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BENICIA UNIFIED SCHOOL DISTRICT
PUBLIC NOTICE

REQUEST FOR PROPOSALS

STUDENT INFORMATION SYSTEM

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Pursuant to Public Contract Code section 20118.2, the Benicia Unified School District ("District") requests proposals for a Student Information System ("System").

Respondents must be email, mail or hand-deliver their Proposal to:

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Benicia Unified School District
Attn: Sebastiano Padoan, Director of Technology and Innovation
350 East K Street
Benicia, CA 94510
spadoan@beniciaunified.org

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Proposals shall be received by the District no later than December 16, 2020 at 3:00PM.

A copy of the Request for Proposals ("RFP") is available on the District's website: https://beniciaunified.org/f/rfp/

All questions must be submitted in writing to Sebastiano Padoan at
spadoan@beniciaunified.org

The last day to submit all questions will be December 2, 2020. Questions submitted and answers will be available on the District's website, https://beniciaunified.org/f/rfp/, beginning on December 4, 2020.

The District Governing Board reserves the right to accept or reject any and all proposals, to waive any irregularties in the proposals, and to award any, all, or none of this RFP.

1st Publication: November 18, 2020
2nd Publication: November 25, 2020

1. Project Scope

The Benicia Unified School District ("District") is soliciting proposals for a comprehensive, fully integrated Student Information System that not only meets the requirements set forth in this Request for Proposal (RFP), but is also flexible and scalable in order to meet its future business and technology needs. The purpose of the RFP is to provide interested proposers with sufficient information to enable them to develop and submit proposals for application software that will fulfill the specified information processing needs. The District is looking for a system that integrates the following modules:

Admissions	Student Finance
Registration	Course Management
Enrollment Data	Attendance
Transcripts & Grading	Advisement
Reporting	Evaluations & Surveys
Nutrition Services	State Reporting

The final scope of a new system and the timeline for its purchase and implementation will depend on the responsiveness of the specific characteristics of the proposed system to this RFP, the responsiveness of the proposed system as a whole to this RFP, the capabilities of the proposing proposer and the price. **The District intends to begin the system transition and implementation beginning January 19, 2021, with an intended system rollout date of July 1, 2021.**

2. Project Goals And Objectives

The following lists the major capabilities of the integrated Student Information System that the District wishes to purchase. Each proposer is strongly encouraged to address each and every one of these capabilities in its response, as well as to include "value added" items that will supplement or enhance the capabilities listed below.

☐ Replace current system.
☐ Provide complete integration between student, teacher, and financial processes.
☐ Eliminate standalone business processing systems, independent tracking mechanisms and paper-intensive manual processes.
☐ Increase information analysis capabilities that support enhanced decision-making capabilities.
☐ Elimination of duplicate effort, especially concerning redundant data entry processes.
☐ Allow the District to easily develop and deliver reports and information that meet all Federal and State of California requirements.
☐ Provide modern processing capabilities such as drilldown, audit trail and workflow approvals.
☐ Provide a consistent user interface, online documentation and context sensitive help.
☐ Establish a foundation for integrating new systems in the future.

3.   Proposal Guidelines

By virtue of submitting a proposal, interested parties are acknowledging the following:

This RFP is a request for both software and implementation services. As such, proposals from implementation firms alone or software firms without an implementation mechanism will be deemed non-responsive.

The District reserves the right to reject any or all proposals if it determines that select proposals are not responsive to the RFP or if the proposals are judged not to be in the best interests of the District. The District reserves the right to reconsider any proposal submitted at any phase of the procurement. It also reserves the right to meet with select proposers at any time to gather additional information. Furthermore, the District reserves the right to delete or add functionality (i.e., modules) up until the final contract signing.

All third-party software solutions proposed as part of this package are subject to the same guidelines of this RFP, unless otherwise stated. The primary software proposer will serve as the prime contact for all work related to this RFP.

Each and every proposer submitting a proposal agrees that the pricing and terms set forth in its proposal shall remain firm, fixed and valid for a period of one year from the date that the District receives the proposal. Such pricing and such terms shall also remain firm, fixed and valid for the full duration of each and every agreement arising out of this RFP executed by the successful proposer with the District, except as otherwise agreed mutually by the parties. Pricing and terms for implementation services shall be submitted on a "not to exceed" basis and shall be firm, fixed and valid for the full duration of each and every agreement executed by the successful proposer with the District except as otherwise agreed mutually by the parties. No proposal shall be considered unless it contains pricing and terms on a "not to exceed basis."

For implementation services under the said "not to exceed" basis, the successful proposer who executes an agreement will be paid on the basis of hours and expenses that the said proposer incurs up to the "not to exceed" amount. If hours and expenses incurred fall short of the "not to exceed" amount, the District shall retain the difference between the "not to exceed" amount and the costs and expenses actually incurred. If the successful proposer exceeds the "not to exceed" amount, it shall be required to finish the work at no additional cost to the District; however, this obligation shall be relieved to the extent that it was materially caused by the failure of the District to perform a specific obligation or specific obligations imposed on the District by this RFP or by any agreement arising out of this RFP. Each and every proposer shall describe in detail in its proposal all work necessary to achieve the functional requirements it obligates itself to perform in its proposal. The District reserves the right to request each and every proposer to resubmit proposal pricing on either a fixed-fee basis or a combination of fixed-fee and not to exceed basis.

Proposers short-listed for software demonstrations and oral presentations agree to be available on dates specified by the District. Failure to be available on specified dates may lead the District to elevate another proposal for further consideration.

When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit all hard copy and/or electronic documents according to instructions. Failure to follow these instructions may be considered an unresponsive proposal and may result in elimination from further consideration.

PART II
PROPOSAL SUBMISSION REQUIREMENTS

All questions concerning this RFP shall be submitted in writing by e-mail to Sebastiano Padoan at spadoan@beniciaunified.org. No telephone questions will be accepted or considered.

Any questions received, via the above method, will be answered and posted on the District's website: https://beniciaunified.org/f/rfp/, on December 4, 2020.

Notwithstanding the above, proposers shall not attempt to, or contact, any member of the District staff or Governing Board to discuss any matters related to this RFP during the RFP process and prior to the final award of any contract pursuant to this RPP.

SUBMISSION REQUIREMENTS

In order to facilitate the analysis of responses to this RFP, proposers are required to prepare their proposals in accordance with the instructions outlined in this part and elsewhere in this RFP.

Respondents must be email, mail or hand-deliver their Proposal to:

Benicia Unified School District
Attn: Sebastiano Padoan, Director of Technology and Innovation
350 East K Street
Benicia, CA 94510
spadoan@beniciaunified.org

Please use the following checklist to ensure that you are submitting a complete proposal. Additionally, please ensure that all electronic files are clearly identified with your business name and address.

- ❐ The entire proposal submitted either electronically on electronic media or in hard copy.
- ❐ Proposer references on forms supplied in this RFP (Microsoft Word).
- ❐ Microsoft Excel spreadsheet containing staff loading matrix. This matrix will be consistent with the hours submitted in the cost estimates spreadsheets.
- ❐ Microsoft Excel spreadsheet containing cost estimates for five (5) years. In addition, proposers are expected to estimate the costs of additional hardware and footnote such added costs appropriately in the cost estimates. It is also important to estimate work effort required for implementation by the District staff and tie this directly to the proposed implementation schedule.
- ❐ Microsoft Word documents containing functional requirements responses (Appendices A through L).
- ❐ Microsoft Word document with any Written Exceptions to the Specifications.

SUBMITTAL COSTS

The District shall not be responsible for any costs incurred by the proposer for the preparation of the proposal or any other costs related to this solicitation.

ACCEPTANCE OF SUBMITTAL REQUIREMENTS

All terms and conditions of this RFP, each and every addendum, the successful proposer's proposal and all negotiated terms, shall be incorporated into any and all agreements arising from the RFP, either explicitly or by reference. Submission of any proposal indicates a proposer's acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal.

ADDENDA

Should any proposer find discrepancies, omissions or ambiguities in this RFP, the proposer will at once request in writing an interpretation from the District. Any changes, additions, deletions, or clarifications to this proposal package, including the general provisions and specifications, shall be made by written addendum to the RFP. **Such addendum shall be issued on the District's website: https://beniciaunified.org/f/rfp/ no later than December 4, 2020; however, this timeline may be extended by the District, if necessary.**

The issuance of a written addendum is the only official method by which interpretation, clarification, or additional information will be provided by the District. Only questions answered by formal written addendum will be binding. Oral and other interpretations or clarifications will be without legal effect.

Addenda issued within seventy-two (72) hours of the proposal opening/date time shall be cause for extension of the opening date in order to allow prospective bidders sufficient time to prepare their proposals.

TENTATIVE PROCUREMENT AND IMPLEMENTATION SCHEDULE

The following is a list of the activities relevant to the RFP process. The District reserves the right to change these dates and will notify proposers of any changes.

- **RFP Release Date – November 16, 2020**
- **Due Date for All Written Questions and Inquiries – December 2, 2020**
- **Proposals Due – December 16, 2020 at 3:00 PM**
- **Proposal Evaluations and Software Demonstrations (via Zoom, or alternate virtual meeting platform agreed by both District and Selected Proposer) - by January 8, 2021**
- **Decision to Award Contract – January 14, 2021**
- **Implementation Starting – January 19, 2021 (for Student Information System to be operational for the 2021/22 school year, which begins on July 1, 2021)**

AWARD

Formal award of contract by the District will signify the acceptance of terms of any agreements. Written notification to proceed will follow a formal agreement. The District reserves the right to accept or reject any or all proposals. The District reserves the right to waive any irregularities and technicalities and may, at its sole discretion, request a clarification or other information to evaluate any or all proposals. The District reserves the right, prior to Board approval, to cancel the RFP or portions thereof, without penalty. The District reserves the right to accept the proposals of any or all of the items it deems, at its sole discretion, to be in the best interest of the District, reject any and/or all items proposed, or award to multiple proposers.

