 11.1.12.1. Identify 3-5 Texas public school districts who may be contacted as references. For each district list the primary contact name, title, phone number, and email address.
- 11.1.12.2. Identify at least one reference district that would be able to accommodate a site visit by HCISD. If possible, the identified district(s) should be comparable in size to HCISD.
- 11.2. **PROPOSAL SUBMISSION:** Proposal must be submitted on the proposal forms provided and must be received no later than the proposal opening date and time specified in Advertisement or RFP. All proposals received after closing time, whether delivered in person or mailed, will not be considered.
- 11.2.1. Proposals will be opened at 2:00 p.m., May 13, 2009. Faxed proposals will not be accepted. Proposals must be in a sealed envelope with the title and RFP number clearly displayed on the exterior of the package. **The Proposer is required to submit an Original plus Twelve (12) copies of the proposal and any required addenda. In addition, an electronic copy of the final RFP response must be submitted on CD-ROM in both Word/Excel and PDF formats.**
- 11.2.2. Electronic versions of the proposals must be included with the submission but do not replace the requirement for paper versions. Electronic copies cannot be made available to Hays Consolidated ISD prior to the opening date and time or the proposal will be considered non responsive and be disqualified from competition.
- 11.3. **WITHDRAWAL OF PROPOSALS:** No proposal may be withdrawn for a period of 60 days after proposal opening, except by mutual consent of Owner and Proposer, and except that proposals may be withdrawn upon written request received from Proposer prior to time established for receipt of proposals.
- 11.4. **EXAMINATION OF CONTRACT DOCUMENTS:** Before submitting a proposal, all Proposers shall examine the complete contract documents, including Scope of Work, General Instructions to Proposers, the Special

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Instructions and Conditions to Proposers, and Proposal Form, all of which are part of the proposal documents.

- 11.5. **ADDENDA:** Answers to all questions, inquiries, and request for additional information will be issued in the form of Addenda and copies of each addendum will be issued only to those obtaining documents. Also, prospective Proposers may, during the proposal period, be advised by addenda of additions, deletions from, or changes in the requirements of the contract documents. The District will not be responsible for the authenticity or correctness of oral interpretations of the contract documents or for information obtained in any other manner than through the media of addenda. Receipt of each addendum shall be considered a part of the contract documents. Failure to acknowledge receipt of addenda issued may invalidate a proposal as incomplete.
- 11.6. **PRICE:** All prices are to be lowest and best price. The unit price for each item offered is to include all discounts applicable. Cash discounts offered will not be considered in determining the award but will be taken if earned. Seller agrees to furnish item proposal as listed, in accordance with the attached specifications at the prices shown on proposal sheet.
- 11.7. **DEVIATION FROM SPECIFICATIONS:** All deviations from the specifications must be noted in detail by the Proposer, in writing, at the time of submittal of the formal proposal. The absence of a written list of specification deviations at the time of submittal of the Proposal will hold the Proposer strictly accountable to the District to the specifications as written. Any deviations from the specifications as written not previously submitted, as required by the above, will be grounds for rejection of the material and or item when delivered.
- 11.8. **VALUE ADDED SERVICES:** Value added services included in the proposal will be considered for award of contract. All value added services must be declared in detail by the Proposer, in writing, at the time of submittal of the formal proposal.
- 11.9. **AWARD OF PROPOSALS:** Recommendations for technology proposals will be forwarded to the Board of Trustees for determination of award. A Student Information System Software Selection Committee shall evaluate submitted proposals. The following sections will describe the evaluation process in more detail.
- 11.9.1. **Preliminary Evaluation** - A preliminary evaluation will determine whether each proposal is complete and compliant with the RFP instructions. Any proposals that are incomplete or that do not comply with the instructions or terms and conditions may be rejected and excluded from further consideration. Subsequent review and evaluation will be based on the Proposal Evaluation Process outlined below. HCISD may ask vendors to

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clarify specific proposal sections. These clarifications will be included in the overall evaluation process.

11.9.2. Proposal Evaluation Process - Student Information System Proposers will undergo a three-stage evaluation and selection process.

11.9.2.1. Stage I: RFP Evaluation (70%) - The first stage will consist of an evaluation of the qualifications and references of each vendor (20%), an analysis of the written RFP response including the completed system requirements worksheet (30%) and the system cost (20%).

11.9.2.2. Stage II: Student Information System Formal Software Demonstration (25%) - Vendors whose proposals receive the highest scores in Stage I will be given the opportunity to demonstrate their software to HCISD user groups. Vendors will be given scripts that list specific system functionality and reporting capabilities that should be demonstrated to the appropriate user groups. The software demonstrations are 25% of the total evaluation criteria.

11.9.2.3. Stage III: Customer Site Visit (5%) - Vendors who have the highest point totals from stages I and II of the evaluation process will progress to stage III. Based on the information provided in the written RFP response, HCISD will coordinate site visits to other districts. HCISD reserves the right to visit school districts other than, or in addition to, the sites referenced by the vendor in the RFP response. The site visits will be scored and normalized to a 100 point basis and will comprise 5% of the total evaluation criteria.

11.9.3. Basis of Award - HCISD is looking for the student information system that will deliver the highest quality and greatest value while meeting the short-term and long-term goals of the district. All Student Information System finalists will have their scores combined from Stages I, II, and III of the evaluation to arrive at a final point total. The vendor points received in each category will be multiplied by the following percentages to arrive at their final score:

PROPOSAL SCORING CRITERIA	POINTS	PERCENTAGE
VENDOR QUALIFICATIONS	100	20%
Reputation of the vendor and the vendor's goods and services		
• Vendor experience and qualifications (20 pts) • Vendor experience and qualifications in Texas (30 pts) • Vendor's past relationship with the district (5 pts)		

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PROPOSAL SCORING CRITERIA	POINTS	PERCENTAGE
References (45 pts)		
SYSTEM REQUIREMENTS	100	30%
Extent to which the goods and services meet the district's needs		
- General system requirements (Section A of requirements) (35 pts) - Remaining system requirements (Sections B-K) (35 pts) - Training Plan (10 pts) - Implementation Plan (10 pts) - Proposed System Hardware/Software (10 pts)		
TOTAL COST	100	20%
Purchase price, implementation costs, and total long-term costs to the district to acquire the vendor's goods and services		
Five-year life cycle costs will be used to determine the points awarded to vendors in the Student Information System Total Cost Summary Form section (Appendix B, Form 1) of the RFP. The vendor with the lowest five-year life cycle costs will be awarded 100 points. Vendors whose prices are higher relative to the lowest cost proposal received will be awarded points in the following manner. If Proposer A submits a total five-year life cycle cost of \$100,000, Proposer B submitted a total cost of \$125,000, and Proposer C submitted a total cost of \$150,000; then Proposer A would be awarded 100% of the Cost Points (100 points); Proposer B would be awarded 80% ($\\$100,000/\\$125,000$) of the points or 80 points; and Proposer C would be awarded 67% ($\\$100,000/\\$150,000$) of the points or 67 points.		
STUDENT INFORMATION SYSTEM DEMONSTRATION	100	25%
Vendors will be provided with a demonstration script for each module of the student information system, and user groups will attend and score the demonstrations		
CUSTOMER SITE VISIT	100	5%
TOTAL	500	100%

While the Hays Consolidated ISD Student Information Systems Selection Committee will determine a system recommendation, the Hays

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Consolidated ISD Board of Trustees will make the final determination to award the contract.

11.9.4. Oral Presentations - Proposers may be required to make an oral presentation of their proposal to establish complete and mutual understanding of the offer. HCISD will schedule the time and location of these presentations, if required.

11.9.5. Best and Final Offers - Upon completion of evaluation process, “best and final” negotiations may be held with the highest-scored Proposer that best meets the needs of HCISD. Those negotiations might address any term, condition, or price in the final agreement. If terms, conditions, and prices cannot be agreed on in a timely manner with the highest Proposer, the HCISD will negotiate with the next highest scoring Proposer until an agreement is reached. Proposers may be afforded the opportunity to revise their proposals, including price, during the best and final offer phase. If a Proposer does not submit a notice of withdrawal or another best and final offer, the Proposer’s immediate previous offer will be construed as their best and final offer. After best and final proposals are received, final evaluations will be conducted for an award. Based on the recommendation of the HCISD Student Information System Software Selection Committee, the District will enter into contract negotiations with the highest scoring firm.

