



*Data and Information Systems Work Group  
1950 Monroe Blvd., Building #1, Room 206  
Ogden, UT, 84401  
801.737.7335*

## **Request for Proposal**

### **COMPREHENSIVE STUDENT INFORMATION SYSTEMS RFP 22-003**

Bids must be received by 2:00 p.m. MST on December 16, 2021  
via UPS Utah Public Procurement Place (SciQuest)

## SECTION 1—RFP PURPOSE

**1.01 Purpose.** The Ogden School District (hereafter referred to as “the District”) is seeking information and proposals from qualified and experienced parties to provide an integrated and comprehensive Student Information System for student demographic and related profile information, scheduling and course enrollment, academic attendance and grading, academic advisement, and systems of monitoring student progress and needs in a single or integrated platform. It is anticipated that this Request for Proposal (hereafter referred to “the RFP”) will result in an award to a contractor for a single and comprehensive solution. If necessary, however, following review of all proposals, the District retains the right to refrain from selection if it is determined that no single solution or set of solutions sufficiently meets cost-effectiveness, accessibility, integration options, and ease-of-use expectations within the District’s model for dynamic data driven teaching and learning.

## SECTION 2—GENERAL INFORMATION AND INSTRUCTIONS

**2.01 Notice to Providers.** This RFP may be conducted in three (3) steps as outlined.

Providers will be ranked based on point totals in Step 1. A minimum of two (2) of the most acceptable offers will then have their cost proposals evaluated in Step 2. Acceptable finalists from Step 2 may be selected to present and demonstrate, with hands-on access to the District review team, the product’s capabilities in Step 3.

### **Step 1. Technical Proposal—50 points possible.**

This initial response will consist of the technical proposal and should provide clear delineation and quality assurance of:

1. Your response to the bid instructions,
2. Your assigned staff’s experience,
3. Your company’s financial stability and history of providing such products,
4. Your references’ responses to our inquiry,
5. Your implementation plan, service support, and customer training and ongoing support provided,
6. Your product’s match to our needs and minimum requirements, including current and expected capacity to integrate with other information systems.

### **Step 2. Cost Proposal—50 points possible. (Provided in a separate attachment)**

Your proposal is expected to include:

1. Initial costs
2. Ongoing costs
3. Any supplemental costs foreseeable or recommended

*Note:* At the time of your response, provide in a separate attachment, your best pricing for the products presented utilizing form “Attachment C.” Include an itemized price breakdown of all

individual components offered as part of software, hardware/equipment, installation, maintenance and support.

**Step 3. Product Demonstrations—50 points possible.**

1. Ease of use,
2. Actual deliverables,
3. Compatibility with required district systems, general requirements from Section 3
4. Other available integrations with District data sources

The District will detail what is expected in the product presentation/demonstration from each finalist including scheduling, detailed questions, time frame for follow-up inquiries, live product demonstrations and hands-on experience for the reviewers, etc. Each finalist will be ranked based on the specific deliverables and final cost—the cumulative score from the 3 step process.

The RFP is designed to provide interested providers with sufficient basic information to submit proposals meeting minimum requirements, but it is not intended to limit a proposal's content or to exclude any relevant or essential data there from. Providers are at liberty and are encouraged to expand upon specifications to evidence their product's full capabilities. However, proposals are expected to be concise and to the point, addressing the requested information as the primary focus.

**2.02 Background.** The Ogden School District is an urban school district that enrolls approximately 11,000 students in grades Pre-K-12. The District is comprised of (13) thirteen elementary schools serving students grades Pre-K-6; (3) three junior high schools serving grades 7-9; (2) two comprehensive high schools serving grades 10-12; (1) one alternative high school serving primarily grades 10-12; and (1) one Youth In Care school that includes varying levels of secure care and services for adjudicated youth across all grade levels including a small number of high school graduates. Preschool services are presently provided through partnership programs but students in preschool grades are also enrolled in the District elementary schools on the Student Information System.

