Request for Proposals #23-23 for the Council Rock School District
Student Assessment and Analytics System

Friday June 2, 2023

Invitation:
The Council Rock School District (CRSD) invites you to submit an offer for the material(s) and/or services identified and described within this Request for Proposal (RFP). Please read carefully all instructions, specifications, requirements, scope of work terms and conditions. Please submit your proposal to the above address no later than the time and date specified above.

CRSD Contact Information:
Ricardo Cargas, Information Systems Manager
Email: rcargas@crsd.org
             And
Donna Heverly, Purchasing Department
Email: dheverly@crsd.org

Introduction:
CRSD is soliciting offers for the purchase, installation, setup, training, and technical support of a Student Assessment and Analytics System to meet the needs of the district. The basis of the RFP is to implement a system replacing our current PowerSchool PerformancePlus System that would allow for data-driven decision-making at multiple user and organization levels. The vendor should demonstrate expertise in the educational software development as well as proof of cyber/data security, SOCII security compliance and proof of cyber insurance. The request for proposal is for an integrated system to meet the immediate and long-range needs of CRSD as outlined in the general and detailed system requirements that follow. By integrated software package, we mean that all software delivered from a vendor should be facilitated from a common organization-wide database application permitting the total sharing of information within and across functions and other systems. The integration should include data access products such as those listed in "Systems Integration" below. By immediate and long range, CRSD means a system that will provide functionality to the school district for a period of 5-10 years with maintenance, upgrade, and support services available from the vendor. CRSD would like to move to the new system beginning with implementation starting the summer of 2023 and production no later than fall 2023.

In considering options for this software application, CRSD is most interested in exploring a software as a service (SAAS) system, focusing on the functional capabilities of the application. At the same time, integration and flexibility are key considerations, as CRSD continues to evaluate new options and consider redesigning processes to provide high-quality customer service as efficiently as possible. The application must work in support of, not as a hindrance to, innovation and serve the needs of CRSD both now and in the future.

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Background

The Council Rock District covers 72 square miles and is comprised of five municipalities: Newtown Borough and the Townships of Newtown, Northampton, Upper Makefield, and Wrightstown. As of the 2010 census, the total population of the school district was approximately 73,110.

The task of educating approximately 10,700 students, K-12, is a large one and requires the increasing attention and devoted efforts of approximately 913 teachers and supervisors, as well as clerical, custodial, maintenance and cafeteria employees who support the instructional program in the fourteen schools. The school district is by far the largest employer in the area. The school district operates ten elementary schools (grades K-6), two middle schools (grades 7-8), and two high schools (grades 9-12). Council Rock is also one of four participating school districts in the Middle Bucks Area Vocational-Technical School located in Jamison, PA.

The district employs approximately 2650 total employees including substitute employees, approximately 840 of which are professional staff and 500 support services personnel. We intend to use the new system across the entire district of students.

Schedule of Proposal

1. Issue RFP: Friday, June 02, 2023
2. Questions Due on or before: Wednesday, June 14, 2023
3. Proposals Due on or before: Friday, June 23, 2023
4. Finalists Selected & Notified: Thursday, June 29, 2023
5. Finalist Presentations: Monday, July 06-10, 2023
6. District Approval: Thursday, July 20, 2023 (Board Meeting)
7. Award Bid – Selection: Friday, July 21, 2023
8. Implementation: Monday, July 31, 2023
9. Go-Live (Production):   Monday, October 02, 2023

Key Points

- User Single Sign-On (SSO)
- Easy to use for teachers
- Browser agnostic
- Multiple device use capabilities
- Secure online students' assessments
- Assessment generation at multiple levels
- Standards bank for assessment question generation and alignment
- Robust reporting:
  - multiple user/organization levels
  - multiple years longitudinal analysis
  - multiple assessment result comparison
- OCR online/paper scanning
- Ability to accept external data from multiple sources
- API interface

Scope of Work

Please describe/provide the following in detail. If you are unable to provide a response to any of the items listed below, please include that the item is "not applicable" or "not available" in your responses.

- **Record of Performance:**
    1. Provide your firm's three (3) most recent project examples indicating your past record of performance on contracts with Educational or other Government Agencies with respect to such factors as value engineering, cost control and avoidance, quality of work, and ability to meet schedules.
    2. Describe techniques planned to assure achievement of schedule milestones.
        a. Include recent projects to demonstrate ability to meet project budget and schedule.
    3. Provide your Service Level Agreement (SLA) and explain the two most recent times it was needed/utilized.

