



Charlotte • Hinesburg • Shelburne • St. George • Williston • CVU

REQUEST for PROPOSAL

Student Data Integration Software Solution

Your firm is invited to submit competitive proposals for providing a Student Data Integration Software Solution for the Champlain Valley School District.

Bidding instructions and proposal specifications are enclosed for your review.

Please complete the Request for Proposal document to submit your proposal.

Request for Proposal Date:

Proposals are due Thursday, March 30, 2023 at 11:00 AM EST at Champlain Valley School District Offices, 5420 Shelburne Road, Suite 300, Shelburne, Vermont 05482 or emailed to CVSDRFP@cvsdvt.org.

Direct Questions To:

George Martin, District Data Manager
Champlain Valley School District
5420 Shelburne Road, Suite 300
Shelburne, Vermont 05482
(802) 383-1234
GMartin@cvsdvt.org

RFP Envelope or Email:

Label envelope or title email as follows:
RFP ENCLOSED – SOFTWARE PROPOSAL

Direct RFP and Correspondence To:

Champlain Valley School District
Attn: Sarah Crum
Director of Learning and Innovation
5420 Shelburne Road, Suite 300
Shelburne, Vermont 05482
(802) 383-1234

CHAMPLAIN VALLEY SCHOOL DISTRICT

Request for Proposal for Student Data Integration Software Solution

The Champlain Valley School District invites qualified providers of K-12 Data Management software solutions to submit proposals for Student Data Integration Software solution. All proposals must conform to the specifications outlined below:

- 1.0 In determining the successful bidder, consideration will be given to price, responsiveness to specifications and the bidders' past experience.
- 2.0 The school board reserves the right to accept any bid or reject any bid or all bids or to award the contract on such basis as the school board deems to be in its best interest.
- 3.0 The school district is exempt from payment of federal, state and local taxes. Therefore, taxes should not be included in the proposed prices that are submitted.

Information Provided to Proposer:

1.0 General Information

- 1.1 The Champlain Valley School District is located in Chittenden County, Vermont. It serves students in the towns of Charlotte, Hinesburg, Saint George, Shelburne, Williston.
- 1.2 There are 3,900 students in one (1) high school grades 9-12, three (3) elementary/middle schools grades PK-8, one (1) elementary school grades PK-2, and one (1) elementary/middle school grades 3-8. The administrative offices are located at 5420 Shelburne Road, Suite 300, Shelburne VT 05482.
- 1.3 The SU employs approximately 800 full time equivalent staff annually.

2.0 Our goal for this system is to collect and analyze data on student academic achievement and social emotional wellness using a system that allows us to analyze the strengths and needs for an individual student as well as understand student growth in our system. Components that are priorities:

- A system that allows us to centralize data from multiple sources and that smoothly “talks” to our data sources
- A system that produces visualizations of both individual student data as well as system data in multiple formats to provide meaningful insight into our students' progress and our system growth
- A system that synthesizes data from multiple sources in ways that allows us to analyze both individual student growth and system growth
- A system that allows for collaboration at the student, class, school and district level in responding to student need as illustrated in the data
- A system that integrates all student data into a dashboard and allows for the interpreting and taking action to respond to student and system needs

3.0 Current Environment

- 3.1 The District’s strategic environment requires that the software be optimized for the Chrome browser. Cloud-based solutions (vs locally hosted solutions) are strongly preferred.
- 3.2 Third-party Specialty Software applications - The School District currently has investment in the following specialty software programs: list may not be complete:

PowerSchool
 Vermont Comprehensive Assessment Tool (VCAT)
 iReady
 ESGI - Easy Progress Monitoring Software
 Smarter Balanced Assessment Consortium (historical)
 VTCAP/Cognia
 JumpRope
 College Board
 Engagement Survey
 CloseGap
 PBiS-SWIS
 Naviance
 National Student Clearinghouse

4.0 Application Requirements

- 4.1 Product Demonstration: qualified bidders will be invited to demonstrate their product to the Director of Learning and Innovation either in person or web-based in April. (see 5.0 Timing Considerations below)
- 4.2 The following are minimum bid specifications. Please respond with simply a “Yes” if your company meets the software criteria. If your response is “No” please provide a description of how you might comply.

A. General System Requirements		
These are general requirements that are not associated with any specific functions identified. These generally refer to usability of the system.	Yes/No	Comments
Vendor will sign a student data privacy agreement with TEC (The Education Cooperative)		
Application supports two-factor authentication, preferably Google Single Sign-On		
Flexible User Security based on role.		
Application supports a change log which includes information on who accessed our data, what was accessed, when and from what IP address.		
Ability to assign user access to specific students/groups.		

Customizable interface and framework.		
Software package can integrate data seamlessly from other systems.(see 3.0)		
Vendor will provide responsive and personalized support.		
User training and training modules available for ongoing use.		
The system provides on-line help to assist users with data entry and reporting.		
Ability to reliably backup data daily		
Ability to restore system to a previous point in time up to 30 days		