The District is considered a minority majority school district with approximately 58% ethnic minority and 64% economically disadvantaged. Nearly one-third of families have a language other than English in their homes spanning nearly 40 languages and dialects. Each of these students and their families need to be able to access the SIS for registration, grade review, attendance checks, managing contact information and school-home communications. The present SIS is Utah's ASPIRE system. All schools are connected to the internet via fiber connections and use Microsoft Active Directory. The District is a Google Reference District and is located at 1950 Monroe Boulevard, Ogden, Utah.

**2.03 Issuing Office and RFP Reference Number.** The Purchasing Department is the issuing office for this RFP and its data and Information Systems Work Group, composed of district wide representatives. This body will engage in and review the full RFP process and potential selection of a product or products meeting the specifications of this request and District needs. The reference number for this RFP is 22-003. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

**2.04 Response Date.** In order to be considered for review and potential selection, your proposal must be submitted electronically through UP3 Utah Public Procurement Place (SciQuest) <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah> and must be received **no later than 2:00 p.m. Mountain Standard Time on December 16, 2021. *You must submit your***

**technical proposal and cost proposal as two separate attachments or your submission will be deemed non-responsive.** In addition, you may submit one electronic redacted copy of your technical proposal if you submit the business confidentiality form along with it (See Section 2.13). Proposals received after the deadline will be ineligible for consideration.

**2.05 Inquiries.** All inquiries or requests for clarification or interpretation arising subsequent to the issuance of this RFP must be submitted electronically via SciQuest, <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>. Questions and answers will be made available via SciQuest. **All inquiries must be received no later than noon MST on December 9, 2021.**

**2.06 Timeline.** The anticipated timeline for this RFP is as follows:

EVENT	DATE
Advertisement of RFP	November 4, 2021
Deadline for Questions	December 9, 2021
RFP Response Deadline	December 16, 2021
First Evaluation Period	January 21, 2022
Second Evaluation Period (if necessary)	February 18, 2022
Board Action	March 17, 2022
Contract Effective Date	March 18, 2022
District-Wide Implementation	April 1, 2022 - June 30, 2022
District-Wide Rollout	July 1, 2022

**2.07 Gratuities.** By written notice to all firm(s), the District may disqualify from consideration any subsequent contract by any firm if it is found by the District that gratuities, in the form of entertainment, gifts, or otherwise were offered or given by the firm, or any agent or representative of the firm, to any officer or employee of the District with the intent to secure any contract or secure favorable treatment with respect to this RFP and any future purchase.

**2.08 Award of the Contract.** A Purchase Order, based upon this RFP and/or by follow-up negotiations will be issued by the Purchasing Department after the approval of the Board of Education. If a separate contract is also required by your company, it must be attached to your response for our review.

**2.09 Standard Contract Terms and Conditions.** Any contract resulting from this RFP will include, but not be limited to, the District's Standard Contract Terms and Conditions attached. Proposals requesting exceptions and/or additions to the Standard Terms and Conditions, as set forth in this RFP, must include the exceptions and/or additions with the proposal response. Exceptions and/or additions submitted after the date and time for receipt of proposals will not be considered. The District reserves the right to negotiate or refuse any exceptions and/or additions.

**2.10 Contract Period.** The contract period will be for five years with annual review and the option to terminate based on functional value and performance. Options to renew for an additional five year

period without RFP would be available based on functional value, performance, and continuance of sustainable cost structure.

**2.11 Termination.** Unless otherwise stated, this contract may be terminated, with cause by the District, in advance of the specified termination date, upon **90** days written notice being given by the District. The party in violation will be given ten (**10**) working days after notification to correct and cease the violations, after which the contract may be terminated for cause. On termination of this contract, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to the date of termination.

**2.12 Price Guarantee Period.** All pricing must be guaranteed for 5 years (unless otherwise specified). Any request for price adjustment must be made a minimum of 30 days prior to the effective date, must be supported by sufficient documentation to justify, and may not exceed the original mark up or down percentage of the original offering. Any such adjustment or amendment to the contract will not be effective unless approved by the Director of Support Services. Also, the District will be given the immediate benefit of any price decrease in the market or allowable discount.