RETENTION OF PROPOSER MATERIAL

The District reserves the right to retain all proposals regardless of which response is selected. No proposals will be returned to the proposer. It is understood and accepted by the proposer that the District is subject to the California Public Records Act ("Act") (Gov. Code § 6250, et seq.) and that proposer's proposal is not a public record that is exempt from disclosure under the Act. However, the proposer may identify and mark any non-public private financial information as exempt from disclosure under the Act ("Exempt Documents"). Proposer understands and agrees that in the event that a request is made to view proposer's proposal submitted in response to this RFP, the District shall comply with such a request and release proposer's proposal, with the exception of any Exempt Documents. PROPOSER SHALL NOT MARK ITS ENTIRE PROPOSAL CONFIDENTIAL.

WARRANTY

A warranty is sought for both the software and implementation services. It is assumed that proposers have priced their services to recognize these warranty provisions. The extent of the warranty coverage will be evaluated as part of the overall procurement process.

Software. The selected software proposer will warrant that the proposed software will conform in all material respects to the requirements and specifications as stated in this RFP. That is, the detailed requirements as stated in this RFP will become part of the selected software proposer's license and the software proposer will warrant to the requirements. The selected proposer must warrant that the content of its proposal accurately reflects the software's capability to satisfy the functional/technological requirements as included in this RFP. Furthermore, the warranty, at a minimum, will be valid for the duration of the implementation and until final acceptance (as will be defined during the negotiation process) of all applications included in the implementation.

Implementation Services. The District also seeks a warranty for implementation services (e.g., work products, developed modifications, and system configuration) for a minimum of eighteen (18) months after the final acceptance date (as will be defined during the negotiation process) of the respective modules. The implementation services firm must ensure that the implemented software conforms to the requirements responses warranted by the software proposer.

CANCELLATION OF AWARD/TERMINATION

The District shall have the right to terminate this award or any subsequent agreement by delivering to the proposer, at the proposer's address shown in the proposal, thirty (30) days written notice of cancellation, in the event that the performance of the proposer is unsatisfactory to the District. The District shall be the sole judge of whether such performance is unsatisfactory. The District warrants that it has funds available to remit payments on the resulting agreement(s) at the time any agreement is executed. Should appropriated funds during the term of the agreement become unavailable for the purpose of the agreement, the District may cancel the agreement by providing the proposer with written notice. Such notice shall release both the District and proposer from all obligations under the agreement.

LEGAL REQUIREMENTS

This RFP and any resulting agreement, contract and purchase order shall be governed by all federal, state and local laws, codes, ordinances, and regulations.

INDEMNIFICATION

As part of each and every agreement arising out of this RFP, the successful proposer shall be required, to the fullest extent permitted by California law, at its sole expense, indemnify, protect, defend and hold harmless the District and its governing board, officers, agents and employees from and against any and all liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, interest, defense costs and expert witness fees) of any kind, nature, and description, to the extent the liability arises out of or is in any way attributable to the performance of the agreement by the proposer or by any individual or entity for which the proposer is legally liable, including, but not limited to, the proposer's officers, agents and employees. Proposer's obligations under this paragraph shall apply even if the relevant act or omission is not authorized under the agreement. Proposer's liability shall not be limited by the insurance limits in the agreement. The provisions of this paragraph do not apply to any damages or losses caused by the sole negligence or willful misconduct of District, its governing board, officers, agents and employees.

INSURANCE REQUIREMENTS

Prior to commencing work and throughout the full term of the agreement, the proposer shall be required to provide the following insurance coverage:

(i)   Comprehensive general liability ("CGL") insurance with limits not less than one million dollars ($1,000,.000.00) each occurrence and two million dollars ($2,000,000.00) in the aggregate for bodily injury and property damage;

(ii)   Workers' compensation insurance as required under California law;

(iii)   Employer's liability limits of not less than one million dollars ($1,000,000.00) each occurrence and in the aggregate;

(iv)   Technology errors and omissions ("E&O") liability insurance coverage with limits of not less than one million dollars ($1,000,000.00) per occurrence and one million dollars ($1,000,000.00) per claim; provided, however, that the policy shall, at a minimum, cover failure to render professional services, negligence, professional misconduct and lack of the requisite skill for the services under this Agreement, and shall also provide coverage for the following risks:

(A)   Liability arising from theft, dissemination and/or use of confidential information, including, but not limited to, bank and credit card account information; personally identifiable information such as, without limitation, name, address, social security number, protected heath information, security codes, access codes, passwords, or personal identification numbers stored or transmitted in electronic form, and shall include coverage for privacy notification costs, creditor monitoring and regulatory fines and fees arising from such theft, dissemination and/or use of confidential information;

(B)   Network security liability arising from the unauthorized access to, use of or tampering with computers or computer systems, including hacker attacks;

(C)   Liability arising from the introduction of a computer virus into, or otherwise causing damage to the Licensee's or a third party's computer, computer system, network or similar computer-related property and the data, software and programs thereon; and

(D)   Liability arising from the failure of the technology services/product(s) provided pursuant to this Agreement.

(v)   Cyber-liability insurance coverage with limits of not less than one million dollars ($1,000,000.00) per occurrence and an annual aggregate of two million dollars ($2,000,000.00) covering liability arising from claims involving privacy violations, information theft, damage to or destruction of electronic information, intentional and unintentional release of private information, alteration of electronic information, extortion, network security, and failure to render professional services, with such insurance providing coverage for liability assumed under a contract.

Additional Insurance Requirements.

(i)   All insurance policies shall be written on an occurrence basis (*i.e.,* no policies shall be written on a "claims made" basis).

(ii)   CGL insurance shall name as an additional insured the Benicia Unified School District, its governing board, officers and employees. The CGL policy shall be primary and non-contributory to any other insurance available to Licensee with respect to any claims arising out the agreement.

INDEPENDENT CONTRACTOR

The proposer agrees and certifies that neither they nor any of their agents, servants or employees is an agent or employee of the District. The proposer is an independent agent solely responsible for the proposer's acts. The resulting agreement(s) shall not be construed as an agreement for employment with the District.

ASSIGNMENT AND SUBCONTRACTING

The proposer shall have no right, authority or power to sell, mortgage or assign the resulting agreement(s) or purchase order(s) or any interest herein, or any right, power or authority to allow or permit any other person or persons or organizations to have any interest in or use any part of the rights or obligations granted hereunder for any purpose whatsoever without the prior written consent of the District. Neither the agreement(s) nor any interest created thereby shall pass by operation of law to any trustee or receiver in bankruptcy or to any other receiver or assignee for the benefit of creditors or any claim hereunder to any other party or parties, except as expressly authorized by the District.

SUBCONTRACTS

Nothing contained in this solicitation will be construed as establishing any contractual relationship between any subcontractor(s) and the District. The proposer(s) will be fully responsible to the District for the acts and omissions of the subcontractor(s) and their employees. After award of contract, any changes in subcontractors require prior written approval from the District.

NON-DISCRIMINATORY EMPLOYMENT

Proposer and/or any permitted subcontractor shall not unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Proposer and/or any permitted subcontractor understands and agrees the proposer and/or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all Federal, State, and local statutes, regulations and ordinances.

PERFORMANCE STANDARDS

The selected proposer will be required to meet specific performance standards established during the contract negotiation process. A project schedule specifying significant benchmark events and a project completion date will be required as part of the agreement. This plan will include proposer delivery deadlines and will be jointly developed by the District and the proposer.

The District also reserves the right as a condition of entry into any agreement with the successful proposer to demand financial security for performance including a performance bond, insurance policy, or other reasonable security.

SERVICES AND STATEMENT OF WORK

The District expects to enter into a Software Licensing Agreement with the software firm and an Implementation Services Agreement with an implementation firm (if it is different from the software firm). "Services" means all work performed by the selected proposer for the District as agreed to in writing under the Implementation Services Agreement. Such services are set forth in the Statement of Work which will be developed during contract negotiations.

The intent of the Implementation Services Agreement is for the services to be completed in detail as described in the Statement of Work, which is attached to, and is part of the Implementation Services Agreement. Except as otherwise explicitly stated in the Implementation Services Agreement, the selected proposer will furnish all labor, materials, equipment, products, tools, transportation, and supplies required to complete the services. The proposer will provide services to the District as required in the Implementation Services Agreement and the Statement of Work. Any additional services must be mutually agreed to in writing by each party through a Change Order process.

In connection with its proposal, each proposer shall submit all documents, including but not limited to agreements and or licenses of every kind that the proposer would incorporate into any agreement with the District arising out of this RFP.