12. CERTIFICATION

By my signature below, I certify that this offer meets or exceeds the specifications of this RFP.

AUTHORIZED SIGNATURE _____ **DATE** _____

PRINTED NAME _____ **TITLE** _____

COMPANY _____

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SUSPENSION AND DEBARMENT CERTIFICATION

Federal Law (A-102 Common Rule and OMB Circular A-110) prohibits non-federal entities from contracting with or making sub awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods or services equal to or in excess of \$100,000 and all non-procurement transactions (e.g., sub awards to sub recipients).

Contractors receiving individual awards of \$100,000 or more and all sub recipients must certify that their organization and its principals are not suspended or debarred by a federal agency.

I, the undersigned agent for the firm named below, certify that neither this firm nor its principals are suspended or debarred by a federal agency.

VENDOR'S NAME: _____

Signature of Company Official: _____

Date Signed: _____

COMPANY _____

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Central Texas Purchasing Alliance

Adoption Clause

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE CENTRAL TEXAS PURCHASING ALLIANCE (CTPA).

- A. If authorized by the Vendor(s), resultant contract(s) may be adopted by the member districts of the CTPA as indicated below. Authorized members may purchase goods and/or services in accordance with contract pricing and purchasing terms established by the Contract Lead District.
- B. A list of members that may utilize the Vendor's contract is listed on the CTPA website, <http://209.184.141.5/ctpa/members.htm>.
- C. Any district member wishing to utilize such contract(s), will contact the Vendor to verify that the contract is available to them and will place its own order(s) directly with the successful Vendor. The Successful Vendor may contact the member districts to inform them about the contract award. There shall be no obligation on the part of any participating district to utilize the contract(s).
- D. A negative reply by the Vendor will not adversely affect consideration of the Vendor's Solicitation response.
- E. Each participating district has the option of executing a separate contract with the successful Vendor, which may contain general terms and conditions unique to that contracting district. If, when preparing such contract, the general terms and conditions of a district are unacceptable to the successful Vendor, the successful Vendor may withdraw its extension of their offer to that district.
- F. The Contract Lead District shall not be held liable for any costs or damages incurred by another district as a result of any award extended to that district by the Successful Vendor.

BY SIGNATURE BELOW, THE VENDOR HEREBY AUTHORIZES THE MEMBER DISTRICTS AS INDICATED BELOW TO ADOPT ANY CONTRACT RESULTING FROM THE VENDOR'S RESPONSE TO THIS SOLICITATION:

_____ YES

_____ NO

_____ YES, with the exception of the following districts:

Vendor Name: _____

Printed Name of Authorized Company Official: _____

Signature of Company Official: _____

Date: _____

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The forms at the following link (http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm) must be completed annually and sent to the Business Office of HCISD. For purposes of the forms, the officers are listed below.

Dr. Jeremy Lyon
Superintendent of Schools

Board of Trustees

Mr. Robert DuPont
President

Ms. Patti Wood
Vice President

Mr. Joe Muñoz
Secretary

Dr. Henry Altmiller

Ms. Melissa Espinoza

Mr. Mark Jones

Mr. Ralph Pfluger

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ATTACHMENT A

Texas Education Code §22.0834.

Criminal History Record Information Review of Certain Contract Employees.

(a) This subsection applies to a person who is not an applicant for or holder of a certificate under Subchapter B, Chapter 21, and who on or after January 1, 2008, is offered employment by an entity that contracts with a school district, open-enrollment charter school, or shared services arrangement to provide services, if:

(1) the employee or applicant has or will have continuing duties related to the contracted services; and

(2) the employee or applicant has or will have direct contact with students.

(b) A person to whom Subsection (a) applies must submit to a national criminal history record information review under this section before being employed or serving in a capacity described by that subsection.

(c) Before or immediately after employing or securing the services of a person to whom Subsection (a) applies, the entity contracting with a school district, open-enrollment charter school, or shared services arrangement shall send or ensure that the person sends to the department information that is required by the department for obtaining national criminal history record information, which may include fingerprints and photographs. The department shall obtain the person's national criminal history record information and report the results through the criminal history clearinghouse as provided by Section 411.0845, Government Code.

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INSTRUCTIONS: Enter X in one box only for each requirement. See proposal instructions for descriptions of codes.		ONE RESPONSE PER REQUIREMENT						Comments/Notes
		Y	N	C1	C2	UD	3rd	
A. GENERAL STUDENT SYSTEM REQUIREMENTS								
SUPPORT AND TRAINING								
1	The software being proposed has been used successfully for at least two years by at least 10 Texas public school districts in its current version.							
2	The version of the software being proposed has been used successfully by at least one Texas public school district with 9,000 or more students.							
3	The version of the software being proposed has been proven PEIMS compliant by the timely and correct submission of at least 1 fall and 1 summer PEIMS submissions by a Texas public school district.							
4	The vendor has performed at least one successful data conversion and implementation from a Carter Pertaine/Discovery client to the proposed software.							
5	Timely software updates to accommodate all TEA PEIMS, TREX, and TAKS reporting changes are included in the annual support contract.							
6	The company offers software training on-site or at local support center.							
7	The support center provides regular training sessions for customers at a site within the state.							
8	The company has Texas-based training and consulting staff for the software.							
9	Unlimited telephone support is included in the annual maintenance contract.							
10	The annual support contract includes a support website, customer forum, customer email list, helpdesk email address, and a toll-free phone number.							
11	Support personnel have the ability to perform remote diagnostics and remote control to view issues.							
12	The support website includes a searchable knowledge base, online FAQ, and searchable customer case history.							
13	Live support is available between the hours of 7 AM and 5 PM Central Time.							
14	The support helpdesk phone number connects callers directly during support hours and not a recording or voice mail box. Please note Help Desk hours in the comments column.							
15	After-hours support is available for software or server upgrades by appointment at no additional charge.							
16	Support requests can be submitted from within the software.							
17	All changes and notes to support cases result in automatic email notifications to the person who submitted the case.							

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		Y	N	C1	C2	UD	3rd	
18	When a case is closed, the support software allows the customer to complete an survey to evaluate response times and quality of service.							
19	Membership in an existing, active Texas user group for the software is available.							
20	Texas user group conferences are held annually for the software.							
21	A Texas user group email discussion list is available for the software.							
22	Training can be scheduled on-site, online or as classroom instruction.							
23	A certification training track is available online for advanced users and administrators.							
24	Installation of software updates preserves the integrity of user-defined fields and screens and changes to existing screens previously customized by the district.							
25	Software is upgraded as needed, but at least once a year, and made available as a download from the Internet.							
26	Software upgrades and installations are performed by the vendor. (Include any additional costs in notes.)							
27	Vendor offers customizations for a fee.							
28	Vendor provides access to customizations developed for other customers at no extra charge.							
DATABASE AND PLATFORM								
29	Uses a single central district-wide database.							
30	Requires no aggregation of separate building data to maintain a district-wide database.							
31	Permits system administration to be performed at a remote workstation.							
32	Windows 2003 compatible							
33	SQL Server 2005 or higher database							
34	If web-based, software runs on ASP.NET/IIS							
35	If not web-based, software updates do not require updates to client workstation software and are installed on the server only.							
36	SIF Compliant and Certified							
37	Uses Microsoft Active Directory or other Lightweight Directory Access Protocol directory services for user authentication and centralized user management.							
38	Application tools allow system administrators to view and report on performance issues and perform scheduled tasks and backups.							
39	The system and database design is normalized to minimize redundant data entry for all system data.							
40	Blocks attempts by two or more users to update the same record at the same time, but does not restrict any number of users to access the same record concurrently.							