**2.13 Proprietary Information.** All protected information must be included in this section of the proposal response. Do not incorporate protected information throughout the proposal. Rather, provide a reference in the proposal response directing the reader to the specific area of this Protected Information Section.

The Government Records Access and Management Act (GRAMA), Utah Code Ann., Subsection 63G-2-305, provides in part that:

*the following records are protected if properly classified by a government entity:*

1. *trade secrets as defined in Section 13-24-2 if the person submitting the trade secret has provided the governmental entity with the information specified in Section 63G-2-308 (Business Confidentiality Claims).*
2. *commercial information or non-individual financial information obtained from a person if:*
  - (a) *disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future.*
  - (b) *The person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and*
  - (c) *the person submitting the information has provided the governmental entity with the information specified in Section 63G-2-308.*

And

3. *(6) records, the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except, subject to Subsections (1) and (2), that this Subsection (6) does not restrict the right of a person to see bids submitted to or by a governmental entity after bidding has closed; ....*

**Pricing may not be classified as confidential or protected and will be considered public information after award of the contract. An entire proposal cannot be identified as “Protected”, “Confidential”, or**

**“Proprietary”, and if so identified shall be considered non-responsive unless the offeror removes the designation.**

**2.14 Incurring Costs.** The District will not be liable for any cost which firms may incur in the preparation or presentation of their proposals. Responses to the RFP should be concise, straightforward and prepared simply and economically. Expensive displays, bindings or promotional materials are neither desired nor required. However, there is no intent within these instructions to limit the RFP’s content or to exclude any relevant or essential data there from.

**2.15 Addendum to RFP.** In the event that it becomes necessary to revise this RFP in whole or in part, an addendum will be provided on the UP3 Utah Public Procurement Place (SciQuest) website <https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah> . Said addendum(s) will be posted on the District’s website <http://www.ogdensd.org/departments/purchasing> as well. Respondents are responsible to check these websites for the most current information regarding this RFP.

**2.16 Authorized Firm Representatives.** The RFP proposal will list the name, title, office address, telephone number, and email address of the person(s) authorized to represent the firm regarding this RFP. The District reserves the right to negotiate a change in the individual assigned to represent the firm awarded any contact if the assigned representative is not supplying the needs of the District appropriately. The right shall carry forward through the response period and during the term of any contract.

**2.17 Remedies.** The laws of the State of Utah shall apply in all disputes arising out of this RFP, without regard to choice. The State of Utah laws rule.

**2.18 Compliance.** The vendor hereby agrees to abide with all applicable federal, state, county and city laws, statutes and regulations and to be responsible for obtaining and/or possessing any and all permits and licenses that may be required.

**2.19 Acceptance of Services/Products Rendered.** The District, through its designated agents and representatives, will be the sole determining judge of whether services/products rendered under the proposal satisfy the requirements as identified in the proposal.

**2.20 State and Local Taxes.** The District is exempt from sales and excise taxes. Exemption certification information appears on all purchase orders issued by the School District and such taxes will not apply unless otherwise noted. Contact the Purchasing Department for a copy of the tax exemption certificate: TC-721G.

**2.21 Anti-Collusion.** The submittal of a proposal constitutes agreement that the firm has not divulged its proposal to firms, nor has the firm colluded with any other firms or parties to a proposal whatsoever.

**2.22 Indemnification.** The firm shall hold harmless, defend and indemnify the Purchasing Department, the District, and its respective officers, employees, and agents from and against any and all claims, losses, causes of action, judgments, damages and expenses including, but not limited to attorney’s fees because of bodily injury, sickness, disease or death, or injury to or destruction of tangible property or any other injury or damage resulting from or arising out of (a) performance of any contract, or (b) any act, error, or omission on the part of the firm, or its agents, employees, or subcontractors.

**2.23 Insurance.** The awarded firm shall maintain, during the term of any resulting contract, all appropriate General, Contractual, Professional and Liability Insurances. Please provide proof of your current insurances and amounts.

