

PROVISO TOWNSHIP HIGH SCHOOLS
District 209 – Cook County

8601 West Roosevelt Road
Forest Park, IL 60130



March 31, 2017

To Whom It May Concern:

The Board of Education of Proviso Township High Schools District 209 is accepting Request for Proposals (RFP) for a data solution that can provide dashboards, alerts, and reports for diagnostic, descriptive and other forms of data analytics. The solution will, initially, consolidate the functions of the district's student information and assessment systems and should be able to scale up to include information from all forms of the district's data sources.

Proviso Township High Schools District consists of three high schools, and draws students from 10 feeder communities. Currently, the district has an enrollment of approximately 4125 students.

All proposals must be submitted to the District 209 Business Office by **Thursday, April 20, 2017 at 10:00 a.m.** to the following address:

Attention: Sharon Palmer
Proviso Township High Schools District 209
8601 W. Roosevelt Road
Forest Park, IL 60130

Sincerely,

Sharon Palmer
Director of Accounting

INSTRUCTIONS TO APPLICANTS

1. Proposals are due Thursday, April 20, 2017 no later than 10:00 a.m. in the Business Office of:

Attention: Sharon Palmer, Director of Accounting
Proviso Township High Schools, District 209
8601 W. Roosevelt Road
Forest Park, IL 60130

Any questions are to be directed to Ms. Sharon Palmer at spalmer@pths209.org.

2. Proposals are to be in sealed opaque envelopes, clearly marked **Data Management Solution** on the outside of the envelope. All proposal responses, inclusive of the required submissions and all other documentation, must be submitted in hard copy and either mailed, delivered by private carrier, or hand-delivered (no fax or electronic responses). Please provide the District with two (2) copies of your proposal plus the original.
3. The District requires that responses to this Request for Proposal (RFP) contain the following information:

Forms: Proposals are to be submitted on the enclosed official Request for Proposal Form. The Certificate of Compliance with Illinois Drug-Free Workplace Act and Sexual Harassment Policy need to be completed as well.

Cover Letter: The proposal must be accompanied by a cover letter, signed by an individual authorized to bind the proposed entity. Please include the information identified below.

Vendor Profile and Demographics: Provide a statement giving a brief history of your company, how it is organized, and how its available products and resources will be used to meet District 209's requirements and help achieve the business objectives stated above. The vendor shall submit the following information:

- a) The company's official name and address. The vendor shall also indicate what type of entity it is (i.e. a corporation or a partnership).
- b) The name, address and telephone number of the person who receives correspondence and who is authorized to make decisions or represent the vendor. Please state his or her capacity within the company.
- c) The total number of years the vendor has been in business and offering computer technology equipment and services and, if applicable, the number of years under the present business name.

- d) The number of years that the vendor has been providing the specific solution that forms part of its current proposal.
- e) A description of the vendor's operations: facilities, business and objectives, and the number of employees.

Pricing Summary Pages: Submit the designated pricing page.

References: List three (3) references, providing name, address, contact number, and email address. References to districts with high schools are preferred.

- 4. The Board reserves the right to accept or to reject any and all proposals, in whole or in part, to waive any irregularities therein, and to award the contract to other than the lowest proposer.
- 5. Proposals will be evaluated by a review committee. The evaluation of a proposal shall be based on a combination of factors including but not limited to the following: the number of requirements the proposal is able to satisfy, proposal price, references, professional competence, customer services, and any other factors considered to be in the school district's best interest.
- 6. The proposal may be awarded to one or more vendors.

Limitations of Proposals:

1. Proposals will be considered only if made without any connection with any other person or company submitting a proposal, if in all respects is fair and without collusion, and if no member of the Board nor other officer of District 209 is directly or indirectly interested in the proposal or in any portion of the profits thereof.
2. The proposer may withdraw or change a proposal if written notice of the withdrawal or change is received by the Board before the latest time specified for submission of proposals. Any change may be made only by substitution of another proposal.
3. Proposals received after the time specified in the invitation to quote will not be considered and shall be returned to the company. The method of transmittal of the proposal is a proposer's risk of untimely receipt by the Board.
4. The District is aware that information contained in the proposals indicates the vendor's current operations. Therefore, use of this information shall be confined to this request and will be treated as confidential.
5. The District reserves the right to reject any and all proposals submitted, ask for more details or further clarification of any proposal, and select the proposal that best meets the needs of the District. The Board reserves the right to reject any or all proposals or any part thereof, to waive immaterial technicalities in the quoting, and to accept the proposal deemed most favorable to the Board after all proposals have been examined and evaluated.

Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified vendors for the procurement of a data management solution in accordance with specifications and requirements contained herein. This Request for Proposal (RFP) will require the vendor to provide all relevant information based on requirements detailed within the RFP.

District 209 wants to acquire a data system solution that will provide dashboards, alerts, and reports for diagnostic, descriptive and other forms of data analytics. The solution will, initially, consolidate the functions of the district's student information and assessment systems and should be able to scale up to integrate data from all the district's disparate data sources. The project will launch in spring 2017 with a go live date of August 2017. Implementation of the components is desired for the start of the 2017-18 school year, with set up, training, and piloting to occur during the remainder of the 2016-17 school year and the summer of 2017.