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INSTRUCTIONS: Enter X in one box only for each requirement. See proposal instructions for descriptions of codes.		ONE RESPONSE PER REQUIREMENT						Comments/Notes
		Y	N	C1	C2	UD	3rd	
41	Provides user message upon simultaneous record updating attempt.							
42	Provides the ability to re-try locked records after delay.							
43	Supports open database connectivity (ODBC) to allow for interface access between database systems and different front-end tools.							
44	System includes an up-to-date online data dictionary and complete entity relationship diagrams for all tables.							
45	Allows authorized personnel access to the database structure.							
46	Provides transaction roll-back and database recovery in the event of a system failure.							
47	Provides automatic backup of data at a central site.							
48	Supports full backup capabilities including backup while active.							
49	The live database can be copied for test or training purposes using application tools.							
50	Application includes tools to display custom messages at login (i.e. reminders of system updates, etc.).							
51	Application includes built-in tools to prevent user login according to district needs (i.e. during system updates or new year rollover).							
52	Administrators can view all currently logged-in users in the application.							
53	Administrators can send system messages or alerts to all logged in users.							
54	Administrators can force all or individual users to log out using application tools.							
USER INTERFACE								
55	Utilizes graphical user interface (GUI) features such as drag and drop, menu navigation, pull-down controls, resizing of windows, cut and paste, online help, etc.							
56	Provides a common look and feel across system software modules for command structure, navigation, and functionality.							
57	Student photos appear on the student data screens.							
58	All date fields include optional pop-up calendars for date selection.							
59	All fields provide tool tip or other indication of actual database table and field name.							
60	All fields are validated as they are entered rather than after an entire screen is saved.							
61	Spell-check is provided on all memo/long text fields.							
62	Supports mobile devices (PDA's).							
63	The user can toggle between open forms/screens easily.							
64	When exiting a screen before saving changes, system prompts user to save data or cancel.							
65	Provides a "menu path" with links so the user can click back up a menu chain.							
66	Provides on-line help from all screens.							

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		Y	N	C1	C2	UD	3rd	
67	Multiple screens and forms for one or multiple students can be left open at the same time.							
68	Custom tables, fields, screens and reports can be added to the system using application tools by district level users.							
69	Provides the user the ability to create screens and reports with the same look and feel, as other default system screens/reports.							
70	User Defined Fields can be created and defined with the valid values for each field.							
71	Unneeded or unused fields can be hidden/removed from the screens and reports using system tools by district users.							
72	Field headings on all screens and reports can be customized by district users using system tools.							
73	Provides a method of performing mass updates of data using application tools.							
74	Help screens and online documentation can be customized by district users to meet the district requirements.							
75	User-created tables and views can be displayed in custom screens and reports using existing application tools.							

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		Y	N	C1	C2	UD	3rd	
76	Data displayed in list/grid view in any screen in the application can be sorted by any header column by clicking on the header column.							
SYSTEM CONFIGURATION AND SECURITY								
77	Licensing is based on a per campus charge.							
78	Unlimited user logins can be created without additional fees or licensing charges.							
79	The district can define user classes and security by any criteria or menu function.							
	Security access can be defined by multiple criteria, including:							
80	Menu Option Level							
81	Screen Level							
82	Record Level							
83	Field Level							
84	In user security, fields and screens can be specified as no access (can't see the screen or the field).							
85	In user security, fields and screens can be specified as view only.							
86	In user security, fields and screens can be specified as updatable and/or mass updatable.							
87	A user may be assigned to a security class, but individual customizations for that user's access can be created.							
88	User Class and individual user access to student records can be restricted by multiple criteria, including:							
89	School Year							
90	Campus							
91	Grade							
92	Class Schedule							
93	Any other custom-defined filter (i.e. students participating in a program, service, or user-defined group)							
94	Users can be automatically logged out after a district-specified amount of idle time.							
95	User classes and/or individual user access can be restricted to certain hours of the day.							
96	District administrators can create custom menus/toolbars for user security classes.							
97	Users only see menu options for which they have security.							
98	Users can customize their own menu/toolbars.							
99	Users can customize their main menu or homepage by adding links to favorite reports, screens, etc.							

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INSTRUCTIONS: Enter X in one box only for each requirement. See proposal instructions for descriptions of codes.		ONE RESPONSE PER REQUIREMENT						Comments/Notes
		Y	N	C1	C2	UD	3rd	
100	Users can create, save, and delete custom filters based on any criteria for students (schedule, demographics info, special program info, etc.)							
101	Users can specify a default custom filter to be saved as a system default (i.e. whenever reports are run or records are accessed in the system, the filter remains in effect).							
102	Users can search for records using any combination of the fields on the student demographics screen without exiting to a query window.							
103	Advanced on-screen Boolean and multiple field searching capabilities are provided.							
104	Once a student record has been selected in a search, any other screens or forms opened automatically open with that student record in focus until another search is performed.							
105	The most recent date/time and user stamp who updated the record is displayed on all application screens.							
106	All user date/time stamps are preserved in an audit log (rather than just the most recent) as the record changes.							
107	Access to audit logs can be restricted to selected users only.							
108	Reference tables, codes and data entry choices can be set up and controlled at the district level to enforce standardization.							
109	Campus users can be granted access to update selected reference tables.							
110	District-defined and building-defined defaults for common data entry choices pre-populate data entry fields to reduce repetitive data entry.							
111	Allows existing standard screens to be customized to include user-defined fields.							
112	All State-specific (PEIMS, etc.) data fields, screens, and reports are logically placed in the standard system screens, menus and processes rather than being separated into a State Reporting module.							
113	Users can subscribe to be notified when students are enrolled in certain special programs.							
114	Automatic email and alerts can be setup for selected users to advise school and district staff of new enrollments, transfers, schedule changes, etc.							
115	Allows users to individually personalize their subscriptions to alerts and notifications.							
116	All screens indicate the current fiscal/school year, and authorized users can easily change their view to previous years.							
117	Users can personalize screens with sorting and data selection options and save them for future use.							
118	Allows for selected data to be maintained at a central level without campuses being able to access or change.							

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		Y	N	C1	C2	UD	3rd	
119	Provides the ability for a campus user to see records for students that have withdrawn and are now enrolled at another campus. This is done without allowing access to all students district-wide.							

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		Y	N	C1	C2	UD	3rd	
REPORT AND QUERY TOOLS								
120	The application includes an integrated, easy to use graphical report writer.							
121	Report Writer security is integrated with application security (i.e. users are limited to reporting only on data elements/records they have access to in application.)							
122	All authorized users have access to the report writer within the application.							
123	Custom reports developed by the district can be added to application report menus for all or selected users							
124	Database elements are displayed with both their database table/field name AND in user-friendly names displayed for selection.							
125	Database elements are grouped according to their screens in the application							
126	Beginning users can build reports by using drag-and-drop tools, without knowing SQL.							
127	Advanced users can use SQL queries in report writer.							
128	Common report calculations and filters are included in the report writer catalog (student count, active student filter, street address (concatenation of number, street name, etc.))							
129	District users can create and share additional calculations and filters with other users.							
130	Report Writer is able to use conditional logic (if-then-else).							
131	Provides ability to save report writer definitions for individual users, or groups of users.							
132	Provides the ability to save report-writer results in a temporary database, then use that temporary data as input into subsequent reports.							
133	Provides integrated wizards for graphing and charts.							
134	Provides customizable report forms (w/graphics) for reports, checks, etc.							
	Report results can be exported in the following formats:							
135	PDF							
136	Excel							
137	Word							
138	CSV							
139	Text file							
140	Reports can be previewed to the screen before they are printed.							
141	Reports can be generated as an email attachment and emailed to the recipient using application tools.							
142	Allows label reports to be easily created for any format of Avery label							
143	Provides user-friendly edit features for customizing and defining report and label attributes, such as height, width, text fonts, and sizes for reports.							