PROTEST

A proposer may protest the RFP award if he/she believes that the award is not in compliance with law, District Board policy, or the RFP specification. A protest must be filed and decided as required in the RFP documents, or in the absence of requirements in the RFP documents, it must be filed in writing with Tim Rahill, District Chief Business Official, within five (5) working days after the date of the final contract award and shall include all documents supporting or justifying the protest. A proposer's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

PART III
PROPOSAL REQUIREMENTS

PROPOSAL FORMAT

Proposers shall prepare their proposals in accordance with the instructions outlined in this section. Proposals will be prepared as simply as possible and provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. Utmost attention will be given to accuracy, completeness, and clarity of content. All parts, pages, figures, and tables will be numbered and clearly labeled. The proposal will be organized into the following major sections:

Proposal Section Title
Title Page
Letter of Transmittal Table of Contents
Section 1: Executive Summary
Section 2: Scope of Services
Section 3: Company Background
Section 4: Proposed Application Software and Computing Environment
Section 5: Third-Party Products/Optional Software
Section 6: Responses to Functional/Technical Requirements
Section 7: Implementation Plan
Section 8: Data Conversion Plan
Section 9: Training Plan
Section 10: Maintenance and Support Program
Section 11: Acceptance Testing
Section 12: Cost Proposal
Section 13: Client References
Section 14: Exceptions to the RFP
Section 15: Sample Documents

Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

SECTION 1: EXECUTIVE SUMMARY

This part of the response to the RFP will be limited to a brief narrative summarizing the proposer's proposal. The summary will contain as little technical jargon as possible and will be oriented toward non-technical personnel. This section will include cost quotations at a summary level only, for software and services. Please note that the executive summary will identify the primary engagement contact for the software proposer, the contact for the implementation services firm if different, and the contact for any third-party software being proposed. Contact information will include a valid e-mail address and a toll-free telephone number.

SECTION 2: SCOPE OF SERVICES

This section of the proposer's proposal will include a general discussion of the proposer's understanding of the "overall" project and the scope of work proposed. The response must clearly describe the software products or modules included in the proposal that are necessary to meet the District's business requirements, as well as any software products or modules included in the proposal that are "value-added" or "optional." The response must also confirm that the proposal includes all of the work effort necessary to implement the software products or modules included in the proposal.

SECTION 3: COMPANY BACKGROUND

Each proposer must provide the following information so that the District can evaluate the proposer's stability and ability to support the commitments set forth in response to the RFP. The District, at its option, may require a proposer to provide additional support or clarify requested information.

Background information shall include:

- How long the company has been in business.
- A brief description of the company size and organizational structure.
- How long the company has been selling the proposed software to clients similar to the District.
- How long the company has had the proposed software installed and in production in California school districts/colleges.
- Listing of installs at entities similar to the District. The number of users, distinguished by type if relevant, will also be included.
- Any material (including letters of support or endorsement from clients) indicative of the proposer's capabilities.
- If partnering, how long the implementer has worked with the software proposer and how many implementations the two parties have completed together. Evidence that the implementation proposer is a corporation, is in good standing and qualified to conduct business in California.
- Copies of business licenses, professional certifications or other credentials.

SECTION 4: PROPOSED APPLICATION AND COMPUTING ENVIRONMENT

The proposer must present, in detail, features and capabilities of the proposed application software. In addition to the description, please provide in succinct narrative form (at least one paragraph per item) answers to the following questions:

Modular Integration. Which of the proposed modules are fully integrated (part of the base software) into the main application? What processes are handled in "real-time," and which of them require a batch process? What are the proposed third-party applications? If there are proposed third-party applications, explain how they are integrated into the main application, including whether the applications will share security definitions and have similar menu

structures.

Hardware Environment. Describe the optimal hardware configuration required to utilize the proposed software. In the event there is more than one suitable hardware platform, list all options indicating the relative strengths and drawbacks (if any) of each. Identify the optimal server and desktop requirements including the required number of servers and how they are distributed.

Network Environment. Describe the ideal network environment required to utilize the proposed software. In the event that there is more than one suitable network configuration, list all options, including the relative strengths and weaknesses (if any) of each.

Database Platform: The District would prefer Microsoft SQL Server for its database platform. The proposer is requested to provide the ideal database platform choices for the proposed software. In the event that there is more than one suitable database platform, please list all options, including the relative strengths and drawbacks (if any) of each. What is the required experience utilizing both the database and other technical areas? Also, please indicate the primary development platform and whether underlying code is generic or platform specific.

Administration/Development Toolsets. What application toolsets are included with the software? What programming languages and skills are required to maintain the software? What tools are available to customize the software (e.g., add fields, create new tables, change menus, etc.)? What monitoring is routinely required for optimal system performance (e.g., monitoring of audit files)?

Security. What security tools are included with the software? How are the following restrictions accomplished: administrative tool access; application access; menu access; record access; field access; and querying/reporting access? How is the security profile defined? What is included in the user security profile?

Workflow. Describe the workflow (electronic routing of documents) tools available in your software. How are the workflow rules established and maintained? Identify the email systems that are compatible with the system. List the standard workflows that are inherent in the system. Also please describe the skill sets required to make changes to workflow routines including whether workflow is easily maintained by functional staff or requires detailed technical skills.

Upgrade tools. What is the upgrade frequency? How are patches and fixes applied? How are patches and fixes deployed? How are upgrades applied? How much training (technical training and end user) is generally required with upgrades to the system? What happens to software customizations (e.g., user-defined tables and fields) during the upgrade? How many versions of the software does your company support? Please provide details of all upgrades and bug patches over the last three years.

Reporting and Analysis Tools. What internal and external (third-party) reporting tools are

available in the software? What OLAP tools are available? Are there any interfaces to Microsoft Office? Do the same security definitions apply to the reporting tools as established in the main software? Include a list of the standard reports, by module, that come "out of the box" with the software.

Disaster Recovery and System Backup. Detail the optimum process for system backup and any delivered disaster recovery processes that will need to be configured by the District.

SECTION 5: THIRD PARTY PRODUCTS/OPTIONAL SOFTWARE

The proposer shall explicitly state the name of any third-party products that are part of the proposed solution to the District. For each third-party product there will be a statement about whether the proposer's contract will encompass the third-party product and/or whether the District will have to contract on its own for the product.

A proposal must describe any products, features or other value-added components recommended for use with the proposed administrative system that have not been specifically requested in this RFP. The proposer will also provide proof that it has access to the third-party software source code (owned or in escrow) and that the proposer has the ability to provide long-term support for the third-party software components of its system. Consideration of these products, features or other value-added components will be given where they may be of value to the District. Proposers must include the cost of any third-party products, including the software license cost, maintenance, implementation, training cost, and any other related costs in the total cost of this proposal.

SECTION 6: RESPONSES TO FUNCTIONAL/TECHNICAL REQUIREMENTS

Responses to the requirements listed in Appendices A through L of this RFP must be provided in this section of the proposer's proposal. Proposers will use the format provided and add explanatory details as necessary in a separate spreadsheet using the requirement number as a reference. The following answer key must be used when responding to the requirements:

Y	Yes, the software provides this functionality.
N	No, the software does not provide this functionality.
C	The software can be Customized via software modification to provide this functionality. Provide cost estimate in the "Comments" section.
F	Functionality will be available in a future release. Provide anticipated release date in the "Comments" section.
T	Third Party Software required to fully provide requirement.
R	Provided with reporting tool.

Proposers must use one code only per requirement. Any requirement that is answered in any other way will be treated as a negative/non-response. Proposers should feel free to create their own separate spreadsheet for lengthy comments on particular requirements that are cross-

referenced to specific requirement numbers. All requirement responses must be submitted in the format presented in the attached documents. The proposals submitted, including requirement responses, will become attached to the Software License Agreement and Implementation Services Agreement. All responses that indicate that functionality is available "out-of-the-box", through customization, or a reporting tool, or through a third- party product will be included in the costs submitted in this proposal. Furthermore, the module necessary to perform that functionality must be included in the scope and cost of this proposal. If functionality is expected to be available in future release, please indicate the expected release date in the Comments column, and if there is any additional cost for such functionality, the cost must be identified.

SECTION 7: IMPLEMENTATION PLAN

The proposer must provide a detailed plan for implementing the proposed system. This information MUST include:

- Detailed methodology for implementing software. Methodology shall include estimated timeframe, overview of phases and milestones, assumptions, and assumed responsibilities.
- Detailed methodology for implementing third-party software. Methodology shall include estimated timeframe, overview of phases and milestones, assumptions, and assumed responsibilities.
- Explain how each of the following types of testing has been addressed in your implementation plan: (a) module testing; (b) integration testing; (c) parallel testing and (d) stress/load testing.
- Work effort estimates. A "staff loading" chart listing resource utilization by each month will be included. Include names, titles, and resumes of implementers likely to be assigned to this project. Work effort estimates must match assumptions presented in the cost schedule and the assumptions presented in the implementation methodology. The District reserves the right to alter work effort estimates after further discussion with the proposer.
- Staffing. Proposer will give the District reasonable rights to approve or disapprove personnel and personnel changes during the term of any agreement.
- Anticipated District support staff levels. Proposer will identify the expected IT staffing levels to support the on-going operations of the proposed system. This will be verified with proposer references.

SECTION 8: DATA CONVERSION PLAN

Describe the process for designing a data conversion plan to migrate the District's historical data from various legacy systems; ensuring the integrity and accuracy of that data. The District maintains historical data for student academic related records and demographics.

Responses will detail the proposer's expectations of the activities that District personnel and the proposer will be expected to perform with regards to data conversion. Proposers will detail their past experience with data conversion, especially the main types of databases and

student information systems for which they have successfully completed conversions. Proposers will describe how they would approach conversion of the main systems and describe their methodology for managing the required conversions.

SECTION 9: TRAINING PLAN

The District is interested in utilizing a "train the trainer" with proposer support training plan. The proposer must provide a detailed plan for training. This information MUST include:

- Overview of proposed training plan/strategy, including options for on-site or off-site training services, for the core project team, end-users, and technology personnel.

- The role and responsibility of the software proposer in the design and implementation of the training plan (e.g., development of customized training materials, delivering training to the District).

- The role and responsibility of District staff in the design and implementation of the training plan.

- The knowledge transfer strategy proposed by the software proposer to prepare District staff to maintain the system after it is placed into production.

- Descriptions of Classes/Courses and training materials proposed in the training plan. (The proposer will specify the unit of measure for its training (e.g., units, classes, days, etc.) and define the hours associated with these units of measure.) The proposer must be very clear about exactly what training courses are included in the cost of the proposal.