Project Background

Proviso Township High Schools District 209 is a Grades 9-12 public school district consisting of three high schools with an enrollment of approximately 4125 students. District 209 is located in Cook County and services parts or all of the following communities: Forest Park, Hillside, Maywood, Broadview, Melrose Park, Northlake, Stone Park, Westchester, Berkeley and Bellwood.

The implementation of a new data system will support the strategic objective of improving organizational processes as it will enable the district to streamline and effectively leverage data across all relevant systems into one comprehensive data resource. This data resource will benefit administrators, teachers, staff, students, parents, and the larger Proviso community – all stakeholders involved in the student's educational process. District 209 is also seeking partner(s) that will meet the district's requirements and demonstrate the ability to have a continued relationship in the years to come.

Board Goals

District 209's Board of Education has adopted the goals of enhancing academic achievement, ensuring effective and efficient operations, and empowering students, families, and communities. Technology hardware is a critical component of the strategic objectives that support these goals. All proposed solutions must be business class solutions in order to ensure the technology is utilized as a tool to facilitate and enhance teaching and support. The technology implemented must enable District 209 to achieve the aforementioned goals.

Solution Vision

To provide all stakeholders with a clear understanding of the current state of the district and the tools needed to make informed decisions which will, in turn, give the district new insights to improve programs, operations, and classroom learning.

1. General Requirements

- 1.1. The solution must currently be fully deployed, for at least 3 years, in an Illinois school district with a student enrollment similar to District 209.
- 1.2. The solution must demonstrate a strong education focus.
- 1.3. The District is in the process of also procuring a database system, and the selected vendor will need to confirm the ability to automatically extract and export data to any system selected and the frequency to which it can occur (nightly, hourly, etc.).

2. Proposal Requirements

- 2.1. Proposals should include documentation of prior work that demonstrates the firm or independent contractor possesses the required qualifications.
- 2.2. Proposals should include a clearly defined Service Level Agreement (SLA) including availability, reliability, problem resolution, and escalation of issues.
- 2.3. Please include a project plan including all phases of the project and the meetings.
- 2.4. A thorough implementation plan should be developed to help ensure technical success and, more importantly, user adoption. Describe your overall implementation approach.
- 2.5. Describe your training approach for each group represented by administrators, teachers, parents, staff, and community stakeholders. Include a proposed training program for key district and school personnel and on logistics management of the proposed assessment solution.
- 2.6. Please provide the maximum amount of bandwidth needed for each the following categories: 1) administrators building reports for district and school level, 2) teacher viewing dashboard at classroom level, 3) community member viewing district dashboard.
- 2.7. Please provide the minimum computing specifications and peripherals (if any) needed to implement your solution.
- 2.8. During deployment, dashboards should be created by the vendor to meet the needs of each discrete group of users.

3. Proposed Costs Requirements

- 3.1. Provide a detailed description of all costs around the deployment. Vendor must supply a firm fixed price for the deployment. Include the cost for ongoing maintenance and operational support which should include ongoing monitoring of data load processes, changes to data sources or addition of new data sources, upgrades to district data sources or vendor upgrades, etc.
- 3.2. Please provide costs for 1) professional development options for teachers, administrators, and/or technology staff; 2) initial set-up fees if any, 3) data integration service fees, 4) other available services.

4. Support Requirements

- 4.1. There should be a dedicated project manager assigned who has experience working with Illinois districts to oversee the system implementation and training.
- 4.2. Support must be available during standard business hours. Both telephone support and online support with ticket tracking must be available.
- 4.3. Ongoing operational support must include ongoing maintenance of data loads after the system has been deployed.

5. Security Requirements

- 5.1. The solution must have the ability to integrate with Active Directory and support Single Sign-On (SSO). Solution must demonstrate an ability to control several levels of security.
- 5.2. The solution must have an easy to navigate and flexible user interface and analysis tools for several levels of administration and monitoring.

6. Technical Requirements

- 6.1. The District is in the process of selecting a new assessment system. The proposed solution must be able to integrate ANY assessment system.
- 6.2. The solution must provide easy-to-use, flexible, functional data manipulation and analysis tools for district and school administrators, teachers, parents, staff, students, and community stakeholders.
- 6.3. A rich integrated business intelligence environment should be included to provide the ability to customize existing vendor reports/dashboards and generate new custom reports and dashboards.
- 6.4. The solution must be able to support a minimum of 5,000 concurrent users without a degradation of services.
- 6.5. Dashboards must be fully customizable with the ability to display on the web.
- 6.6. Capable of accessing 5 years of data, to accommodate for a student's complete history. The system should be able to access multiple years of master schedules and demographic data and be able to go back to historical data to review district defined data elements at any specific point in time (slowly changing dimensions).
- 6.7. Should provide data dashboards, which are "drillable" through the data and customizable by the District and the user, which present a quick view of critical data elements using charts, graphs, and/or text information as appropriate.
- 6.8. Should provide the ability for the District to develop dashboard portlets and reports which may be pushed out to users by role.
- 6.9. Should provide the District with the ability to publish saved report queries with disaggregation options (i.e. filters) based on a user's level of access.
- 6.10. Should provide a mechanism for dashboards to be "published" to the website on as needed basis.