- **Capacity & Capability:**
    1. A summary of current work and statement regarding ability to assign adequate staff and resources to meet project schedules.
    2. Quality assurance program regarding, but not limited to, design, and coordination of work.
    3. Commitment and guarantee for the successful completion of the project.
    4. Methods and techniques for tying project goals directly to specific design strategies and how their progress will be monitored.
    5. Implementation plan & support including both on-site and remote
    6. All training options available and your support and technical assistance.
    7. The timeline for system development, implementation, and historical data migration.
    8. A detailed cost breakdown, including any licensing or subscription fees, installation / setup costs, and ongoing maintenance and support costs.
    9. Evidence of SOCII compliance and cyber insurance certificate.
    10. Your data retention, backup, ownership process.

- **Systems Integration:** The CRSD systems necessary to integrate with the selected system are listed below.
    1. PowerSchool eSchoolPlus Student Information System
    2. PowerSchool Special Programs Information System
    3. Canvas Learning Management System
    4. Google Suite
    5. Microsoft Office Suite
    6. PA State Assessments
    7. Classroom Diagnostic Tests (CDT – DRC.org)
    8. Import/Export to CSV File format abilities

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● **RFP Questions:**
1. How is your system best used for Special Services and Interventions?
2. Describe how your system supports the Multi-Tiered System of Supports (MTSS) and Professional Learning Communities (PLC) processes.
    a. Assessment Development:
        ▪ How does your system align to PA Common Core standards when developing assessments?
        ▪ Does the system have a prepared question bank aligned to PA Common Core standards?
        ▪ Can users create/import custom standards?
        ▪ Does the assessment follow a 3-point or 4-point scale rubric?
        ▪ Does the assessment provide for sub-score for each content area tested and partial scoring?
        ▪ Can we import test templates from other programs? Provide examples.
        ▪ Are multiple question types such as multiple-choice, short answer, essay, and formula builder available?
        ▪ Does the system allow for test creation at specific levels, i.e., teacher, classroom, district?
        ▪ Can assessments be shared, edited, copied, and distributed to other users?
        ▪ Can assessments be available in multiple languages?
    2. Assessment Administration
        ▪ Is immediate scoring available to the classroom teacher?
        ▪ Are there online tools for test-taking strategies i.e., highlighter, bold etc.?
        ▪ Is there a customizable release window by date?
        ▪ Is there role-based security allowing some assessments to be visible while others are hidden?
        ▪ Does the system have the ability for online and paper assessments?
        ▪ Does the system allow for customizable delivery i.e., randomized questions, adaptive testing?
    3. Reporting & Analysis
        ▪ What are the different levels of reporting that can be performed across multiple assessments / curricular areas / buildings / grade level / teachers?
        ▪ What types of longitudinal analysis can be performed?
        ▪ Define the types of charts and visual reports that can be generated/exported.
        ▪ What will this data look like visually?
        ▪ What customizations and data points can be made and highlighted?
    4. Other
        ▪ Provide a sandbox environment to trial the system?
        ▪ What other systems do you have or integrate with for curriculum storage solutions?

Submitting your proposal:
Proposals should meet the criteria as well as answer sections and questions posed in this RFP. Firms may organize their proposals as they wish. Proposals must include an estimation of cost for the total project from inception to implementation and beyond. Please email questions regarding proposals by Wednesday June 14, 2023 to Ricardo Cargas (rcargas@crsd.org) and Donna Heverly (dheverly@crsd.org). Please email your proposal to Ric and Donna on or before Friday, June 23, 2023 12pm.   CRSD will review, compare, and summarize all proposals. CRSD will notify all participants to the determination of a selected semi-finalist by Thursday, June 29, 2023. Those selected will be invited to demonstrate their system to the CRSD Student Analytics and Assessment team on July 06, 07 or 10, 2023. After anticipated School Board approval, CRSD will contact the awarded finalist on Friday, July 21, 2023.

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The Council Rock School District reserves the right to reject any and all proposals for any reason in its discretion, as permitted by law. The district further reserves the right to waive any formalities or irregularities, and to divide a bid/proposal or eliminate, reduce, or increase the items/services sought to serve the best interest of the district. The district will not be liable for any costs incurred in the preparation of proposals or attendance at any on-site visits in relation to the proposal. The successful bidder shall be required to comply with any and all laws applicable in the Commonwealth of Pennsylvania, including but not limited to those applying to non-discrimination, equal employment opportunities, and certification of U.S. manufactured steel in certain products.