SECTION 10: MAINTENANCE AND SUPPORT PROGRAM

The proposal must specify the nature of any post-implementation and ongoing support provided by the proposer including:

- Post-implementation support (e.g., one month of on-site support after go-live).
- Telephone support (e.g., include toll-free support hotline, hours of operation, availability of 24 x 7 hotline, etc.).
- Special plans defining "levels" of customer support (e.g., gold, silver, etc.). Define what level of support is being proposed.
- Delivery method of future upgrades and product enhancements including historical frequency of upgrades by module.
- Availability of user groups in general, and education user groups in particular, and their geographic areas.
- Problem reporting and resolution procedures.
- Bug fixes and patches.
- Other support (e.g., on-site, remote, Web site access to patches, fixes and knowledge base).
- If there is to be a separate maintenance contract, proposer will attach form of such contract.

SECTION 11: ACCEPTANCE TESTING

Specific mutually agreeable criteria for successful system operation will be established during the contract negotiation process, taking into account the District's functional specifications and the selected proposer's own software documentation. The selected proposer will be required to participate with appropriate District personnel in testing the functionality of the proposed system to ascertain conformance with the acceptance criteria before the District will accept the system. Proposers will detail their approach to acceptance testing and what criteria were generally used to signify acceptance at previous implementations. Explain how each of the following types of testing has been addressed in your implementation plan: (a) module testing; (b) integration testing; and (c) stress/load testing. Also explain any anticipated parallel testing that will be part of the overall implementation process.

SECTION 12: COST PROPOSAL

Proposers will submit a five-year cost estimate for all hardware, software licenses, support, training, implementation services, and maintenance for the solution being proposed.

The District reserves the right to contact proposers on cost and scope clarification at any time throughout the selection process and negotiation process. Do NOT use "TBD" (to be determined) or similar annotations in the price estimates. The District is asking proposers to estimate costs for all categories with the understanding that they may have to make assumptions. Such assumptions will be stated. Failure to fully provide cost and work effort estimates may lead to elimination prior to software demonstrations.

The District may award a purchase contract, based on initial offers received without discussion of such offers. A proposer's initial offer will, therefore, be based on the most favorable terms available. The District may, however, have discussion with those proposers that it deems in its discretion to fall within a competitive range. It may also request revised pricing offers from such proposers and make an award and/or conduct negotiations thereafter.

SECTION 13: CLIENT REFERENCES

The District considers references for the software, implementation proposers (if different) and third-party proposers (if any) to be important in its decision to award a contract. The District will not call proposers to tell them that their references will be contacted because all references provided will be contacted by the District during the selection process. Similarly, the District will not work through a proposer's Reference Manager to complete a reference. The names and phone numbers of the project manager for each reference must be listed. Failure to provide this information may result in the proposer not being elevated to software demonstrations. Proposer agrees and understands that any client reference information provided in response to this RFP shall not be considered confidential and shall be subject to the California Public Records Act ("Act") (Gov. Code § 6250, et seq.).

Proposers should provide at least five (5) client references that are similar in size and complexity to this procurement and have utilized the proposed system (including the proposed

version) in a comparable computing environment. References should be for fully completed (live) installations. California clients are required. Each reference will include information on the "breadth" of the software solution (e.g., modules used.). Information will include at the minimum: date of installation, length of implementation, name of client reference, name of agency's project manager, address, telephone, and fax numbers. Please confirm that each reference is willing to participate in a 30 – 45-minute reference check call and inform references that the District will contact them. All contact information must be correct and up to date. Reference checks may include queries concerning specific line personnel and managers.

Third-Party software firms addressing particular functionality will provide at least five (5) client references that are similar in size and complexity to this procurement and that have used the main software system. Submit references for fully completed (live) installations. Please confirm that each reference is willing to participate in a 30 – 45- m i nu t e reference check call and inform references that the District will contact them. All contact information must be correct and up to date.

SECTION 14: EXCEPTIONS TO THE RFP

All requested information in this RFP must be supplied. Proposers may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section and a written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the District, and the description of the advantages or disadvantages to the District as a result of exceptions. The District, in its sole discretion, may reject any exceptions or specifications within the proposal. Proposers may also provide supplemental information, if necessary, to assist the District in analyzing responses to this RFP.

SECTION 15: SAMPLE DOCUMENTS

In connection with its proposal, each proposer shall submit all documents, including but not limited to agreements and or licenses of every kind that the proposer would incorporate into any agreement with the District arising out of this RFP. Proposer agrees and acknowledges that any documents submitted in response to this section are subject to review, negotiation, and final approval by the District. This may include sample copies of the following documents:

- Sample software licensing agreement
- Sample implementation services agreement
- Sample standard reports
- Sample documentation (user guides, training materials, etc.)

PART IV
EVALUATION OF PROPOSALS

SELECTION PARTICIPANTS

The District Evaluation Team will evaluate and select proposer proposals.

- **District Evaluation Team.** The Evaluation Team is responsible for the evaluation and rating of the proposals and demonstrations and for conducting interviews during the optional site visits. The Evaluation Team is responsible for evaluating software functionality, technology architecture, implementation capabilities, costs, and other selection criteria. The team's objective is to make the final recommendation for proposer selection.

EVALUATION SELECTION PROCESS

The District will use a competitive process based upon elevating a certain number of proposers to compete against each other at different levels (stages) of the process. If a proposer fails to meet expectations during any part of the process, the District reserves the right to proceed with the remaining proposers or to elevate a proposer that was not elevated before. The relative importance of the factors used for evaluation involves management judgment and will include both objective and subjective analyses. Selection of the final proposer will be based upon the following steps and factors:

Level 1 — Procurement Requirements Assessment
- Conformance with RFP guidelines and detailed submittal requirements

Level 2 — Detailed Proposal Assessment
- Cost of Software License and Implementation Services
- Maintenance and Support Costs
- Proposer Experience with Similar Implementations
- Implementation Plan/Staffing

Level 3 — Software Demonstrations and Proposer Interviews
- Proposer References
- Quality of the Implementation Plan/Staffing levels
- Completeness of Cost Proposal and Value of the Solution
- Software Demonstrations

Level 4 — Final Contract Negotiations
- Responsiveness to Contract Terms and Conditions
- Completion of the Statement of Work

PART V
FUNCTIONAL/TECHNICAL REQUIREMENTS

Appendices A through L are provided as an Excel spreadsheet to facilitate completion of the proposer's proposal. Part 3, Section 6 of this RFP contains instructions on how the spreadsheet is to be completed. The twelve sheets within the provided spreadsheet are:

A – General System Requirements

B – Admissions

C – Student Finance

D – Registration

E– Course Management

F – Enrollment

G – Attendance

H – Transcripts & Grading

I – Advisement

J – Reporting

K – Access & Security

L – Evaluations & Surveys

General Requirements	Proposer Response	Comments
System Architecture:		
The system is 100% web-based allowing the entire system to be accessed via a web browser.		
The system is one fully integrated system not separate systems linked together.		
The system must support the use of standard industry browsers (Chrome Firefox, Safari) for all transactions and online via District-wide area network, via internet connections, via Microsoft Windows workstations, via Apple MAC workstations		
The system should not require specific plug-ins for browsers to utilize its core functions		
Data is only entered once in the system and then is available in real time throughout the entire District. For example: Addresses and parent records are not duplicated within the system, rather they are entered once and then linked to the appropriate students.		
The system is deployed using a District-wide approach so that all data across the District is stored in a single SQL database with real time update for all online transactions.		
The system supports various methodologies for movement from screen to screen within the application, including but not limited to: Traditional Menu-Based Access, Wizards or work flow based processing, integrated quick access to most common next screen functions.		
The system provides the ability to establish new data fields.		
A comprehensive data dictionary complete with database schema and data mappings is provided.		
If new customizations are supported, new customizations will survive all new application releases.		
Custom data fields may be included on existing screens.		
User has control of custom field types such as numeric, date, check box and text fields.		
User has control over field definitions including field size.		
User has control over presentation sequence on screen.		
User defined fields may be marked as required for data entry purposes.		
Users may enter lists of valid values for pop-up selection during data entry.		
User defined fields are available for reporting purposes.		
Interactive help text may be defined with new data fields.		
The system provides on screen indications of students with alerts or other notations on file.		

General Requirements	Proposer Response	Comments
The system has specialized teacher-level access that maintains security specifically to functions that may be performed by teachers.		
The system should allow full school level control of parameters managing operational policies. This includes parameters such as attendance, scheduling and grading. Schools should not have to share processing rules		
The system is fully normalized, integrated and real time. For example, the updating of any data element is done only once, and is then reflected throughout all applications.		
The application software should be fully normalized for input purposes. All data, including family, contact and address data should be entered only a single time.		
The system supports real-time registration of students at either the school or District level.		
The system supports online registration of students.		
The system allows withdrawn student records to be immediately available for record transfer to other schools.		
The system maintains an unlimited number of school years of history for all student activity.		
All modules within an application program should provide a common look and feel in command structure, navigation, functionality, etc.		
The system must accurately handle attempts by two or more users to update the same record at the same time, but must not restrict any number of users to access the same record concurrently.		
Error messages are easily comprehensible by the user and are displayed in an online manner.		
The system has the capability for displaying pictures of students.		
The system provides an on-line pull-down list of all valid values for each validated field.		
The system must include non-proprietary open database connectivity (ODBC or JDBC) to allow for interface access between database systems and different marketplace tools.		
The system should be capable of supporting multiple views of the database for different sets of users. (For example, limiting specific views to admins and teachers)		
The application provides user managed support to export data to other systems in a variety of formats such as: ODBC, MS RTF, standard text, MS Excel, XML, CSV, etc.		