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		Y	N	C1	C2	UD	3rd	
144	Any standard report in the student information system modules/applications can be modified and saved as standard district or school reports.							
145	Includes capability to automatically count records for specified fields based on identified breaks in the report.							
146	Includes capability to optionally count and report on summary data, such as record counts, along with the regular report.							
147	Reports can be created in linear, tabular, and matrix formats.							
148	Supports the creation of multiple column reports such as three-column mailing labels.							
149	Data can be aggregated, analyzed, and displayed by an ad hoc query facility.							
150	Provides the capability to print to local or network printers or to a file.							
151	Provides the capability to customize columnar or row title headings in reports.							
152	Includes a query generation capability that accesses all data elements in user-friendly terms.							
153	Allows users to view and edit the SQL statement produced by the query generator.							
154	Includes a comprehensive set of pre-defined common queries.							
155	Includes comprehensive sort and search capabilities that permits sorting and searching data by any field in the database or generates reports including all user defined fields .							
156	Reports based on non-user-defined fields can be shared between districts.							
157	Reports can be scheduled to run and be saved automatically according to district defined criteria.							
INTERFACES & EXPORT FILES								
158	The system includes a pre-defined interface export format for Cybersoft software.							
159	The system includes a pre-defined interface import from Cybersoft data.							
160	If Cybersoft does not support program tracking for meal status (i.e. no date is stored when the status changes); Can the student software interface automatically calculate this from the import file, when the meal status changes for a child? (Note: applicable only if system requires date of entry/withdrawal for meal status).							
161	The system includes a pre-defined interface export format for Versatrans.							
162	The system includes a pre-defined interface import for Versatrans bus route data.							
163	The system includes a pre-defined interface export/import format for Sped Manager.							
164	The system includes a pre-defined interface export format for Eduphoria Aware.							
165	The system includes a pre-defined interface export format for Destiny.							
166	The system allows additional interface import/export formats to be created and customized by the district.							

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		Y	N	C1	C2	UD	3rd	
167	Data can be exported in a variety of standard formats, including fixed length, CSV, or tab delimited using built-in application tools.							
168	Interface exports can be set up to run automatically at district-defined times of day to any location on the network.							

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		Y	N	C1	C2	UD	3rd	
B. DEMOGRAPHICS, ENROLLMENT AND REGISTRATION								
1	Fully supports PEIMS 100/101/110 records.							
2	Allows the district to specify valid values for all required fields.							
3	Local student id is the default search criteria.							
4	Allows unlimited user-defined fields and forms for student demographics.							
5	Registration data-entry forms can be customized to exactly match the field order for paper registration forms and workflow.							
6	Repetitive data entry during student registration can be performed entirely by keyboard functions (tab into next field, etc.).							
7	Allows unique numeric student IDs to be automatically assigned by the system in sequential order.							
	Includes the following standard fields for student information:							
8	Student ID (local ID):							
9	Social Security Number							
10	State ID							
11	Student First Name							
12	Student Middle Name							
13	Student Last Name							
14	Student Suffix (Jr. III, etc.)							
15	Status (Active, Inactive, etc.)							
16	Language Code							
17	Residency Code							
18	Gender							
19	Birth date							
20	Graduation Year							
21	Ethnic Code							
22	Assigned Campus							
23	Home Campus							
24	Homeroom Teacher							
25	Homeroom Number							
26	Counselor Assignment							
27	Locker Assignment							
28	Graduation Plan Code							

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		Y	N	C1	C2	UD	3rd	
29	Promotion Flag							
30	Meal Status Code							
31	Special Ed Code							
32	Gifted/Talented Code							
33	LEP Code							
34	Bilingual/ESL Code							
35	Next Year Campus							
36	Next Year Grade							
37	Next Year Homeroom Number							
38	Next Year Homeroom Teacher							
39	Pre-Registration Flag							
40	Scheduling Priority Flag							
41	Student Cell Phone							
42	Student Email Address							
43	Student Birth City, State, Country							
44	Calculates and automatically displays student's current age based on date of birth on the demographics screen/page.							
45	Allows documents to be scanned and attached to student records.							
46	Allows notes to be maintained on students (both public, for all users to view, and private, which can only be viewed by the user who entered them).							
47	Allows a residence address and a mailing address for each student.							
48	Each address has separate fields for number, street name, direction, suffix, apartment / space number, City, State, Zip, ZIP+4, Carrier Route, and Delivery Point Barcode data.							
49	Provides a default City, State, and Zip Code when entering addresses to facilitate data entry. These defaults are defined at the building level.							
50	Validates the student physical address against the district address file.							
51	Allows district to specify whether campuses may enter and save student addresses not found in the district address file.							
52	Warns user if student is not enrolled in the correct school. (Physical address is not associated with the school, and no approved transfer exists).							
53	Alerts user if other students reside at same address to link student to siblings/family.							
54	Allows parent/guardian contacts to be automatically populated for siblings.							
55	Allows parent/guardian records to be linked to more than one student simultaneously .							

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		Y	N	C1	C2	UD	3rd	
56	Provides the ability to update household address, phone and/or family contact information for all/selected siblings across the district with one action.							
57	Allows unlimited entry/withdrawal records to be maintained for each student.							
58	Withdrawal code automatically flags student as inactive throughout the database. Automatically excludes withdrawn students from reports, attendance letters, and mailing labels in all modules, unless otherwise indicated.							
59	Enrollment and withdrawal status is automatically linked to ADA eligibility and all attendance and membership calculations.							
60	Withdrawal date is recorded as the day after student was in membership.							
61	Allows unlimited user defined enrollment and withdrawal codes and associates them to official PEIMS codes.							
62	Provides quick links to auto-generated lists of recently enrolled or withdrawn students.							
63	User comments can be attached to each enrollment or withdrawal status change.							
64	Ability to track enrollment process by checklist and date tracking/flags to ensure proper paperwork is submitted within required time frame.							
65	Ability to run enrollment reports by day at the district, campus and grade level.							
66	Ability to run a balance inquiry screen for grade level, ADA, eligibility, sex, race, withdrawals, enrollments & absences.							
67	Produce TEA required student detail reports and campus and district summary reports as indicated in the TEA Student Attendance Accounting Handbook.							
68	Provides the ability to retain information on a student that transfers out of the district for a user-defined number of years.							
69	Supports the Texas Open Records Act option for parents to restrict their student's information. Also, all student reports should have the option to restrict information based on this option.							
70	Allows an unlimited number of family contacts per student.							
71	Contact information supports emergency sequence number, custody flag, lives with flag, receives mailings flag and home language.							
72	Supports ability to search by family.							
73	Supports district-wide Family Management with ability to link siblings and household members across the district.							
74	Supports multiple households per family.							
75	Ability to combine mailings to households with multiple students enrolled.							

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76	Ability to have multiple mailings per student based on multiple guardian addresses.							
77	Automatically populates family address data for new siblings that register in the district.							
78	Provides a complete family profile on one screen.							
79	Supports potential new federal requirement for multiple ethnic categories per student.							
80	Supports tracking locker numbers and combinations.							
81	Provides the ability to assign lockers based on criteria such as grade-level. (i.e. assign a range of locker number to a grade-level including controls by odd & even numbers).							
82	Ability to calculate student age as of current date, September 1 and any other specified date.							
83	Provides the capability to enter an unlimited number of phone numbers for students and family contacts.							
84	Unlimited programs can be created that track a student's entry and exit date from the program and associated fields.							
85	A program can be defined to automatically set the program withdrawal date to the student withdrawal date OR to require a manual withdrawal date to be entered.							
86	The district can specify which users are allowed to enter and/or modify specific program entry/exit dates.							
87	Provides the ability to display all the activities a student participates in and the student's eligibility status for each activity.							
88	Allows for school district-defined prerequisites when adding students to activities.							
89	Ability to track student's health insurance status (from enrollment form).							
90	Ability to track identified populations such as Dyslexia, Gifted and Talented, Bilingual/ESL, Title I Migrants, Immigrants, Pregnancy Related Services, PEP.							
91	Provides the ability to flag students to be excluded from PEIMS reporting.							
92	The homeroom may be automatically assigned by scheduling period or by user-defined criteria. (i.e. English teacher, etc.)							
93	Ability to track At-Risk population and corresponding information. Date identified, reason, length of time, etc.							
94	Ability to automatically identify, report and optionally mass-update student's needing an At Risk Indicator based on information in the database. The information used would include but not be limited to LEP, discipline, grades and TAKS scores.							
95	Mass Update utilities for the Student Demographics, Entry/Withdrawal and user-defined Demographic data tables allow updating, adding, or deleting information in the field you specify in selected groups of records.							