**2.24 Restrictions.** Responses to this RFP must clearly set forth any restrictions or provisions deemed necessary by the firm to effectively service any proposed contract.

**2.25 Right to Reject.** The District reserves the right to reject in whole or in part any or all RFP's and to waive any formality or technicality in any RFP in the interest of the District. Subsequent procurement, if any, will be in accordance with the District contractual action. Non-compliance with the conditions of this RFP may result in disqualification of the offending firm.

### **SECTION 3 – SCOPE OF WORK, REQUIREMENTS & QUALIFICATION**

**3.01 Scope.** Minimal requirements must be met in order to be considered through this RFP. SIS needs begin at online registration and proceed through attendance tracking systems, academic and behavior intervention and related progress monitoring, academic advisement, grading, and documenting individual student needs through special programs flags and at-a-glance referents on critical legal and medical specifications per child. At each of these data entry and review points, input must be single entry user-friendly tools and processes accessible to multiple technical skill levels, including parents and students. The district is exploring options and hopes to find a product or suite of products that meets as many of our SIS needs as possible with ease of implementation to ensure maximization of the product and employee time. If the District does not find a product or suite of products that is deemed sufficient and satisfactory, the District reserves the right to abstain from selecting a vendor at this time.

#### **3.02 Minimal Requirements.**

General:

- Software may be available as an premises or SaaS solution;
- Software for the end user must be compatible with 64-bit Microsoft Windows 10, Apple Mac OS and/or Google Chrome Operating systems;
- Software on the back end must be compatible with 64-bit Microsoft Server in addition to being added to a domain;
- Single Central Database Microsoft SQL Server or Oracle Server. Latest current supported version from either vendor;
- SSO integration with standard SAML LDAP, Microsoft Active Directory or Google as an option for Authentication;
- Must be integrate/compatible with Google Workspace for Education applications
- Must be integrate with USBE required UTrex data reporting services;
- Must have an API/SDK for system integration;
- Must support generic job scheduling for automation of tasks;
- Must have IMS Global OneRoster v1.1 file and/or API available;
- Must have IMS Global OneRoster v1.1 customizable filters for file and/or API available;
- Must NOT require the use of java on end user workstation;
- Must support data at rest and data in flight encryption;
- Must be compatible with/offer integration to Canvas LMS;



- Must be compatible with/offer integrations for Utah assessment, special program, and other required SIS monitoring systems;
  - Must be compatible with/offer integrations for educational software programs required by USBE and/or the District for student import/export;
  - Must allow home access to teacher communication by email or comparable interface;
  - Must include online registration and parent portal for communication and information updating;
  - Must be able to work with online translation tools or include options for non-English speaking families;
  - Must include transcript creation with weighted GPA and ability to print and send transcripts to colleges and universities;
  - Must include dynamic and customizable grade book for standards-based and traditional grading systems;
  - Must include college/career planning tools for high school pathway development and mapping;
  - Any management and transfer of student data must be secure;
  - System must be able to utilize existing network and power wiring;
  - All software must be easy to use with minimal training requirements by multilingual staff;
  - All software must be able to provide customizable reports
  - Service support response required (Monday – Friday) includes general response within 1 hour and remedy within 24 hours, and emergency response within 15 minutes and remedy within 3 hours or less;
- All vendor programs and practices must align to Utah State Board of Education data privacy expectations and guidance as found at <https://www.uen.org/usbe-datasecurityprivacy>;
- Proposed timeline for product implementation and training must coincide with a fully functional and operational system as of July 1, 2022 and District wide beginning of school classes on August 12, 2022. Transition and planning must be available beginning as of April 1, 2022.

Value-Added:

- Integrated behavior system for discipline and intervention input and data monitoring;
- Integrated assessment elements for classroom teaching and learning;
- Compatibility with Panorama, Clever, Tableau, Alio and Unified Talent systems;
- SSO integration for both employees and students.

**3.03 Qualifications.** The contractor must have a minimum of three (3) years of successful implementation in a comparable educational setting operating multiple program integrations for dashboard data from the SIS and other ancillary tools, software, and assessments.