General Requirements	Proposer Response	Comments
The application should provide a fully integrated query capability which uses a graphical interface employing such functions as point and click, drag and drop, graphical displays, etc.		
The system accommodates "school within a school."		
The system has built in spell check abilities in all free writing areas.		
Security Architecture:		
The application must support a broad set of security policies to manage general security settings. Security policy must be able to be varied for administrative staff, by teacher and for external access by parents/students.		
Security policies must allow the District to determine the length of the passwords.		
Security policies must allow for the ability to store the user password in an encrypted format.		
Security policies support active directory.		
Security policies support system generation of a random password that may be used for a single login by users prior to their setting their own password.		
Security policies prevent all administrative and support staff from seeing a user's password.		
The system supports role based security which includes the ability to manage the screens or pages that users in a specific role may access.		
The system supports role based security which includes the ability to manage fields that users in a specific role may access.		
The system supports role based security which includes the ability to manage the functions (add, change, delete and inquire) on each screen that a user in a role may perform on each screen that may be accessed.		
The system fully supports the definition of user groups, allowing controlled access to various school data by user group.		
The system fully supports the definition of user groups, allowing any number of users to be assigned to a user group		
The system allows a user to be assigned to multiple user groups and roles when appropriate.		
The security system should have the ability to automatically sign off dormant users from the system after a user defined time period.		
The system should maintain a record of the last user time that each data record is changed. This record must include at least the user making the change as well as the time and date of the change.		
The system has the ability to restore changed data.		
Security is based on unique usernames and passwords.		

General Requirements	Proposer Response	Comments
System supports field level security.		
The system provides teachers with access to student records for only the students enrolled in their classes.		
The system security restricts school site users from changing District-defined tables.		
The system provides access to users and the ability to define if that user can add, change, delete, or have no access to specific screens.		
The system provides the ability to update user security available online.		
The system provides the ability to allow District control of District identified tables.		
The system provides the ability to use an external authentication system such as Active Directory.		
The system provides the ability to define user/group/school level profiles across schools/District.		
The user session will timeout after a specified period of inactivity.		
The system displays a warning message before an automatic log off due to inactivity.		
The system has received the iKeepSafe recognition.		
The system provides the ability to produce and print auditor reports of specified audited field information.		
Capacity Requirements:		
The system supports an unlimited number of fields within the system (including user defined fields).		
The system supports an unlimited number of tables.		
The system supports an unlimited number of entries within a table.		
The system supports an unlimited number of screens.		
The system supports an unlimited number of user defined reports.		
The system supports an unlimited number of students.		
The system supports an unlimited number of schools and support departments.		
The system supports an unlimited number of simultaneous users on the system.		
The system supports an unlimited number of registered users.		
The system supports an unlimited number of user groups.		
The SIS provider has current customers using the current version of the system being proposed in this RFP, with a student population larger than 30,000 students, K-12, and alternative sites.		
Calendar Requirements:		
The system supports unique calendars for each school.		

General Requirements	Proposer Response	Comments
The system supports unique calendars for each track within a school.		
Calendars must be interactively used by all functions throughout the student system.		
The system supports the ability to designate special days (inclement weather days for example) for each calendar.		
The system supports year-round calendars.		
The system supports user defined calendar day codes, such as instructional day and non-instructional day.		
The system maintains all prior year calendars indefinitely.		
End of Year/New Year Processing Requirements:		
The system supports ending enrollments for students individually and in mass.		
An End Date can be mass assigned.		
An End Status can be mass assigned.		
A Diploma Date can be mass assigned.		
The system supports the automatic promotion of students to the next grade level.		
The system supports the automatic enrollment of students into the next school based upon student zoning information. Additionally, the system supports the automatic enrollment of students into the same school regardless of zoning information. An example would be students on granted variances or school choice selections if the school knows the student will be returning the following year. Also has the ability to create rules on how and where students should be rolled over (i.e., students on IDT will return to same school, whereas students on Overflow will go back to school based upon student zoning information.)		
Students can be excluded from being automatically promoted based upon District-defined criteria, for example, if a student has been flagged to be "retained".		
The system supports the automatic rolling forward of scheduling data, including calendars, term schedules, period schedules, grade levels, courses, sections with section placement, teacher assignments, room assignments, grading credits, scheduling rules, attendance codes, scheduling teams.		
Document Management:		
The system provides the ability to upload District forms such as permission slips, court papers, and health forms into the application.		
The forms can be viewed and printed.		
District forms that have been completed by hand can be uploaded into the application and associated directly with a specific student.		
The completed form can be printed.		

General Requirements	Proposer Response	Comments
Messaging and Notices Requirements:		
The system supports the ability to send messages to the entire school staff.		
The system supports the ability to send messages to a user defined group.		
The system supports the posting of District-wide notices.		
The system supports the posting of school- wide notices for only those users who have access to the school.		
Online Help Requirements:		
The system provides an on-line help library for interactive use.		
The system provides an on-line manual for interactive use.		
The system provides printable online manuals.		
The system provides the ability to search for specific help topics.		
The system provides the option to print the help.		
Staff Tracking Requirements:		
The system supports detailed tracking of all types of staff members, including but not limited to teachers, administrative staff, volunteer staff, maintenance staff and other staff member types.		
The system tracks standard demographic data tracking for staff members such as name (first, middle, and last name), date of birth, address, former names, email address and other miscellaneous fields.		
The system tracks basic HR information on a staff member including but not limited to the employee ID, full time status, hire date, emergency contacts, education level, position, exit date, years of experience, etc.		
The system accommodates uploading staff pictures.		
The system tracks multiple school assignments for a single staff member including the assignment dates, assignment percentages and types of assignments at each school.		
District and School Management Requirements:		
The system supports the setup of standard District information including district name, state number, phone, URL, complete address, county.		
The system supports specific schools to be excluded from state reporting.		
The system maintains all grade levels supported for each school.		
The system maintains default promotion (i.e. Grade 2 promotes to Grade 3) detail for each grade level offered.		
The system supports the setup of standard school information including school name, state number, phone, fax, email, address.		
The system supports the setup of standard school information including principal information, Title 1 indicator.		

General Requirements	Proposer Response	Comments
The system maintains room information for each school including maximum capacity.		
Searching Requirements:		
The system supports searching for students at the school level and District-wide, based upon permissions.		
The system supports searching for students based upon first name, last name, or a combination of both.		
In addition to searching by name, the system also supports searching for an individual student or group of students based upon user defined criteria, including student ID, grade, birth date, gender, and any other demographic data elements as defined by the District.		
The system supports "matrix searches" within each screen. For example, on a student demographic screen, the user could enter information into specific fields and generate the results based on the criteria entered (2nd grade males).		
The system supports searches based on starts with text, contains text, exact match with text		
In addition to students, searches are also provided for other key data types such as families, caretakers, staff members, etc.		
California District as a Current Client. (CALPADS)		
A California School District with a minimum 30,000 students.		
Required California reports? (Perkins, UC Reports)		

Enrollment	Proposer	Comments
Enrollment Requirements:		
The system provides the ability to view a student's complete enrollment history from one screen.		
The system allows the student to be enrolled in two schools simultaneously.		
The system provides a simple method to view the start dates/end dates, start status/end status for each enrollment record.		
The system allows for pre-enrollment into the next school year.		
The system accommodates transfers, withdrawals, and new enrollments.		
The system captures all data pertaining to student enrollment, including grade level, start date, end date, start status code, end status code, track.		
The system captures all data pertaining to graduating students, including projected graduation date, diploma type, diploma date, and graduation status.		

Reports and Queries	Proposer Response	Comments
Standard System Reports:		
The system provides numerous pre-built reports for end users to utilize.		
All standard reports can be viewed in PDF format.		
All standard reports can be saved in PDF format.		
All standard reports have multiple selection parameters to choose from.		
Query Designer:		
The system supports accessing saved queries for editing.		
The system provides the option to create new queries.		
Queries can be created by plain text input		
Queries utilize a highly user friendly interface such as a query wizard or other GUI interface to select fields within the system to be used in the query.		
The system allows an unlimited number of queries to be created and saved.		
The system supports querying results from the system's live production database.		
The system supports testing a query to preview results.		
The system supports selecting data from both custom fields and standard fields.		
Query results can be exported out of the system in various formats including Tab Delimited and CSV.		
Query results can be exported out of the system in the following formats PDF, HTML and XML.		
Queries can be saved to different user types and individuals throughout the District in real time.		
Report Designer:		
The system provides an integrated Business Intelligence/report designer to create custom reports.		
The application should have a report generator which uses a graphical interface employing such functions as point and click, drag and drop, graphical displays, etc. SQL entry alone is not an acceptable query method.		
The report designer allows a user to "grab" custom fields in the database so they can be embedded into the new report.		
All custom designed reports can be merged with existing queries to seek limited results.		
The application must allow users to generate reports and export to MS Excel.		

Reports and Queries	Proposer Response	Comments
The application should allow users to generate reports in multiple formats, including but not limited to WYSIWYG for onscreen viewing, output to text for viewing in MS Word or other word processors, output to MS Excel, output to XML format, output to PDF format, output to HTML format.		
The system provides the ability for custom reports to be shared among users.		

