

**Bay-Arenac ISD
4228 Two Mile Road
Bay City, MI 48706
(989) 667-3221**

**Request for Proposals
Student Management System**

November 22, 2011

GENERAL CONDITIONS

The Bay-Arenac ISD (BAISD) is soliciting proposals from qualified firms for a comprehensive, integrated, full-featured student management system designed using a web-based architecture. The system will be used to improve efficiency in collection and analysis of student data.

The following Request for Proposal (RFP) is being provided to you for your consideration. To be considered for this engagement, your firm must meet the qualifications and satisfy the requirements set forth in this RFP.

Beth Soggs
Manager of Technical Operations
Bay-Arenac ISD
4228 Two Mile Road
Bay City, MI 48706
989.667.3250
soggse@baisd.net

Completed proposals must be received at the address noted above by **1:00 PM on Wednesday December 14, 2011**. Proposals must be submitted in a sealed envelope that is clearly marked "BID OR PROPOSAL – STUDENT MANAGEMENT SYSTEM" with return address. Proposals submitted by facsimile or email will not be accepted. All proposals will be opened at the specified time and will be read aloud. The public is welcome to attend this bid opening. All proposals received after the date and time specified will be returned to the proposer unopened.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the project solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district.

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for product/services and does not constitute an agreement for that product/services. It is further expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s). Each proposer by its submission of its proposal releases BAISD, its Board of Education, employees and agents from any claims arising out of, or in any way related to, the RFP process and the selection of the provider. An alternative may be offered, if deviations from the specifications are minor and provided that deviations are clearly specified. Failure to outline such deviations may be grounds for rejection of the proposal. BAISD will retain sole authority for determining what constitutes as an acceptable deviation from the specifications/requirements.

The proposer is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a proposal or otherwise responding to the RFP, or any negotiations incidental to its proposal for the RFP.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty. Any errors, omissions, or discrepancies in the specifications discovered by a proposing entity must be brought to the attention of BAISD immediately. Such errors shall be promptly corrected for proposing entities and no proposing entity shall be permitted to take advantage of or suffer harm from these errors.

Any decision made by BAISD, including the selection of a provider, shall be final. Protests regarding the bid award must be submitted in writing and received by Mr. Michael R. Dewey, Superintendent not more than fourteen (14) days after the bid award notification is issued.

All questions and correspondence should be directed to Beth Soggs via email to soggse@baisd.net or by telephone. In order to assure consistency of information provided regarding this RFP, contact with Bay-Arenac ISD personnel other than Beth Soggs is discouraged and may be grounds for elimination from the selection process.

WITHDRAWAL OF PROPOSALS:

Proposals must remain valid through July 1, 2012. Modifications to proposals will not be accepted by the district, except as may be mutually agreed upon following the acceptance of the proposal.

TIME TABLE:

1. Release of RFP on or about Tuesday, November 22, 2011.
2. Proposals due at 1:00 p.m. on Wednesday, December 14, 2011.
3. Bids will be opened at 1:15 p.m. on Wednesday, December 14, 2011.
4. Board of Education action on Monday, January 16, 2012.
5. Notification to all firms as soon as possible after Monday, January 16, 2012.

ISD INFORMATION:

Bay-Arenac ISD currently manages a CIMS student management consortium and provides services to 18 districts. These districts have a combined total FTE enrollment of approximately 26,000 students. (See Appendix A)

The ISD plans to house and maintain the infrastructure of the new student management system and local districts would utilize the Internet to access the system. The ISD will be providing the on-going training and technical support for this system. After the initial series of installations, BAISD will provide the training for the remaining school districts and level one support for all districts.

We expect all teaching staff to easily access the information they need to provide quality instruction, administrators to be able to quickly and easily access data to help make building decisions, parents to have access to their student's information via the web, and expect the vendor to be aware of all our state reporting, changes in that reporting, and any system programming modifications to be done expeditiously. We expect the vendor to express the limitations of their product prior to purchase.