- 6.11. The solution must be a browser-based user interface (Chrome, Internet Explorer, Mozilla, and Safari) requiring no local client installation.
- 6.12. The solution must be accessible on a PC (Windows 7 and 10), Mac (OS X Yosemite, OS X El Capitan, and MacOS Sierra), and iPad (iOS 8, 9, 10) devices.
- 6.13. The District must be able to control who can make changes to dashboards. Dashboards should also have a locked down mode.
- 6.14. The solution must have the options of being hosted at the district or vendor hosted with vendor support for each option.
- 6.15.
- 6.16. It is expected that the solution that is chosen based on this RFP will be able to access, manage and display data from the District’s main information systems listed below. Please be aware that we are also purchasing a new assessment system. This system is going and the proposed solution has to have the flexibility to get information on all assessment systems. The system must have automatic connections to many, if not all, district systems. A sample current systems follows:

Data System	Title	Publisher	Major Functions
Student Information System	PowerSchool	PowerSchool	Student demographics, attendance, grades, schedules, discipline, health and immunization, special education status, ELL, Gradebook, etc.
CSV Files	ISBE SIS	Illinois Department of Education	Standardized Assessment Results; state data for student demographics, course assignments, teacher assignments, etc.
Assessment System	TBD	TBD	A system for knowing how our students are doing on tests.
Personalized Learning	Edgenuity	Edgenuity	Provides students with self-paced learning.
Discipline Reporting	Incidents	Educator’s Handbook	A system to enter and store all student discipline incidents, submitted by teachers, counselors, deans, etc.

7. Functional Requirements

- 7.1. Student assessment and achievement data on a variety of instruments over a period of time.

- 7.2. Disaggregation of state, district and classroom data by such district-defined filters and demographic factors, as: gender, ethnicity, special programs, free and reduced lunch, early warning status, etc.
- 7.3. Ability to include district formative/benchmark data along with summative data by student, class, grade level, school, district.
- 7.4. Access and display membership data such as attendance and tardies, down to the lowest level (period level tardies).
- 7.5. Teacher dashboards that can include assessment data for each student. The data may be from current year or previous years and should include all district and state assessment instruments.
- 7.6. A complete picture in a dashboard that can be turned into a printable PDF of an individual student that includes as much history as we have for a student, including demographic information, assessment history for multiple instruments over multiple years, discipline, attendance, enrollment, schedules, grades, GPA and at risk history.
- 7.7. Administrators should be able to easily compare classroom profiles in the aggregate or disaggregated format as defined by the filters above.
- 7.8. Must have a rich cohort facility that allows any district personnel to create a cohort either by dynamically selecting cohort groups based on criteria, or by importing a set of students that may not have any relationship in the system (e.g. attend an after school tutoring program). Ability for District staff to create and save cohort groups, and to use these groups in further analysis.
- 7.9. Ability to consider discipline data including infractions and resolutions, and perform disparity analysis across subgroups without creating custom reports.
- 7.10. Ability for the District to define "cut-points" for various assessments and be able to report on these pre-defined levels, i.e. proficient, advanced, etc.
- 7.11. User roles and permissions must allow varying degrees of access to the data.

Data Management Solution Pricing

Please provide proposed costs:

Please indicate the version you are proposing: _____

Per student licensing costs: \$ _____

Per license maintenance costs: \$ _____

Total cost per license: \$ _____

Initial setup costs: \$ _____

Data integration costs: \$ _____

Installation costs: \$ _____

Consulting costs: \$ _____

Professional development costs: \$ _____

Additional optional features:

Optional Feature Description	Cost
1.	\$
2.	\$
3.	\$
4.	\$

Firm Name

Date

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____ (Individual Vendor), does hereby certify pursuant to Section 4 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.314) that (he, she) will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Name of Firm/Individual

By: _____
Signature

Title

Date

(Vendors With 25 or More Employees)

CERTIFICATE OF COMPLIANCE WITH

ILLINOIS DRUG-FREE WORKPLACE ACT

_____ (Vendor), having 25 or more employees, does hereby certify pursuant to Section 3 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.313) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and further certifies that (he, she, it) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Name of Firm/Individual

By: _____
Signature

Title

Date

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

_____ (Contractor), does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that (he, she, it) has a written sexual harassment policy that includes, at a minimum, the following information: (1) the illegality of sexual harassment; (2) the definition of sexual harassment under State law; (3) a description of sexual harassment, utilizing examples; (4) an internal complaint process including penalties; (5) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (6) direction on how to contact the Department of Human Rights and Human Rights Commission; and (7) protection against retaliation.

Name of Firm/Individual

By: _____
Signature

Title

Date