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96	Labels can be generated for a group of students, their guardians, or contacts. Guardians or contacts will only receive one label even if they have more than one child.							
97	Scanned documents can be stored in the database associated with a student (i.e. Social Security cards, birth Certificates, immunizations, etc.).							
98	Student Pictures can be stored in the database and users can display student pictures on-line.							
99	Student photographs automatically re-size to fit the screen independent of the original photo size.							
100	Provides list of students missing pictures.							
101	Student photos can be automatically imported in mass.							
102	Provides on-screen alerts, such as medical and custodial and discipline.							
103	System has capacity to print ID badges.							
104	Allows the district to specify required fields for each screen and for the completion of a new enrollment.							

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C. ATTENDANCE								
1	Fully supports PEIMS 400 record for attendance.							
2	Allows unlimited user-defined attendance codes.							
3	Attendance code values automatically map to official ADA values.							
4	PEIMS daily attendance is automatically calculated based on the school’s significant period.							
5	Teachers may be prevented for using some attendance codes.							
6	Attendance can be posted by individual students, predefined groups of students (i.e. football team) and by period or course/section.							
7	To speed entry, the user may select an absence code to use as a default for the members of a group.							
8	Allows entry of individual student attendance free-form text comments and notes.							
9	Ability to print teacher/class rosters by teacher, individual periods and by course.							
10	Attendance is fully integrated to enrollment and withdrawal status.							
11	Attendance information is integrated to grade reporting.							
12	Attendance information is integrated to special programs contact hours.							
13	Provides complete audit trail for all entry & changes to attendance data. (Including user-id, date, time, values before and after change, and reasons for the change).							
14	Provides TEA-compliant attendance tracking.							
15	Default Absent and Tardy codes can be defined for use by teachers.							
16	Comments are automatically stamped with user name, date & time.							
17	Supports user-defined attendance exceptions reporting and active alerts.							
18	Allows user to specify an unlimited number of attendance exceptions reporting and alerts thresholds for total or consecutive absences or tardies by code type and date range.							
19	Provides automatic alerts for absent or tardy students to PDA or other web-enabled devices.							
20	Produce a percent of attendance report for a particular day and also % for range of dates.							
21	Allows users to view a calendar view of an individual student's absences.							
22	Allows ad-hoc and custom reporting of attendance.							
23	Produces attendance letters to parents (on individual school letterhead) for students with more absences that the current district-define threshold. (i.e. any high school student with more than 2 absences in any one period.							
24	Ability to print letters in Spanish for students flagged as bilingual or ESL.							
25	Ability to generate letters automatically when a student reaches the indicated threshold criteria and ability to re-print individual letters if necessary.							

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26	System flags students who have already received a warning letter and does not include the student in the next mailing group.							
27	Allows excessive absence reports to be run based on different criteria., by period, day, six weeks, etc.							
28	Allows for registration and attendance information to be incorporated into the attendance letters.							
29	Produces All TEA required auditable attendance reports.							
30	Maintains attendance for students who move from one building to another within the district.							
31	Supports full district level reporting, analysis and data mining.							
32	Related absence codes can be combined into groups for reporting purposes (for example, you can group all illness-related absences with Excused Absences).							
33	Multiple years of attendance data can be stored and easily viewed and printed if necessary.							
34	Attendance is one criteria that can be used to calculate athletic or activity eligibility.							
35	Allows school attendance calendars that are unique to each school.							
36	District may define an unlimited number of calendar day types with corresponding attendance and membership values.							
37	Allows users to define regular school-year calendars and year-round calendars.							
38	Provides the ability to copy calendars.							
39	The school calendars automatically interface to the attendance module so that students not scheduled to be in school or in a class are so noted.							
40	Allows centralized calendar setup and propagation to multiple schools.							
41	If a school day is later determined to be non-school day, calendar will be resequenced and student absences will be removed. Also enrollments and withdrawals dated on that date are handled.							
42	The calendar views display descriptions from the school's calendar for nonattendance days (such as holidays).							
43	When entering an attendance record the date is validated to be a valid date designated in a calendar for the building specified.							
44	Attendance totals can be automatically calculated by the system at any time specified by the district.							
45	Attendance for the Homebound Instructional Setting is compliant with TEA Student Attendance Accounting Handbook.							

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46	Attendance in OEYP (summer school K-8th) is tracked appropriately for the 4th PEIMS submission.							
47	Provides the ability to track grades for non-district students attending HCISD's Summer School.							
48	Will alert or produce an error report for inactive students with active schedules.							
49	Prevents absences from being posted on days the student isn't enrolled.							
50	Attendance is fully integrated with scheduling changes and roster automatically reflects adds and drops.							
51	When a student withdraws from a building and there are absences recorded on or after the withdraw date, the system will not allow the withdraw transaction. The system requires that the user must first delete any absences recorded on the withdrawal date or after or has an option to delete invalid absences automatically.							
52	Parents/guardians can receive absence notifications by email.							
53	Absence notifications to guardians will support multiple languages.							
54	Supports both summary and detail attendance reports based on date ranges.							
55	Provides the ability to run attendance reports from a previous attendance reporting period after corrections have been made. Corrections are shown on the reports.							
56	Provides a Perfect Attendance Report with district exceptions optionally entered.							

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D. GRADE REPORTING								
1	Supports an unlimited number of user-defined grading scales and evaluation codes, GPA, ranking, etc..							
2	Supports an unlimited number of user-defined grading periods (6 and 4 marking periods).							
3	Allows report card data to be automatically aggregated on a nightly basis using application tools to simplify reporting so that there is one record per student per course that holds all marking period grades, comments, and attendance for that course.							
4	Supports variable grading periods by grade level and school.							
5	Supports weighted and un-weighted grading calculations.							
6	Supports grading period averaging to produce semester or final grades.							
7	Supports all manner of elementary, middle, high school and alternative school grading scenarios.							
8	Supports Pre-K and elementary grading using multi-level subject and curriculum frameworks.							
9	Supports skills and standards-based grading and assessment.							
10	Supports mastery, proficiency and observational-based assessment.							
11	Supports pre-defined comments printed as codes on progress reports and report cards.							
12	Supports narrative comments printed in full text form on progress reports and report cards.							
13	Supports an unlimited number of special grades for conduct, effort, citizenship, participation or other user-defined measures.							
14	Supports multiple Honor Roll calculations (six-week, semester / newspaper).							
15	Supports citizenship grade as part of Honor Roll calculation.							
16	Supports user-defined GPA calculations.							
17	Supports Texas UIL eligibility reporting.							
18	Allows office users to enter grades for an individual student, for all students in a class or for all classes taught by a teacher.							
19	Automatically calculates letter, numeric, grade point and credit equivalencies based on official grading tables.							
20	Supports all Texas PEIMS fields and end-of-course reporting requirements.							
21	Supports user-defined progress report and report card formats that can be different for each grade level.							
22	Provides Missing Grades report to determine unsubmitted grades.							
23	Grades are available to Parents via a secured web site.							

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24	Interfaces with Daily and/or Class Attendance, allowing attendance information to be printed on report cards.							
25	Produces Permanent Record Labels, which include grades and attendance records. (for selected grades)							
26	Supports centralized district-wide production of Progress Reports and Report cards. Groups of schools can be processed separately. Mailings can be sorted by zip-code, district wide.							
27	Provides Honor Roll and Citizenship/Conduct reports. Criteria for reports can be for multiple cycles, one cycle or semester.							
28	Ability to lock teacher's grade book during reporting week.							
29	Ability to specify a minimum grade recorded on report card and progress report for the cycle or semester. (Allows the actual grade to be stored in the database but the override minimum to be used in report card printouts and/or average calculations).							
30	Ability to trail grades from dropped course to added course multiple times.							
31	Ability to convert numeric grades to alpha grades on report card and progress report.							
32	Ability to modify which attendance codes count against ADA for report cards or for campus reports.							
33	Report cards distributed at the school can be sorted by school and homeroom teacher and/or grade level, multiple criteria.							
34	Ability to calculate final senior ranking at specified time rather than final grade.							
35	Only scheduled courses print on report cards and progress reports. If a year long course was dropped during semester 2, the course does not appear on the report cards or progress reports							
36	Provides Pupil Teacher Ratio (PTR) reports reflecting the number of students in each teacher's class.							