SUBMITTAL REQUIREMENTS

Vendors submitting a proposal must include the following information in the order specified and clearly identified within the proposal:

1. A brief description of the company, including a history of experience with Michigan school systems, especially those districts operating in a consortium environment, and any available brochures about the business. Contact information, including the name, address, phone number, e-mail address, and mailing address of the vendor's primary contact person must be included in this section.
2. A list of current Michigan customers with contact name, phone number(s) and address, and how long they have been a customer.
3. A list of customers with contact name, phone number(s) and address who have stopped using your software within the last two years.
4. The exact specifications of the hardware required to run the student information system. Please describe all software, e.g., operating system, database, report writer, etc., that is optimal for use of the software. BAISD plans to implement the selected product in its current virtual environment.
5. A cost quotation for the first year of the project. This quotation must be itemized and include all costs, including system license fees, data conversion, implementation, training, travel and per diem, documentation, suggested software modifications, maintenance, third party software (including the proposed database software, although this may be purchased by BAISD via statewide contract), and any other cost to make the system operational except for the cost of hardware. Identify the method(s) of pricing (named user, concurrent user, modular, FTE, headcount, site, other) used in the proposal. Costs should be broken down on a per district basis for all 18 districts. Vendor may group districts for training purposes as it sees fit to consolidate and reduce training costs.

6. A cost quotation for the next three years of the service. This quotation must be itemized and include all costs, including maintenance, upgrades, support, etc. It is understood that this information is for planning purposes only, and that BAISD and vendor will annually review student enrollment figures and adjust the subscription costs accordingly.
7. A complete description and associated costs of any proposed "elective" modules available in the software that are not described in this RFP.
8. A complete description of services included in an annual support agreement.
9. A complete description of services not included in an annual support agreement.
10. Provide a matrix to be used by BAISD to determine initial costs for additional districts which may express an interest in joining the BAISD consortium. Matrix should include approximate costs per student for licensing, implementation, conversion, training, etc.
11. A description of a typical conversion/implementation process. District responsibilities and tasks, vendor responsibilities and tasks, timelines, data conversion, data migrated, etc.

SYSTEM REQUIREMENTS:

General System Requirements

The system should run in an environment that will be hosted, supported and maintained by the BAISD Technology Services Department. The system must allow for multiple levels of security, from the BAISD Technology Services staff which need access to all information for all districts, to limited access for those personnel at the school building level that may have "read-only" access for their buildings.

The system design and platform should take advantage of the latest developments in computer technology. The system must have a graphical user interface, be fully web-based, be easy to use, and include a report writer for user-designed, ad-hoc reports. Easy import and export of data from desktop applications, including the Microsoft Office Suite, World-Wide Web, other database systems, etc., is also necessary. The software must be technically stable and virtually bug-free. System enhancements should be available at regular and frequent intervals and be installed easily, with minimal downtime.

BAISD is looking for a flexible, fully-integrated system that will meet all federal and Michigan state reporting requirements. Because each district within the BAISD customer base has varying needs and procedures, the student information system must easily adapt to the environment of the specific school district rather than the school district having to adapt to the software.

School districts everywhere are facing financial crises, and the school districts in Michigan are no exception. The software must be proven to be cost-effective, allowing for opportunities to streamline procedures, automate workflow and increase productivity. Student enrollment figures will be reviewed annually, and annual maintenance and subscription costs will be adjusted accordingly.

GENERAL SYSTEM REQUIREMENTS			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
General/Miscellaneous			
Multi-user Capability.	R		
The Proposed solution:			
• Is fully integrated	R		
• Is web-based not web-enabled	R		
• Is based on a relational database model system	R		
• Centralized system	R		
• Provides real-time data access	R		
• Compatible in a virtual server environment	R		
• Supports Windows 2008 Server	D		
• Provides ability to implement various configurations of server(s) and database instances(s)_ for the purposed of segregating transactional processing from reporting, e.g.,TSDL, NCLB or State Reporting	R		
• ODBC compliant	R		
• JDBC compliant	R		
• Includes an integrated SQL database	R		
• System is scalable	R		
• Supports the use of LDAP	R		
• Schools Interoperability Framework (SIF) version 2.0 certified	R		
Users can access data stored in district databases via the intranet or Internet using a standard browser.	R		
Uses the TCP/IP protocol to access the system via existing networks.	R		
Provides the capability for a centralized student management system database to support all students and school sites in the district, while allowing for school-based functionality such as attendance and scheduling.	R		
Customizable by:			
• Fields	R		
• Screens	D		
• Reports	R		
On-line help accessible from each page.	D		
Product is specifically designed for the web using modern technology not a web enable solution using older technology with plug-ins.	R		
The system provides the ability for the user to define additional data elements (user-defined fields) that can be accessed and manipulated the same as the default data elements.	R		