B. Functionality		
	Yes/No	Comments
These requirements refer to the data system's functionality. This includes the ability to unify, manipulate and produce useful information to end users by utilizing data from multiple sources.		
Connect seamlessly to SIS and multiple third-party systems to integrate data (eg: demographic, attendance, grades, discipline data, assessment)		
Ability to easily disaggregate data, show growth, and filter by various demographics by district, school level, and school level groups by year (eg: Ethnicity-Race, Plans, FRL, etc...)		
Custom Dashboards/Data Visualizations (eg: district, cohort, school, student, parent/family)		
Ability to create custom individual student profile reports "on the fly" and other custom reports that can be saved and accessed by a user on a repeat basis.		
Use student groups from SIS to create rosters and team/house access for teachers/administrators.		
Flexibility to create custom/unique groups of students and retain them in order to view/report/display data.		
Ability to create custom forms (eg: EST Forms, Placement Forms)		
Create and administer SEL surveys, and custom surveys, to students.		
Integrate/import and store, local, state, and national assessments. (eg: iReady, SBAC (Historical), Cogna, PSAT, SAT, ACT)		
Create custom local assessments in the system for data entry by staff.		
Student warning system. (eg: Notification of intervention or other needs based on set thresholds)		
Ability to export data into various file formats (e.g.: xls, csv, txt). Print, and securely share readable reports.		
Ability to embed custom public facing, interactive data dashboards on the website.		

Ability to upload attachments and link supporting google documents to an individual student's data profile securely		
Ability to email reports, information to parents. Parent/Student Portal.		
Ability to upload student pictures.		

4.3 Narrative Responses - please provide narrative responses to the following questions as an addendum to your bid

Narrative Responses
1. Describe any network, browser requirements and device compatibility
2. Describe the security measures taken by your company to ensure the security of student data.
3. Training and implementation plan: The vendor must supply initial training in order for Champlain Valley School District personnel to understand the setup implications. Training shall also be provided to support the key milestones outlined in 5.0 Timing Considerations. In addition, follow-up training will be provided no later than forty five days after the go live period as requested by the School District. <ul style="list-style-type: none"> a. Please provide detailed information about the vendor’s approach to training which encompasses the following items: <ul style="list-style-type: none"> i. will training be in person, or virtual, live or pre-recorded ii. amount of training included in the proposal iii. Sample implementation plan iv. Project management and other services included v. Web-based training services
4. Software support: <ul style="list-style-type: none"> a. statement of maximum response time and procedure for handling telephone calls for service and support b. Describe any pro-active support services that are provided such as newsletters, user groups and workshops
5. Describe the process and available support from your company to connect additional data sources to this system in the future.

4.4 Work Plan

Submit a work plan to accomplish the scope of services, within the required time frame. The work plan should include time estimates by staff level for each of the significant segments of the work and the staff assigned to each segment.

4.5 References

Provide a list of the four most recent public school Student Data Integration Software implementations along with project manager contact information. Emphasis should be placed on implementations completed with Vermont School Districts or Supervisory Unions.

Provide a brief work experience and training for each member that will be working on the implementation team.

Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following: Current assets, Net Fixed Assets, Other Assets, Current Liabilities, Other Liabilities, Equity, Revenues and Expenses. Name and address of firm preparing the attached financial statement and date thereof. Provide banking reference information (bank name, contact person, phone number)

4.6 Other

Give any additional information, not specifically requested previously, considered necessary for fair evaluation of the proposal.

4.7 Cost Proposal

Software Costs	
	Cost
Base cost of the software complete with implementation training and implementation support (first year's technical support should be noted as well as the annual continued support charge).	
Application Software in Total or by module (if detailed please attach)	
Implementation	
Annual Support - year one	
Annual Support - year two	
Annual Support - year three	
Total cost including three years of support	

Configuration and Set up	
	Cost
Configuration charges should include setup of application. This includes data conversion, migration and integration setup from multiple systems. It should include creation of all users with appropriate rights and permissions. A daily data backup strategy should be developed and tested.	

Training and on-going support	
	Cost
Cost of additional (client requested) training or support not included in base bid.	

5.0 Timing consideration

- 5.1 Proposals are due Thursday, March 30, 2023 at 11:00 AM EST at Champlain Valley School District Offices, 5420 Shelburne Road, Suite 300, Shelburne, Vermont 05482.

5.2 Submit by email, mail or in person to:

Sarah Crum, Director of Learning and Innovation
5420 Shelburne Road, Suite 300
Shelburne, Vermont 05482
CVSDRFP@cvsdvt.org

5.3 The proposals will be opened on March 30th, 2023 at 11:00 AM, EST.

5.4 The Champlain Valley School District will analyze the RFP's and will invite select vendors to provide demonstrations. It is anticipated that the demonstrations will be held between April 13th and April 21st. The School District expects the vendors to provide the software demonstrations at no cost to the Champlain Valley School District.

5.5 The Champlain Valley School District expects to begin implementation no later than February of 2024

5.6 An implementation schedule included in the RFP must outline milestones to meet requirements in 4.2 and to meet a October 1st, 2024 go live date.

6.0 Invoicing

6.1 Champlain Valley School District will negotiate the payment terms in the final contract.

7.0 Other Proposal Information.

7.1 If it becomes necessary to revise any part of this RFP, or otherwise provide additional information, an addendum will be issued by the Champlain Valley School District and furnished to all firms that have received copies of the original RFP.

7.2 All proposals become the property of the Champlain Valley School District.

7.3 The Champlain Valley School District is not liable for any cost incurred by the prospective vendor in replying to the RFP.

7.4 Request for proposal must be valid for 120 days from March 30th, 2023.

PROPOSAL RESPONSE
Student Data Integration Software Solution
CHAMPLAIN VALLEY SCHOOL DISTRICT

Name of Company: _____

Address: _____

City, State, Zip: _____

Federal Identification Number: _____ E-mail address: _____

Must be signed by a duly authorized officer of the Company

By: _____ Name: _____
Signature (Proposal Not valid unless Signed) (Type or print)

Title: _____ Date: _____