As evidence, please provide information on each of the following using each bulleted point as the heading:

- Suggested overall implementation timeline.
- Data conversion timeline, data conversion process, and technical resources for conversion.
- User access timeline, including when system users would gain access.
- Process for setting up single sign-on and for importing users (admin/staff/parents/students).
- Training timeline, including resources for training (and any associated costs) and an outline of training model.
- Availability of a sandbox system.
- Outline steps to ensure adequate system performance in the areas of database design (indexing, keys, query optimizations, etc.), ensuring the user experience is responsive with Application Online Transaction Processing (OTP), optimization for reporting (data warehousing, etc.), and



- web server performance.
- Outline suggested hardware and software configuration for application servers (how clustered/access), both internal and external, database servers, and any additional servers.
- Outline of suggested configuration for system database failover/redundancy, including what database[s] are used.
- Outline any suggested security-related configurations to protect the system and data.
- Outline backup procedures include how often backups are performed, what type of backups are performed if backups are stored in separate locations, how long backups are retained, and what the process is for restoring a system from a backup.
- Share what the committed uptime includes and how we will be notified of outages.
- How is database access granted to the District staff for customized reporting, scripting for data changes/updates, and how is access granted to the District on-premise applications that access the data.
- Share the replication process to the District on-premise Data Warehouse.
- Outline any security-related configuration or monitoring to protect the system and data and how we will be notified of a security or data breach.
- List any special ports that may be used for either an on-premise or hosted solution.
- Outline encryption methods for both on-premise and hosted solutions.
- Name any other network/firewall items that need consideration.
- Compatibility with Utah School Information Management System (USIMS).

## **SECTION 4 - RESPONSE to RFP**

**4.01 RFP Response Outline.** RFP's must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. All responses must be organized and labeled to comply with the following sections:

- A. **Executive Summary.** Provide a one or two page executive summary that briefly describes your firm's proposal, highlighting the major features of the proposal. Summary must clearly indicate any proposal requirements that cannot be met by your firm. Proprietary information requests should be identified in this section for consideration.
- B. **Response to Scope of Work, Requirements, and Qualifications (Section 3).** Provide detailed information specifically addressing the scope of work, requirements, your firm's qualifications and a proposed schedule of implementation as listed in Section 3. Be concise.
- C. **RFP Certification Form.** Provide a completed and signed certification form "Attachment A".
- D. **Organization and Financial Documents.** Provide a brief company history and organization chart showing the person(s) who will be assigned to implement and support your software and hardware products if awarded the bid. Provide your company "Income Statement" and "Balance Sheet" for the past three years. **(The income statement and balance sheet should be submitted as a separate attachment and will not be available to other parties or individuals as part of a GRAMA request. It is automatically considered protected).**
- E. **References.** Provide contract references from three (3) separate school districts that are currently using each product that you are proposing. Preferably one or more of these districts

would be located in Utah. The contact person must be a person who is involved in the actual utilization of the product and cannot be a spokesperson who is unfamiliar with the details of how the software products work. Contact information should include the first and last name of the contact, their phone number and email address. The District reserves the right to use any and all references, or contact additional references that will aid in its decision process. Please utilize form “Attachment B” when submitting your references.

- F. **Costs.** At the time of your response, **provide as a separate attachment**, your best pricing for the products presented utilizing form “Attachment C”. Include an itemized price breakdown of all individual components offered as part of the software, hardware/equipment, installation and implementation, maintenance and support.

**4.02 Proposals Considered.** Proposals will only be considered if they include all essential features specified in Section 3.

## **SECTION 5 - PROPOSAL EVALUATION**

**5.01 Proposal Evaluation Criteria.** The criteria to review and score proposals includes three steps. Vendors selected following step one will be considered for step two; those selected following steps one and two cumulatively will be considered for step three.