Scheduling	Proposer	Comments
Course Setup Requirements:		
The system supports a District course catalog		
The system supports an unlimited number of courses.		
Course IDs can be alpha-numeric.		
Course names can be alpha-numeric.		
Courses can be designated as standards-based.		
Standards can be associated to a course.		
Associating standards to a course pre-populates the teacher grade book with the standards.		
Courses can be marked active and inactive.		
Courses can be made available to specific schools or groups of schools.		
Marking a course inactive prevents a student from requesting that course.		
Courses can be associated to state codes.		
Courses can be associated to subject areas for graduation requirements.		
Sections can span more than one term.		
Sections can span more than one period.		
A maximum number of students can be designated per section.		
A GPA weight can be given per course.		
A course can be flagged to have no impact on GPA.		
Bonus points can be associated to a course.		
Courses can be excluded from grading.		
Courses can be excluded from appearing on the transcript.		
Courses can be flagged as vocational courses.		
Courses can be flagged as homeroom.		
Courses can be flagged as being available for course requests.		
Courses can be flagged as non-attendance courses.		
Descriptions can be written for each course.		
Course rules can be provided and enforced by the system.		
Fees can be associated to a course.		
All students enrolled into a course with a fee will automatically be assigned that fee.		
Course constraints can be provided and enforced by the system, such as Course A can only be taught by a specific teacher, Course A can only be taught in a specific room, Course A can only be taught by a specific teacher and in a specific room, Course A can only be taught during specific terms, Course A can only be taught during specific time periods of the day, a teacher can only teach during specific terms, a teacher can only teach during specific time periods of the day, a specific room can only be used during specific terms, a specific room can only be used during specific time periods of the day.		
Course set-up requirements can be carried over automatically from year to year, including course sections with schedule placement, teacher assignments, room assignments, scheduling rules, scheduling teams, scheduling teams assignments.		

Scheduling	Proposer	Comments
Course Requests Requirements:		
Counselors and other designated staff members can manually add course requests for a student.		
Parents/students can interactively enter course requests from a parent/student portal.		
Course requests can be designated as required or alternates.		
Course requests can be assigned to students in mass.		
Course requests can be made for an entire grade level.		
Course requests may be made for a specific group of students or scheduling team.		
Scheduling Students Requirements:		
The system provides the ability to manually add students to a class.		
The system provides a walk-in scheduler for individual student scheduling.		
The walk-in scheduler allows a complete look at the student's current schedule, any empty periods, and course requests.		
The walk-in scheduler supports real time interactive schedule additions and changes.		
The walk-in scheduler provides the ability to search for all courses available that fit the student's schedule.		
The walk-in scheduler allows for searching for specific courses that meet user defined criteria to fill a student's schedule.		
The system provides for students to be scheduled for classes at another school in addition to home school.		
The system provides for students to be scheduled into the next school year without affecting the current schedule.		
The system provides for courses to be dropped from the student's schedule while retaining the course history.		
Master Scheduling Requirements:		
The system supports various scheduling scenarios including block scheduling, period rotation, school within a school, team scheduling, and house or mini-campus schedule.		
The system provides user friendly tools to facilitate the building of the master schedule.		
The master schedule enforces scheduling rules that have been set for a course.		
The master schedule enforces scheduling constraints that have been set for a course.		
The master schedule supports multiple versions of the master schedule.		
The master schedule interface allows for additions and changes to be made to courses.		
The master schedule interface allows viewing of conflicts.		
The master schedule interface allows for viewing of courses without enough seats, full sections, empty sections, singleton courses, sections with locked rosters.		
The master schedule interface allows for loading of students into classes.		
The master schedule balances by number of students.		
The master schedule balances by gender.		
The master schedule balances by number of students classified as special education.		

Scheduling	Proposer	Comments
The master schedule loads students in user-defined order, such as random order, grade level.		
The master schedule loader can re-load all students with one run.		
The master schedule loader will enforce locked rosters when completing future runs.		
Class size can easily be monitored and reported on		
Standard Scheduling Reports:		
The system provides an open rooms report displaying the rooms that are not being used per term and period.		
The system provides a request batch report listing all of the student course requests that can be filtered and generated in multiple ways, such as any saved filter/query, grade level.		
The system provides a request conflict report displaying potential scheduling conflicts based on user defined criteria, filters or queries.		
The system provides an under requested student report displaying a list of students that have not requested enough courses to fill a schedule.		
The system provides a request detail report listing the students that have requested a specific department or course.		
The system provides a request satisfied summary showing the count of requests and requests satisfied per grade, per course.		
The system provides a room usage report displaying what sections meet in each term and period for each room.		
The system provides a teacher load report displaying teacher utilization, such as the number of courses, sections, periods, student, and special education students.		
The system provides section rosters that can be filtered and generated based upon multiple criteria including terms, periods, effective dates, and teachers.		
The system provides student schedules that can be filtered and generated based upon multiple criteria such as alphabetical, grade level, zip code, user groups, periods, terms, and teachers.		
The system provides a report of students with less than a specified number of classes.		

Attendance Reporting	Proposer	Comments
Attendance Setup and Business Rules:		
The attendance system must provide extensive business rules to manage the unique requirements of each school. All setup tables and business rules must be managed at the District or school level.		
The system must support District-defined attendance reason codes to record the reason that students are absent or tardy.		
District-definable attendance codes are associated with District-definable attendance types.		
The system must support multiple attendance calendars and be able to account for holidays, snow days, in-service days, and unlimited number of user-defined day types.		
The system allows users to define multiple calendars for each school.		
Classroom Attendance Monitoring Requirements:		
School site office staff is able to view which teachers have taken attendance and which teachers have not on a daily basis.		
School site office staff with appropriate security assignments is able to take attendance for the teachers on a daily basis.		
Attendance Letter Requirements:		
The system supports multiple attendance letters that can be printed in batch and sent out by mail when certain attendance criterion is reached.		
Attendance letter criteria can be set in multiple ways, such as when a student reaches a specific number of absences or tardies or type of absences or tardies as defined by the user, the system generates a letter. This system should accommodate both period and daily attendance.		
The system provides a user-friendly attendance letter tool to create attendance letters.		
The system should consider tardies when initiating parental notification letters. Users may denote the number of tardies that equal a single absence for notification purposes.		
Up to four notification letters may be generated for each notification area defined.		
The system must track each time that a notification letter is generated.		
The system does not send the same letter twice for a student within the same semester.		
Office Attendance Requirements:		
Attendance can be taken in the school or District office by student or batch, by day, by period, by hour.		

Attendance Reporting	Proposer	Comments
Ability to query or search attendance for specific students, days, periods, types, reasons, terms and other user defined criteria and display in an easy to view/read user-friendly format.		
User-definable attendance codes are associated with user-definable attendance types.		
Supports both period and daily attendance by entering attendance codes and comments.		
Ability to override and overwrite existing attendance status.		
Ability to overwrite existing teacher comments, append teacher comments, or leave existing comments unchanged.		
Batch attendance taking provides the ability to select a date range, enter attendance codes for the absence, and enter associated comments.		
Ability to batch edit for a user-defined group of students.		
Ability to print perfect attendance and irregular attendance reports by teacher, student, and/or grade specified by user-defined criteria and date range.		
Ability to print Chronic Absentee reports that can produced students with >10% absentee rate. Option to extract unexcused, excused, and/or both district defined attendance codes with user-defined date range		
Student Attendance Records Requirements:		
Student attendance records are kept with the student year over year. For example, if a 12th grader had been in the District his entire academic life, a user with the correct permissions could see that student's 2nd grade attendance records within the system.		
The system provides for tracking and reporting of total days absent and/or tardy for each student during the present school year or within a given date range.		
The system provides for tracking and reporting of total days present for each student during the present school year, utilizing multiple District-defined codes.		
The system provides for tracking and reporting of total days absent for each student during the present school year, utilizing multiple District-defined codes.		
The system provides for tracking and reporting of consecutive absences for each student.		
The system must maintain attendance for students that enter and withdraw multiple times within the same school year.		

Attendance Reporting	Proposer	Comments
The system should allow for a student to simultaneously attend multiple schools and track the attendance at each school and for the District as a whole.		
The system must allow for the transfer or retrieval of absences, tardies and dismissals to the grade reporting module.		
The system must be able to display absences in real time to parents and/or contacts when a student is marked absent.		
All attendance changes (and deleted records) are maintainied in a separate table.		
Teacher Attendance:		
The system provides a user-friendly interface that allows a teacher to access and take attendance for only those classes taught by that teacher from a teacher workstation.		
Teachers should be interactively notified during absence entry when students are dropped or enrolled in their classes.		
Teachers should have access to prior dates as defined by the school in order to maintain absence data from the classroom.		
Teachers should have access to student contact data such as parent's phone numbers, addresses and email addresses, secondary family contact data and emergency contact data.		
The system allows the teacher to access student attendance history for the specific class for which roll is being taken on an interactive basis for review. The history should include the reason codes for the absences.		
During attendance taking, the system reports to the teacher or the office each student that has a recorded absence.		
Teachers are notified of student special concerns, such as special ed, health concerns, etc.		
Electronic attendance report submission is available for teachers.		
Standard Attendance Reports Requirements:		
The system provides an average daily attendance (ADA) detail report which calculates ADA based off either whole day or half day attendance defined in the calendar, summarizing the data by student, grade and calendar.		
The system provides an attendance reason report which counts the attendance period and attendance days grouped by attendance reason.		
The system supports both summary and detailed attendance reports based on date ranges, number of absences, excused and unexcused absences, reason codes, etc.		