GENERAL SYSTEM REQUIREMENTS			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
Point and click operability.	R		
Flexible query tools for searching database.	R		
Product should adhere to industry standards, such as:			
• GUI (Graphical User Interface)	R		
• Use of a relational database	R		
• Use of standard web browser to access the application	R		
<u>Security</u>			
Full multi-level security.	R		
Users can be assigned to user groups.	R		
Authorized teachers to access student records for only the students in their courses or homeroom.	R		
Automatically signs a dormant user off the system after a defined period of time.	R		
Allows a defined number of failed log-in attempts before an account is temporarily disabled.	R		
Utilized SSL for data encryptions.	R		
Security should be based on user name and password.	R		
Vendor needs to provide security updates, patches, and workarounds in a timely manner.	R		
Restricts school site users from changing pre-defined tables, but provides view capabilities to schools users.	R		
<u>Functional</u>			
Utilizes user-defined fields and screens for district-required information and school site needs.	R		
Allows mass changes to data within the system, using graphical tools.	R		
The system must contain data elements for tracking and reporting No Child Left Behind (NCLB) and Teacher Student Data Link (TSDL).	R		
Provide the flexibility to have students "assigned" to multiple schools where they are participating in unique programs, yet ensure that the student is counted only once for membership.	R		
Facilitate the efficient identification and tracking of students within a highly mobile student population.	R		
Facilitate the efficient identification and tracking of students within a highly mobile student population.	R		
Support for user-defined fields for:			
• District Level	R		

GENERAL SYSTEM REQUIREMENTS

***Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No**

SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
• School Level	R		
Fully integrated solution.	R		
The system should have full back-up capabilities.	R		
Product should provide the following components or areas:			
• Student Demographics	R		
• Attendance	R		
• Enrollment	R		
• Grades	R		
• Report cards	R		
• Transcripts	R		
• Graduation Requirements	R		
• Integrated Grade Book for Mac/Win PC's	R		
• Master Scheduler Builder	R		
• Student/Course Scheduling	R		
• Health	R		
• Student Alerts	R		
• Discipline	R		
• Activity Tracker	R		
• Fees	R		
• Test History	R		
• Support for District & State Standards	R		
• Default reports	R		
• Custom reports	R		
• Object reports	R		
• Import/Export wizard	R		
• Custom Fields and screens	R		
• Custom Forms	R		
• Faculty Demographics	R		
• Special Programs	R		
• Parent and Student Access	R		
• School Bulletin	R		
<u>Reporting</u>			
The reports must be easy to produce. All reports should have the option to print, view or export to a file.	R		
System must support the use of data views to simplify the complexity of the data model, making it easier to directly access the information needed to build custom reports.	R		
Supports the use of third party reporting tools such as Crystal Reports.	R		
Users must have the ability to create ad hoc reports and queries of the database.	R		
Daily functions, such as reporting, searching, & querying must be handled by	R		

GENERAL SYSTEM REQUIREMENTS			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
the system in a multi-user mode, whereby one workstation running a query does not lock others of the database during the process.			
Reports must have the ability to be run immediately or sent to a queue for later processing so system resources are not affected for large report generation.	R		
Ability to schedule reports to run automatically on a specified schedule.	R		
<u>Software Maintenance and Support</u>			
The vendor shall provide a software update service that furnishes periodic updates.	R		
Program modifications and updates will be:			
<ul style="list-style-type: none"> Available remotely via the Internet and/or through installer based applications available for download via the Internet 	R		
<ul style="list-style-type: none"> Include documentation related to updated features 	R		
<ul style="list-style-type: none"> Provide protection for custom screens 	R		
Provides the capability to migrate easily to new software releases (updates) and automatically convert the student database.	R		
Annual support subscriptions are provided and include all of the following items:			
<ul style="list-style-type: none"> Software maintenance 	R		
<ul style="list-style-type: none"> Software updates 	R		
<ul style="list-style-type: none"> Product notifications 	R		
<ul style="list-style-type: none"> Unlimited toll-free telephone support 	R		
<ul style="list-style-type: none"> Email support 	R		
<ul style="list-style-type: none"> Online support 	R		
<ul style="list-style-type: none"> Online help built into the application 	R		
The system will be accompanied by user manuals and other system support documentation as needed.	R		