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E. TRANSCRIPT AND GRADUATION REQUIREMENTS								
1	Maintains complete grading histories for an unlimited number of years, Pre-K to Graduate.							
2	Current and cumulative GPA, numeric average and credits are automatically calculated.							
3	Maintains transcript records including grades and credits for courses taken in and out of the District.							
4	Calculates a cumulative class rank based on weighted and/or non-weighted GPA's.							
5	Ability to "freeze" Rank in Class so that campuses cannot re-rank a class. They can only make changes for a particular student or add a new student.							
6	Ability to control which students are included in the calculated Rank-in-Class. (Include students who graduated in January, are enrolled in non-traditional campuses and exclude 1/2 day students, etc.).							
7	Ability to exclude certain special education students from Class Rank.							
8	Calculates Semester and Cumulative GPA's based on weighted and non-weighted grades.							
9	Supports user-defined definition of unlimited graduation paths and course requirements.							
10	Supports graduation status/deficiency.							
11	Supports all Texas Academic Achievement Record (AAR) requirements and full-page AAR Transcript.							
12	Supports standardized test scores on transcript.							
13	Calculates full or partial credit determined by school district policy.							
14	Supports students taking courses in various campuses within the district with different grading periods to have report cards printed at the home campus.							
15	Permits a course to be included on Report Cards but excluded from Transcripts.							
16	Allows the transcript to be viewed on-line and printed by individual student.							
17	Prints transcripts for all selected students.							
18	Supports a user-defined transcripts							
19	Supports all TEA transcript requirements and allows user defined fields on the transcript.							
20	Allows for virtually unlimited types of graduation plans to be defined, including the required courses for each plan based on year of graduation.							
21	Tracks multiple graduation plans for a student and identifies deficiencies in each one.							
22	Generates a graduation requirements report, which helps determine a student's progress towards graduation.							

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23	Keeps course definitions and transcript codes tied to each year so that transcripts can be produced for past years with old codes.							
24	Supports printing numerous grade point averages, both cumulative and current, weighted and non-weighted.							
25	The system stores and displays rank in class and official GPA.							
26	Provides the ability to make changes in grades or credit information for prior years. (with a full audit trail of changes)							
27	Stores data regarding extra-curricular activities, awards received, or other student information.							
28	Provides the option to print comments on the transcript. Provides fields on transcript for Texas Grant.							
29	Provides the ability to track the teachers associated with each transcribed course.							
30	Allows the user to phase in new graduation requirements for incoming freshmen without affecting other classes.							
31	Ability to properly and completely set up and track students identified for Personal Graduation Plans requirements by State.							
32	Ability to view courses a student needs to take in order to graduate while still in the scheduler.							
33	Maintains student diploma type.							
34	A course can meet the graduation requirements for any number of subject areas.							
35	When a course covers multiple subject areas, credit can be evenly split between areas, full credit can go to all areas, or credit can be allocated on an as needed basis in a defined order of hierarchy.							
36	Supports denial of credit based on attendance history and semester.							
37	Supports credit waivers in transcripts and academic history per TEA requirements.							

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F. SCHEDULING								
MASTER SCHEDULE								
1	Master Schedule automatically schedules courses into class periods while assigning them to teachers and rooms based on resource availability.							
2	Tracks Instructional Staff (ID, Social Security Number, Name, Initials/short name, Building(s), Team, Department, Homeroom, Teacher Load, Email Address, etc.).							
3	Tracks Instructional Staff Qualifications (certifications, etc.).							
4	Tracks Classroom inventory (Building, Number, Name, Maximum Seats, Wheelchair Accessibility, Number of Computers, Phone Number, and Comments).							
5	Supports a single district-wide Course Catalog (Name, description, State Course id's, Subject/Department, Campus availability, fees, etc.).							
6	Provides the ability to activate courses by school year.							
7	Provides the ability inactivate a course by school year without deleting the course.							
8	Campus Course availability can be controlled at the district level.							
9	Campus Course Catalog includes a maximum number of students allowed in each course.							
10	The system is capable of scheduling an unlimited number of time slots per day and unlimited number of marking periods per year.							
11	Tracks Section information including Days of week, Weeks of Month, Begin and End times, etc.							
12	Courses can have miscellaneous resources assigned to them.							
13	Misc. Resources can be set up into groups, such as departments, which allows for greater flexibility when scheduling courses.							
14	The system allows flexible scheduling by campus.							
15	The system allows double-period scheduling by campus.							
16	Supports the scheduling of full year and semester courses.							
17	The system automatically calculates how many sections of a course are required by comparing the number of student requests for a course with the maximum number of students allowed in the specified course, but allows user to override.							
18	Courses can be scheduled in combinations, by specifying that certain courses must be scheduled during the same period, in the same room, and with the same teacher.							
19	The Build Master Schedule option automatically determines the best placement for course-sections based on meeting code and course request information provided by the user.							

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20	A drag-and-drop interface allows scheduling changes to be made by moving sections in the master schedule around.							
21	Multiple Master Schedules can be saved so that different scenarios can be tested.							
22	Teachers can be automatically loaded against sections based on qualifications or user-defined selection.							
23	Course and resource information can be mass loaded from other tables in your database to the Master Schedule System.							
24	Course information can be mass updated from year to year in order to reuse data.							
25	The system allows for the addition of new courses and sections at any time during the school year.							
26	Allows classes to be assigned to specific periods and locked in place.							
27	Allows assignment of teacher planning periods or other user-defined reservation labels before, during and after scheduling without affecting PEIMS submissions.							
28	Supports the ability to schedule by both team and grade level.							
29	Ability to hide a course that doesn't need to be scheduled at a certain time of the year.							
STUDENT SCHEDULER								
30	Supports Elementary self-contained classes and departmentalized classes by grade level with each school.							
31	Supports developing a departmentalized Elementary schedule by homeroom, student group, or individual students.							
32	Elementary schedules can be automatically generated or input manually.							
33	Supports elementary team teaching.							
34	Supports ability to schedule semester and full year courses in any combination.							
35	Supports all manner of traditional and non-traditional schedules including block, modified block, teaming, mosaic and rotating schedules.							
36	Scheduling terms and course lengths may vary by grade level or user-defined scheduling group within a school.							
37	Supports alternate day bell schedules to accommodate early release days, testing days, or other user-defined calendar exceptions.							
38	The system allows the ability to schedule courses offered less than five days per week and block scheduling.							
39	Provides separate schedules for current and next year scheduling.							

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40	Allows the school to use the current year schedule as a starting point for next year's schedule.							
41	Provides a fully automated scheduling system (scheduling rooms, courses, teachers, aides).							
42	Single Screen Scheduling allows you to enter requests, simulate a schedule, and enroll a student in a simulated schedule on one screen.							
43	Supports optional overfilling of sections.							
44	Generates a Conflict Matrix report, which can process all courses, singletons only, doubletons only, or singletons and doubletons only.							
45	Provides on-line scheduling performance statistics including Unscheduled Courses and Students							
46	Provides Course, Class, Teacher and Room Usage reports.							
47	Supports scheduling of sequenced, co-requisite and pre-requisite classes.							
48	Supports a mix of standard and blocked classes within the same schedule.							
49	Supports gender-restricted and grade-level-restricted classes.							
50	Supports definition of required and elective courses.							
51	Allows mass import of course requests, and mass changes.							
52	Provides the option of entering student course requests into the computer via data entry or optical sheet scanner.							
53	Provides a secure web-site for student schedule selection of available classes based on campus, eligibility, school year, etc.							
54	The system allows student request alternates. Alternates can be automatically scheduled if requested courses are full.							
55	The system allows Course Alternate which defines the course to substitute if the Student Scheduler is unable to schedule the primary request.							
56	Supports scheduling by course priority.							
57	Support scheduling by student priority and/or grade-level.							
58	Students can be pre-scheduled into a course-section before the scheduling algorithm is run.							
59	Provides the ability to schedule sub-groups of students (e.g., freshman) after the scheduling process is complete, not affecting those schedules "locked in".							
60	The system provides for interactive drop/add of students from classes after initial schedules are established.							
61	Provides on-line class transfer history log indicating all changes by date.							