Attendance Reporting	Proposer	Comments
The system provides an attendance period count report displaying attendance marks that meet user-defined criteria by period.		
The system provides a student daily or period detail report listing student attendance by day or period detail for a user-defined number of times and/or a specified date range.		
The system provides a detailed report listing student attendance by teacher or course detail for a specified date range.		
The system provides a substitute attendance roster report for substitutes to record classroom attendance.		
The system provides a daily absence listing. The system provides a daily absence report. This report shows which students were absent on the specified date. The sort fields are last name, first name, middle name, gender, grade, parent/guardian name, telephone, absence date, perm number, absence code for period or daily (AM/PM) attendance.		
The system provides a comprehensive attendance list.		
The system provides a teacher daily report.		
The system provides multiple format options for produced reports		
The system provides P1, P2, and Annual state mandated attendance reports		
The system provides reports for summer school and supplemental hourly calendars		
The system provides reports for Continuation program (hourly) with backfill calculation capability for ADA for specified date range.		
The system provides reports for Community Day program calculating ADA for specified date range.		
The system provides reports for Class Size Penalities For each school month in the P2, by site and grouped by grade (TK-5). The total number of students enrolled on the last instructional day of the P2 reporting period will report. The average class enrollment size is calculated by summing the enrollment count for each School Month and dividing by the number of months in the P2.		
The system provides reports for Grade Span Adjustment or Class Size Average, producing a student count for each teacher on the last attendance day of the attendance month summarizing average enrollment over the user specified date range.		
The system provides reports for attendance percentages by calendar and user-defined date range.		

Behavior	Proposer	Comments
Behavior Incident Requirements:		
The system must include the tracking of behavior/discipline incidents, participants (students), actions (responses), and detailed comments.		
The system includes the tracking of both positive and negative behavior/discipline events.		
The system supports an unlimited number of students participating in each behavior/discipline event.		
The system supports an unlimited number of actions for each student participating in each event.		
The system must support user-defined behavior/discipline event tables defining each type of behavior/discipline event that is tracked. All behavior/discipline event types are provided to users as pull-down tables during data entry.		
The system includes the tracking of behavior/discipline incidents, participants (students), actions (responses), and detailed comments, including event name, date, time, location, person referring the incident, weapons used, referral name, student role in the incident, resolution, resolution date, resolution end date, comments.		
The system includes tracking and reporting that allows the District to distinguish whether incidents occurred during school hours or after school hours.		
The system includes tracking of any contributing factors to the incident such as drugs and alcohol.		
The system includes tracking for any weapons used in an incident. Additionally, the incidents should be queryable and filterable based on the weapons used.		
The system tracks if a police report was filed and the police report number and whether arrests were made by police.		
The system should be able to provide relationships between multiple behavior/discipline events that are related. For example, multiple fights at a ballgame.		
The system must support user defined discipline action tables associated with each event defining each type of behavior/discipline action that is tracked. Associated actions can be created for all participants in each event. All behavior/discipline action types are provided to users as pull-down tables during data entry.		

Behavior	Proposer	Comments
For each response or action the system should track the date the action was initiated, the action type, staff name responsible, whether student was suspended and type of suspension, an indication of whether the student admitted their responsibility for offense.		
If the student was suspended or expelled, the system should track the date range of the suspension or expulsion, the type of suspension, the number of days of suspension, the current status of suspension, an indication of the student's eligibility to return to school and the date of eligibility.		
Behavior/Discipline Letter Requirements:		
The system generates multiple behavior/discipline letters that can be sent out by mail, through the parent portal, or email when certain triggers are reached. Additionally, the letters can be saved in PDF format.		
Standard Behavior/Discipline Reports:		
The system provides standard reports for analysis of behavior/discipline events and resolutions.		
The reports can be filtered and generated based upon multiple user-defined criteria and ad hoc filters.		
The system allows a user to lookup behavior/discipline events associated with a student including, but not limited to, the incident number, date, time, staff member and all responses to the event.		
The system will print reports of all behavior/discipline incidents for each student during the current school year.		
The system will report the total number of students involved for each type of behavior/discipline incident for each grade or all grade levels. Example includes the total number of students involved in alcohol-related incidents in grade 6.		
The system will report the total number of students who received a type of disciplinary action for each grade or all grade levels. Example includes the total number of out-of-school suspensions this school year.		
The system provides the capability to create user-defined ad-hoc reports using selected or all behavior/discipline data.		
The system provides the capability to sort total incidents and total actions taken by grade, ethnic code and gender.		
The system will report the number of incidents that occurred on the grounds of the District-operated facilities.		

Behavior	Proposer	Comments
The system will report the number of incidents that occurred during any type of school-sponsored activity that is held away from the home school, such as a football game, field trip, class trip, etc.		
The system will report the number of incidents that occurred on any school sponsored transportation, including bus transportation to and from school-sponsored events.		
The system allows the user to download selected or all behavior/discipline records associated with a student record for a given date range.		
The system allows the user to export selected or all behavior/discipline records associated with a student record for a given date.		
The system allows the user to export selected or all behavior/discipline summary data for a given date range.		
The system must provide for the ability to view all of a student's behavior/discipline history for a single school, across all schools for a single school year, for a single school for multiple years or across all schools for multiple years. All behavior/discipline history should be maintained for an unlimited number of years.		

Health	Proposer	Comments
General Health Requirements:		
The system must have the ability to track detailed health information on all students in the system.		
Immunization Requirements:		
The system tracks an unlimited number of immunization types for students.		
The system allows a student to be marked as exempt from an immunization.		
The system tracks multiple shots for each immunization type and reports each date that an immunization was administered.		
The system should maintain business rules for each immunization type and automatically determine if a student has complied with immunization requirements.		
The immunization compliance for each student is clearly visible on the screen, without having to generate a report.		
Health Conditions and Intervention Requirements:		
The system must track an unlimited number of health concerns on each student and allow for a user maintained table of health concerned codes and types.		
The system should maintain a description of each health concern for each student.		
The system should maintain a history of all past health concerns that are no longer active.		
The system must be able to track medications administered. An unlimited number of medications must be supported for each health visit.		
System must be able to maintain extensive health notes on each student.		
The system provides the option to set an alert flag for health concerns. These alerts can be viewed by all staff depending on user-defined access requirements.		
Screening Requirements:		
The system tracks an unlimited number of student screenings such as vision, hearing, scoliosis, height and weight, or any other user-defined screening.		
Health Visit Requirements:		
The system tracks each health visit for each student and the details of the visit including visit type, visit date, visit time, resolution, resolution date, medications administered, and comments.		
The system should provide access to the student health log for an unlimited historical period of years.		
Standard Health Reports Requirements:		

Health	Proposer	Comments
This system provides a daily health report listing the health events and resolutions that occurred on a specific date or date range.		
This system provides an immunization summary report that can be filtered and generated based upon user defined criteria, such as grade, effective date, user generated filters.		
This system provides an immunization compliance report that can be filtered and generated based upon user-defined criteria, such as grade, immunization type, compliance status, etc.		
This system provides a screening compliance report that can be filtered and generated based upon user-defined criteria.		
This system provides a health alerts summary report that can be filtered and generated based upon specific criteria.		
This system provides a health condition summary report that can be filtered and generated based upon specific criteria.		

Testing and Assessment	Proposer	Comments
Assessment Requirements:		
The system tracks an unlimited number of Assessments, including:		
State Assessments		
National Standards (SAT, ACT, PSAT, AP)		
District Defined Tests		
Teacher Scored Assessments		
The system allows test scores to be tracked at multiple levels, including: Test level, sub-test level, strand level, sub-strand level		
The system allows multiple test score types, including: Scale Scores, Raw Scores, Percentile Scores, Percentage, Curve Equivalent Score, Pass/Fail Scores, etc.		
The system tracks multiple passing scores for each test.		
The system tracks rubric score results (i.e., Exceeds, Meets, etc. 4, 3, 2, 1, etc.)		
The system tracks specific information regarding the Assessment, including:		
Test Name		
Test Date		
Test Year		
Grade Level		
Number of Items		
Test Type (District, State, National)		
Special Accommodation		
NCLB Test Category		
The system tracks multiple scores for a student repeating a test.		
The system displays all tests a student has taken across an unlimited number of school years.		
The system provides the option to print assessment results on the transcript.		
The system provides the option to have teachers view assessment scores for the students assigned to them.		
The system provides an Assessment Import Wizard to easily import results.		

Testing and Assessment	Proposer	Comments
Imports provide exception reports of items with errors not imported.		
Online Assessments Requirements		
The system provides an integrated Online Assessment tool with test item creation and test bank creation as part of the core system.		
Test items can be created by authorized users in the district.		
Test items can include multiple choice answers.		
Test items can include true/false answers.		
Test items can include short answer.		
Test items can include essay responses.		
The "correct" answer can be flagged in the test item bank for auto scoring once the student completes the assessment online.		
Test items can be reviewed by authorized users before being approved to be used on an assessment.		
Assessments can be created by choosing individual test items to include on the assessment.		
Test items can be marked as "randomized" so each student receives the same questions but in different order.		
Teachers can assign the online assessment for all students or a sub group of students.		
Teachers can assign a time frame of when the online assessment should remain active on the student Portal.		
Teachers can define the number of points possible per test item.		
Students can access the online assessment using any device with internet connection.		
After completing the assessment, the student's responses automatically appear in the teacher's grade book in real time.		
Assessment reports display analysis reports per student.		
Assessment reports display analysis reports per class.		
Assessment reports display analysis reports per question.		
Integrates with 3rd party item banks & test content		
Assessment Reports		
The system provides an Assessment Accommodations Report to easily view which students need special accommodations.		