### **Step 1. Technical Response—50 points possible.**

1. Your response to the bid instructions—5 points
2. Your assigned staff’s experience—10 points
3. Your company’s financial stability and history of providing such products—5 points
4. Your references’ responses to our inquiry—10 points
5. Your implementation plan, service support, and customer training and ongoing support provided—10 points
6. Your product’s match to our needs and minimum requirements, including current and expected capacity to integrate with other information systems—10 points

### **Step 2. Cost Proposal—50 points possible.**

1. Initial costs for general and value added requirements
2. Ongoing costs, including training, service, upkeep, etc.
3. Any supplemental costs foreseeable or recommended

### **Step 3. Product Demonstrations—50 points possible.**

1. Ease of use—15 points
2. Actual deliverables—15 points
3. Compatibility with required district systems, general requirements from section 3—10 points
4. Other available integrations with District data sources—10 points

**5.02 Evaluation.** The District reserves the right to be the sole judge as to the overall acceptability of any proposal or to judge the individual merits of specific provisions within competing offers. Upon

completion of the evaluation process, all firms will be notified of the selection committee's decision. The District reserves the right to deem all proposals as insufficient in value and cost and to, therefore, abstain from selection.

## **SECTION 6 – LEGAL DISCLAIMERS**

This RFP is to identify a program or suite of programs that would best meet the needs of the District and its patrons. The District reserves the right to abstain from selection if The Board determines insufficient funds exist or this project is deprioritized. The District also reserves the right to abstain if no vendors are able to meet the specifications herein this RFP with sufficient and satisfactory capacity and cost.

In accordance with Federal civil rights law the District is prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by state and federal government awards.

## Attachment A

### **CERTIFICATION OF PROPOSAL**

We have read the District Request for Proposal and fully understand its intent. We certify that we have adequate personnel and resources to fulfill the proposal requirements. We further understand that our ability to meet the criteria and provide the required services/product shall be judged solely by the District.

We further certify that, since the receipt of this RFP, no contact, discussion, or negotiations have been made nor will be made regarding this request with any District employee or board member other than the listed contact people in the RFP. We understand that any such contact could disqualify this proposal.

We further certify that we are properly licensed to conduct business within the scope of this RFP, in the State of Utah.

We certify that all schedules and addenda contained herein shall be considered part of the entire RFP response and that the complete document submitted shall be considered a legally binding document.

Submitted By (please print):	
Legal Name of Submitting Firm:	
Authorized Signature:	
Name and Title:	
Telephone Number:	
EMail Address:	
Date:	

## Attachment B

### REFERENCES

Provide a list of three (3) school districts, preferably in Utah or western states, who have a minimum of two years of experience with your product(s) per the information listed below.

District 1	
Name of School District::	
Address::	
City, State, Zip:	
Contact Name and Title:	
Contact Phone and Email:	
Number of Students:	
Products and Services Provided::	

District 2	
Name of School District::	
Address::	
City, State, Zip:	
Contact Name and Title:	
Contact Phone and Email:	
Number of Students:	
Products and Services Provided::	

District 3	
Name of School District::	
Address::	
City, State, Zip:	
Contact Name and Title:	
Contact Phone and Email:	
Number of Students:	
Products and Services Provided::	

\*If additional space is needed, please attach to this document.

**GENERAL COST PROPOSAL FOR RFP #22-003 (To be provided separately)**

- | Item  | Year One | Annually for Years 2-5 |
|---|----------|------------------------|
| Software Cost                                     | \$       | \$                     |
| Hardware/Equipment Cost                           | \$       | \$                     |
| Installation and Set Up                           | \$       | \$                     |
| Initial Implementation Training - Technical Group | \$       | \$                     |
| Roll Out Training - User Group                    | \$       | \$                     |
| Additional Training -                             |          |                        |
| Train the Trainer                                 | \$       | \$                     |
| Remove/On-Line Training                           | \$       | \$                     |
| Other:  | \$       | \$                     |
| Maintenance and Support                           | \$       | \$                     |
| Other Fees  | \$       | \$                     |
| Total   | \$       | \$                     |

- | Additional charges | Fee For Service | Per<br>(Hour/Other) |
|--------------------|-----------------|---------------------|
| Description:       |                 |                     |

*Data and Information Systems Work Group*