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62	Career Tech Hours are automatically calculated based on the student's schedule. Any changes are calculated based on the effective date of the change (not the entry date of the change).							
63	Provides the ability to print Teacher Schedules in a list or grid format.							
64	Provides a seat availability report. For each course, this report lists requests and seat counts, including total seats, seats needed and seats available. You can limit the report to courses that have either too few or too many seats.							
65	Provides the ability to print a room utilization report. This report lists the courses meeting in the room. It includes the course code and description, when it meets, seats used, and whether the course-section is closed (no seats left).							
66	On-line schedule changes are allowed, and updated schedules can be generated immediately and printed.							
67	The system offers the option to withdraw a student but save their schedule. The system will release their seat but maintain their schedule. The schedule can be re-activated if student re-enrolls.							
68	When changing the schedule for a special education student, the system warns user of the special ed status.							
69	Grades and attendance from dropped courses can be linked to newly scheduled courses in a student's schedules an unlimited number of times, and can be linked back to the same course if it is re-added.							
70	Records user id, date/time stamp on every schedule change.							
71	Shows dropped courses in student's schedule with the ability to hide them.							
72	Ability to have the course drop date default to the current date.							
73	Option for add date to default to current date or first day of school.							

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		Y	N	C1	C2	UD	3rd	
G. TESTING & ASSESSMENT								
1	Produces file formats for State and National pre-coded tests.							
2	Provides the capability to record and store individual student test data for standardized tests and assessments.							
3	Supports national, state and local district-defined tests.							
4	Includes pre-defined test data import specifications for TAKS data, AP, SAT and ACT scores.							
5	Tracks test data down to the detailed test question level (for each test question, tracks associated objectives, Student Expectations, Answer Key, Student answer, student score, etc.).							
6	Supports summarized test data down to the Student Expectation level (student progress towards competency of each SE and/or Objective, Student mastery of each test, etc.).							
7	Provides the capability to develop local district-wide benchmark tests and assessments (tracking test information including subject, grade-level, question type, answer key, objectives, student expectations, etc.).							
8	Supports an unlimited number of tests across all school years for each student.							
9	Maintains an ongoing test and assessment history for each student in the district.							
10	Supports all common score type fields including but not limited to: raw score, percentage, number of items correct, mastery, etc.							
11	Entry of test data may be hand-keyed or mass imported from data files.							
12	Provides the ability to track multiple attempts at the same test.							
13	Supports alternate test flags, test exemptions, and parent waivers.							
14	Supports ability to compare test scores for similar tests from year to year for a student.							
15	Supports ability to perform cohort group multi-year test history reporting.							
16	The system makes test result data available for printing on transcripts, including TAKS data.							
17	The system allows the district to define which test scores are printed on the Transcript (e.g. first SAT, last SAT, best SAT, etc.).							
18	Scores can be alpha or numeric.							
19	Notes describing a test or its administration may be entered.							
20	Allows the user to view/maintain test results by student and by test.							
21	When a test is added for a student, the Testing Database automatically stores information such as the student's age, grade, and building at the time the test was taken.							

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22	Users can copy from one test definition to another, so that similar tests can be easily added. The test and/or subtest(s) may be copied.							
23	A Test History Report is provided and can be run in a variety of ways, allowing users to select which information is included in the report.							
24	Provide necessary testing pre-code lists required by the state and national assessments (TAKS, EOC, NAPE, etc.).							

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H. PEIMS								
1	Currently meets all Texas state PEIMS student requirements as defined by TEA.							
2	Provides date-based logs and change history tracking for required PEIMS fields.							
3	System produces an error scan or error report so that PEIMS errors can be corrected as soon as possible after they have been created without having to download a submission file into EditPlus to obtain fatal errors.							
4	Produces all student TEA record formats on demand for any “as of” date.							
5	Integrates directly with TEA’s edit Plus and on-line submission process.							
6	Systems easily generates a PET File for weekly PET File Submission.							
7	Provides automated merge of PEIMS student and business records for staff responsibility reporting.							
8	System generates a submission file automatically for EditPlus without the need to run synchronizations, re-build attendance, downloading multiple tables,etc.							
9	Allows edits and corrections made in the submission file to be merged to the live data.							
10	Provides automatic validation of TEA Service ID’s.							
11	PEIMS Staff Responsibility Records (090) for Instructional Staff and is fully integrated with the scheduling database. (not entered separately)							
12	Creates PEIMS 090 records for non-instructional Staff (Principal, Superintendent, etc.).							
13	Provides an On-Line 090 Record Editor.							
14	Career & Technology hours are automatically calculated based on the student’s schedule.							
15	A Career & Technology Contact Hours report is available to verify contact hours for all students coded as CATE and/or enrolled in a CATE course.							
16	Authorized users may override calculated Career Tech hours.							
17	Allows discipline entry per the data standards and validates discipline entries against the school calendar date range. For example: years that are not in the current date range would not be accepted.							
18	Meets new state requirements regarding child restraint tracking.							
	Provides the following TEA and Texas reports:							
19	• Texas Academic Achievement Record:							
20	• Student Withdrawal/Transfer form							
21	• Principal’s First Day Report							
22	• Principals Report of Attendance and Contact Hours							
23	• Superintendents Report of Attendance & Contact Hours							

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24	• Cycle/Semester Detail Attendance Summary							
25	• Daily Attendance Detail Report							
26	• School Calendar (Multiple)							
27	• Discipline Report							
28	• NCS TAKS Pre-coding File Creation							
29	• NCS End-of Course Pre-coding File Creation							
30	• Fall Membership Survey							
31	• Economically Disadvantaged Survey							
32	• PDAS Teacher Information Extract							
33	• AEIS IT Student & Class Roster Extract							
34	System produces TREX XML file meeting all TEA requirements.							
35	System allows import of TREX XML records for students.							

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		Y	N	C1	C2	UD	3rd	
I. DISCIPLINE								
1	Fully supports PEIMS 425 Discipline record.							
2	Supports ability to track discipline infractions other than those required in PEIMS.							
3	PEIMS infraction codes can be linked to local infraction codes.							
4	District can maintain infraction and action code lists.							
5	Supports automatic computer generated incident numbers, and the ability to manually change the number.							
6	For each incident, any number of offenders, witnesses and/or victims can be tracked.							
7	Supports multiple actions per offense.							
8	The district can define appropriate actions for incidents.							
9	Provides warnings (at input time and via reports) for inappropriate actions based on the offense.							
10	Ability to record date of withdrawal as date of disciplinary action and incident for truancy.							
11	Ability to warn but allow date entry for non-school calendar days (i.e. Saturday events)							
12	Tracks information about offenders, witnesses and victims that are not students.							
13	Allows students or teachers to be listed as reporting the incident from drop-down lists of all teachers/students in the system. Also also a non-student/teacher to be entered manually as reporting the incident.							
14	Ability to track all property damage, the property damaged, and the cost of repair for the damage.							
15	Any special education designation regarding the student will be displayed when entering an action item.							
16	Tracks whether or not the offender's actions were completed. If the offender did not complete the action(s), the district can track the reason why.							
17	A disposition code is provided which tracks the final result of the offender's action.							
18	A location code is available to track the location where the incident occurred.							
19	Ability to record if a police report was filed, including the police report #.							
20	Unlimited comments/memo field available for incident description.							
21	An unlimited number of different notification letters for parents or guardians can be automatically generated when a student accumulates a specified number of actions and/or offenses.							
22	E-mail can be generated to parents/guardians when discipline events occur.							