Testing and Assessment	Proposer	Comments
This system provides a Test Results Report that can be filtered and generated based upon specific criteria, including:		
Grade Level		
Any Saved Filter/Query		
Effective Date		
Test Type (District, State, National)		
Test Result		
Test Score		
The system provides an integrated Data Analysis Tool to analyze test scores in pivot table format.		
The system provides an integrated Data Analysis Tool to analyze test scores in line graph format.		
The system provides an integrated Data Analysis Tool to analyze test scores in pie chart format.		
The system provides an integrated Data Analysis Tool to analyze test scores in bar chart format.		
Can share reports & assessments on a granular basis to sites, roles, grade levels, users		
Data Reporting, Analysis & Visualization		
Easy to navigate interface for all users		
Customizable administrator and teacher data "dashboards"		
Dashboards can display data from multiple external data sources		
All users can easily create customized data reports using data from a multiple assessments or other data as desired		
Can create customized reports with charts, graphs and calculations		
Can create a variety of form letters using any data housed in the system		
System has "pre-built" reports available for the most important data sets (e.g., state test scores, 3rd party assessments such as AIMSWeb, DIBELS, MAP, ACT)		
Data reports have the ability to "drill-down" to the district, school, classroom and student level		

Testing and Assessment	Proposer	Comments
Can query the system to generate a group of students based on multiple criteria		
Can create a variety of specific student groups for data analysis purposes		
Can perform longitudinal analyses of data		
Provides data analyses at the standard and learning target level		
Provides a business intelligence tool for creating specialized query-based reports		
Has the ability to import or create custom learning standards (learning targets)		
Has a variety of detailed student profile reports and a student data dashboard		
Provides a student and parent web portal for access to a variety of data and information		
Can perform predictive analyses on a variety of data sets		
Data reports from local assessments includes detailed item, standards and subgroup analyses		
Assessment Development and Delivery		
Assessments can be created at the district, school and teacher level		
Assessments can be aligned to state standards and custom standards or learning targets		
Has pre-built assessments available based on common core or curriculum materials		
There are item types available that assess learning at varying depths of knowledge		
A wide variety of technology-enhanced item types are available to delivery and create within the system		
Assessments can be created from 3rd party item banks		
Can create local item banks at the district, school and teacher level		
Can deliver assessments via plain paper answer documents		
Scanning of answer documents can be completed through a variety of methods		

Testing and Assessment	Proposer	Comments
Can deliver online assessments		
When testing online students can enter their constructed response items online and teachers can score online		
Can create, deliver and score "performance-based" assessments (e.g., early literacy assessments)		
Other Features and Functionality		
Can manage student special status' (e.g., special education, SES)		
Multi-tiered system of Support and Response to Intervention capabilities for intervention assignment and tracking		
Supports RtI interventions, intervention groups, track sessions & session notes		
Has a repository of student learning resources aligned to state standards		
Has a PFT collection and reporting function		
Has OCR/CRDC collection and reporting function		
Has Perkins collection and reporting function		

Data Management Platform	Proposer	Comments
Data Management Requirements:		
The system provides an integrated data platform		
The data platform flattens the production database structure for better data analysis and performance capabilities.		
Access to the data platform can be set by user.		
Access to the data platform can be set by role.		
The snapshot of the data platform can be scheduled to be refreshed daily.		
The snapshot of the data management can be scheduled to be refreshed weekly.		
The snapshot of the data platform can be given a start date.		
The snapshot of the data management can be given a start time.		
The data platform is seamlessly integrated with a visualization tool, Business Intelligence tool		
The visualization tool utilizes drag and drop analysis tools for easy analysis of data.		
The data can be displayed in multiple formats, including:		
Bar Graphs		
Line Graphs		
Pie Charts		
Line Charts		
Scatter Plots		
Maps		
Heat Maps		
Time Series Displays		
The data from the platform can be exported in multiple formats, including:		
PDF		
HTML		
Excel		
Rich Text		
The data from the platform can be published as a dashboard for end users to consume.		
The system provides for other district 3rd party systems data, such as Library or Transportation systems data, to be imported into the system		

Special Education	Proposer	Comments
Special Education Requirements:		
Is there a Special Education module that can be purchased with the SIS?		
The special education module can be fully integrated with the student information system.		
The special education module shares the same database as the application.		
The system indicates to users throughout the application that a student is a special education student.		
The system provides user-managed tables to support pull-down lists for all multiple selection data fields.		
The system provides the tracking of the initial special education meeting date.		
The system tracks the IEP start date.		
The system tracks the IEP end date.		
The system tracks the IEP evaluation date.		
The system tracks the eligibility date.		
The system tracks whether the student is Medicaid eligible.		
The system allows for a primary disability to be identified		
The system supports the tracking of up to three secondary disablilities.		
The system tracks the staff member managing each disability on file for a student.		
The system tracks the date of exit IEP.		
The system individually tracks all special education services being provided to a student.		
For each service being provided, the system tracks, at a minimum, the start date, end date, service location, service provider, and frequency.		
The system provides the ability to track an unlimited number of special education evaluations in each school year.		
For each evaluation performed, the system reports the date, the evaluation results and the associated instructional setting.		

Teacher Access	Proposer	Comments
Teacher General Requirements:		
The teacher can be provided view-only access to student data for those students assigned to them.		
The teacher has real-time access to the system, both at school as well as off campus.		
The teacher has access to any special concern alerts, such as health problems or court orders.		
Teacher Attendance Requirements:		
Teachers can take attendance online for both period and daily attendance.		
Teachers can take attendance from an online roster or online seating chart.		
The seating chart includes pictures of the students that can be printed.		
Teachers have the option to include comments when marking a student absent or tardy.		
Once a teacher takes attendance, the attendance is immediately available for the District, school administrative staff, and parents to have access.		
The system provides the teacher a history of the student's attendance.		
The teacher's attendance roster automatically shows any student who has been pre-excused for an absence, such as a sports activity or doctor appointment.		
Once a student is registered into a class, the teacher attendance roster is automatically updated.		
Teacher Electronic Grade Book Requirements:		
The system includes a teacher gradebook.		
The gradebook is completely integrated and shares the same database with all other areas of the product.		
Once a student is registered into a class, the teacher gradebook is automatically updated.		
The gradebook supports traditional grading as well as standards-based grading.		
The gradebook supports the creation of categories, such as homework, quizzes, and tests.		
The gradebook allows for a category of assignments to be automatically excluded from the grade calculation.		
Assignment categories can be assigned a weight.		
Assignments within a category can be excluded from showing on the parent/student portal.		
The gradebook can automatically drop the student's lowest grade in each assignment category.		
The gradebook supports an unlimited number of assignments to be created for an assignment category.		
An assignment can be given a weight.		
The gradebook supports both alpha scales (for instance A-F) as well as Rubrics (for instance 1-4).		
The teacher can grade assignments individually or for all students in mass.		

Teacher Access	Proposer	Comments
The gradebook displays a running total of the student's points earned, allowing the teacher to always be aware of the progress of each student.		
The system enforces a grading window during which time the teachers can publish/post grades for report cards.		
The ability for teachers to publish/post grades does not require any syncing of data or uploading of information by disc.		
There is the option for the teacher to utilize a comment bank when adding comments for a student's report card.		
There is the option for the teacher to enter free text comments for the student's report card, based upon permissions.		
The entire gradebook (assignment categories and assignments) can be copied across terms and years.		
Specific assignments can be copied across terms and years.		
A gradebook template can be created and utilized by multiple teachers.		
Teacher Communication Requirements:		
The teachers can create messages and publish them to the parent/student portal.		
The teacher can send messages to parents/guardians.		
The teachers can send an electronic notice to parents/guardians regarding missing assignments.		
The teachers can send an electronic notice to parents/guardians regarding failing grades.		
Standard Teacher Reports Requirements:		
The system provides an attendance summary displaying the total absences and tardies for each student.		
The system provides a missing assignment report which can be filtered and generated by multiple criteria, including student, term, and assignment.		
The system provides a student summary report listing the student's assignments and scores that can be printed and used for mailings.		

Parent and Student Access	Proposer	Comments
Parent/Student Access Requirements:		
The system provides an integrated parent/student portal.		
The parent/student portal provides interactive and real-time access to all student data directly from the student information database to parents/students accessing the portal.		
The parent/student portal provides real-time access to gradebook summary reports.		
The parent/student portal provides each parent with a single login to access all students that are part of their family or household.		
The system generates passwords for access to the parent/student portal.		
The system supports automatic generation of passwords for distribution to parents/students.		
The system supports allowing/requiring parents to update their password upon initial access of the portal.		
The parent/student portal provides access to student demographic information.		
The parent/student portal provides access to student attendance data.		
The parent/student portal provides access to student grades.		
The parent/student portal provides access to class work assignments.		
The parent/student portal provides a description of each assignment.		
The parent/student portal provides an assigned date for each assignment.		
The parent/student portal provides a due date for each assignment.		
The system provides the ability for the District to determine which data to make available on the parent/student portal.		
The parent/student portal displays District and school notices.		

ELL	Proposer	Comments
English Language Learner Tab		
The system provides a way to track English Language Learner (ELL) Status Identification Date and Status History		
A field for Expected Exit Date		
A field for Program Exit Date		
First Year through Fourth Year monitoring can be tracked		
A field for Parent Notified of EL Status		
A field for Parent Program Option Change		
A place for LEP Services and history in relation to CALPADS reporting		
A place for LEP Accommodations		
Fields for LEP Assessment Data and Custom Assessment Data		
Field for the Instructional Strategy to be identified as it relates to CALPADS		
A Field for the EL Instructional Type to be identified as it relates to CALPADS		
A field for the Language of Instruction to be identified as it relates to CALPADS		
Home Primary Language can easily be Identified in the ELL tabs/sections		
A Field for "First Entered US School" can easily be identified in the ELL tabs/sections		
A calculation for "ELL Enrolled in Country Less Than Three Years" is provided and available in the ELL tabs/sections		
Is there a specific EL flag?		
Ability to create EL reports (i.e. RFEP Monitoring)		
Ability to export EL reports into Excel & PDF		
Ability to customize EL labels and Parent Links		
Can fields get locked but able to view?		
Is platform compatible with ELLevation?		

Annual Cost	Implementation Cost	Student Count	Do you provide a hosted solution and how many districts use this solution?	List of California Districts and Size/Level