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23	User-defined fields are available for storing additional district-defined data about incidents, offenders, offender actions, victims, victim actions, and witnesses.							
24	All information for an incident can be deleted, or a specific victim, offender, or witness can be deleted.							
25	Individual Detailed Incident reports can be produced and sent via e-mail to campuses.							
26	Summary Incident Report Lists can be produced by school or district. (selected by any criteria such as incident date, severity, student groups, etc.)							
27	Student Incident Report lists incident information for a student for incidents that occur between selected start and end dates in detail and summary format.							
28	Ability to track discipline related incidences not reported to state, specifically, detention hall assignment and completion, etc.							
29	System can allow user to create attendance records for suspension/detention dates while recording the action dates in the discipline record.							
30	System can calculate and store the suspension return date.							
31	System allows reports to be easily generated by any criteria, including location, reported by, incident code, or action code.							
32	System provides a report of all students assigned to detention for a specific date or date range.							
33	System links disciplinary actions such as ISS with attendance to correctly maintain vocational or special educational contact hours.							
34	The security system ensures that only authorized school district personnel can access this highly confidential information. Building access restrictions provide security against unauthorized inquiry or changes to student and/or incident records.							

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J. PROGRAMS/SERVICES								
MEDICAL/HEALTH SERVICES								
1	Conforms to security and confidentiality of student records as required by FERPA & HIPAA							
2	Provides complete audit trail and log, automatically documenting changes to medical records with original and modified data.							
3	Provides an extra layer of security to hide sensitive records (i.e. suspicion of abuse).							
4	Fully integrated with the Student Information System Demographics data.							
5	Provides the ability to store doctor, dentist, preferred hospital, and insurance information for each student.							
6	Allows drop-down list for area doctors, dentists, and hospitals to be entered, and also allows data entry for doctors not listed.							
7	Maintains history of height, weight and body mass index.							
8	Produces Growth Chart in graph format.							
9	Tracks special problems and needs by student.							
10	Tracks insurance, Medicare and Medicaid information.							
11	Allows recording of family medical history.							
12	Supports full immunization histories.							
13	Allows an entire immunization series to be recorded at once, or separated and recorded individually (i.e. MMR).							
14	The system tracks an unlimited number of student immunizations.							
15	Tracks religious and medical exemptions.							
16	Automatically calculates immunization compliance on-screen based on Texas State Dept. of Health requirements.							
17	Based on student age, automatically calculates Due Now, Due Next, Current, Complete and Incomplete immunizations.							
18	Produces mail merge letters for immunization deficiencies.							
19	Ability to conditionally enroll a student who has yet to receive the required immunizations.							
20	Immunization criteria can be configured to meet individual district requirements.							
21	The system validates each student’s immunization history to determine if he or she is up-to-date on required immunizations.							
22	Additional information regarding each shot can be stored including: referrals, follow-ups, comments, and document type.							

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23	Tracks office visits (date, time, examiner, referral, location, reason, examination data, treatment information, results, actions and dispositions).							
24	A "Notes" area is available to allow users to store a virtually unlimited amount of notes concerning student's medical information.							
25	Tracks screenings with their dates and results (including Blood, Dental, Developmental, Growth, Hearing, Oral Evaluation, Parasitic, Physicals, Scoliosis, Speech, Tuberculosis & Vision, etc.)							
26	Provides a complete Medication log (schedules; dispensing information including type (incl. pill & non-pill), dosage, time of day and person dispensing; overdue medications, medication inventory, and PRN medications).							
27	As medications to be administered are recorded, the system automatically checks the student's medications and warns of non-allowable or already administered doses.							
28	Provides a charting log for blood sugar checks for a student, including date, time, blood sugar results, ketone results, action taken/comments, insulin given, recheck time, and recheck results.							
29	Provides a Nurses Log, Appointment Calendar, automatic daily to-do list based on scheduled office visits, screenings, medication dosing or other services, repeating events & special needs.							
30	Tracks Parent office visits and phone calls.							
31	Tracks examinations, results, referral codes and follow-ups.							
32	Mass add/update capabilities enable the user to automate repetitive entries/updates.							
33	Provides extensive standard, state and customizable reports (including Immunizations, Medication Requirements, Complete Health Record, Screening, Incidents, Daily Log, Statistical, Year End and Letters).							
34	Includes all required Texas Department of Health state reports.							
35	Ability to scan and attach documents to student medical record.							
36	Ability to input an unlimited number of medical alerts.							
37	Ability to create custom medical alerts for drop down.							
38	Ability to add district defined fields.							
39	Medical alerts show in teacher grade book for each student and on main student demographics screen.							
40	Easy generated report to tell what students need vision, hearing, spinal checks.							

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41	Ability to run reports showing students who have visited the nurse more than a selected number of times.							
42	Ability to choose which medical fields can show in a teacher's grade book.							
NUTRITION SERVICES								
43	Track all Applications for the Free and Reduced Lunch program.							
44	Includes ability to identify incomplete and duplicate applications.							
45	Includes ability to approve applications based on current Income Eligibility tables							
46	Approved applications automatically update the student demographic database.							
47	Produces reports identifying potentially eligible students (living in the same household with eligible students).							
48	Produces reports identifying borderline applications.							
49	Supports image scanning of Free and Reduced Applications and stores the image in the application database.							
50	Produces letters to parents with application attached.							
51	Produces applications with certain information already filled in for the parents (name, address, siblings, etc.).							
TRANSPORTATION								
52	Ability to enter unlimited bus routes, stops, and numbers for each student for both to and from school.							
53	Ability to record student's method of transportation to school using district-defined list of options.							
54	Ability to record student's method of transportation from school using district-defined list of options.							
K. PARENT/STUDENT COMMUNICATIONS								
1	The system includes a secure, online parent/student web portal.							
2	The web portal requires no special plug-ins or software other than a browser such Internet Explorer or Mozilla Firefox.							
3	The web portal allows self-service online registration.							
4	The district can define different levels of access for students and parents.							
5	Parents can view the data for all their children with one login.							
6	Parents/students can view assignments from teacher grade books.							
7	Parents/students can view current schedules.							
8	Parents/students can view address, emergency contacts, and guardian information online.							

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9	Parents can view current transcript.							
10	Parents/students can view current and end-of-term grades.							
11	Parents can pre-register a student online, subject to approval by a campus clerk when documents are presented at the campus.							
12	The system allows the district to collect yearly registration information, including home language surveys, migrant surveys, etc. online.							
13	Parents can submit additional updates (address/phone changes, etc.) online for approval by a campus clerk.							
14	The system allows the ability for parents to complete the free/reduced lunch application online.							
15	The system allows parents/students to email teachers from within the web portal.							
16	The system allows parents/students to view personal graduation plans online.							
17	The system allows the ability to post notices and announcements at the district, school, grade, or classroom level.							
18	The system allows the district to inactivate parent/student access during summer vacations or other periods of time.							
19	Students can enter scheduling requests for the following year validated by district/building criteria.							
20	Ability to mass attach a PDF to each parent account.							
21	Parents can setup email/text notifications if the student's grade average drops/rises above/below a threshold set by the parent.							
22	Parents can set up email/text notifications for any criteria for student attendance (whether absent, tardy, or present).							
23	Allows parents to pre-register students online and/or update existing registration data using secure web portal.							
24	Allows the district to collect any data on the student registration form online (including migrant survey and other questionnaires).							
25	Allows district staff to verify and approve parent-entered registration data before it is finalized.							
26	Parents can submit additional updates (address/phone changes, etc.) online for approval by a campus clerk.							

Cost Form 1 - Total Cost Summary

Application	District-wide License/Fee				Installation Services	Total Price
		1st Year Maintenance Total	2nd thru 5th Year Total	5 Year Maintenance Total		
Student Information System (itemize each module proposed to meet the system requirements)						
Other applications						
Reporting software						
Third-party software (specify)						
Customizations (list all customization noted in the system requirements that involve additional charges here)						
Data conversion/interfaces						
Discovery data conversion						
QSS Finance interface						
Versatrans Interface						
Cybersoft Interface						
Special Ed. Manager						
Destiny Library Interface						
Destiny Textbook Interface						
Eduphoria Aware Interface						
Parent Choice Interface (Calling System)						
SNAP Interface						
Totals from Other Cost Forms						
Implementation Services (Total from Cost Form #3)						
Training Services (Total from Cost Form #4)						
Hardware/Software (Total from Cost Form #2)						
Total Price	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.