DISTRICT MODEL			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
Aggregates student information into a centralized database.	R		
Product allows for Intra-district transfers.	R		
View data by individual school or by entire district from central database.	R		
Access data for any student in district from central database.	R		
Automatically assigns student ID number from district-defined parameters. Unique to each student.	R		
Enables immediate updates of central	R		

DISTRICT MODEL			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
database when students enroll withdraw, or transfer.			
The software provides for updating of data to the central database when submitted by the user.	R		
Data entry and viewing occurs via the TCP/IP protocol using a standard Web Browser or integrated grade book.	R		
User defined reporting of demographic information.	R		
The software provides for district control of setup tables to enforce standardized data entry across schools.	R		
Print consolidated reports from centralized database.	R		
Provide for data recovery with centralized database.	R		
Provide capability to track student's mobility within the district.	R		
Ability to pre-define the student registration data entry screen to meet the student registration data requirements.	R		
Maintain history records for student transcripts indefinitely.	R		
Ability to send one mailing to households with multiple siblings in district.	R		

STUDENT DEMOGRAPHICS			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
Product provides easy to view/read screens of all student data with simple navigation tools.	R		
Students can be found by:			
• Last name	R		
• First name	R		
• Student ID number	R		
• Address	R		
• Home Phone	R		
• Name of Parent	R		
• Any other student specific data	R		
The ability to enter multiple enrollment codes within the system.	R		
Ability to flag a student for guardian restrictions with the Alert appearing on all student screens.	R		
Ability to flag a student for discipline issues with the alert appearing on all student screens.	R		
Ability to flag a student for health issues with the alert appearing on all student screens.	R		
Ability to flag a student for fees due with the alert appearing on all student screens.	R		

STUDENT DEMOGRAPHICS			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
Provide for transportation information (i.e. buses and route numbers).	R		
Students can be grouped together for ease of mass editing.	R		
Provide for student grouping of extracurricular activities.	R		
Allow for input of locker numbers.	R		
Allow for input of locker combinations.	R		
Free/Reduced lunch eligibility tracking.	R		
The following fields must be provided:			
• Student ID (a unique number up to 10 digits)	R		
• First name	R		
• Last name	R		
• Middle Name	R		
• Suffix	R		
• Legal Name	R		
• Alias (AKA) Name	R		
• Emergency Contact Information	R		
• Guardian information	R		
• Birth Date	R		
• Gender	R		
• Social Security Number	R		
• Enrollment status	R		
• Ethnicity	R		
Ability to link student information to other students in the same school.	R		
Ability to link student information to other students in other schools within the district.	R		
Ability to select which student fields are to be used to link students together.	R		
Ability to use a family ID number for tracking family members.	R		
Ability to use guardian information to link students together.	R		
Ability to use address information to link students together.	R		
Ability to search for family members already enrolled in the system.	R		
Ability to optionally enroll students without linking them to other family members.	R		
Product must track all entries, withdrawals and reactivation of a student within the district.	R		
Address fields and city fields must be long enough to accommodate all possible entries.	R		
Automatically assigns a unique student ID number from:			
• District-defined parameters.	R		
• School defined parameters.	R		
Allows assignment of students to user-defined student groups.	R		
Allows multiple mailing addresses for	R		

STUDENT DEMOGRAPHICS			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
student mailings.			
Product provides the ability to require certain data items at entry.	R		
Ability to track changes made to a student record.			
<u>Reporting</u>			
Labels for mailing, file covers, class list and transcripts.	R		
User-defined reports.	R		
Standard (default) reports.	R		
Object reports.	R		
User defined report cards.	R		
User defined transcripts.	R		
Ability to include graphics on reports.	R		
Ability to include watermarks on reports.	R		
Ability to create Form Letters.	R		

ATTENDANCE			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
Allows the entry of multiple absence codes within the system.	R		
Tracks absences and tardies by:			
• Day/Half Day	R		
• Period	R		
• Course	R		
• Interval, e.g., every 60 minutes	R		
• Time	R		
Posting of attendance, for individual students, can be done by student ID and last name.	R		
Allows a teacher to take attendance using a seating chart that displays student photos.	R		
Adds and deletes absences in mass for all students:	R		
• Scheduled into a selected course and section	R		
• Assigned to a selected student group	R		
• Based on a query of students	R		
Attendance component allows:			
• Attendance entered online from the classroom	R		
• Attendance entered from the office	R		
• Automatically available to the teacher when absences are entered in the office	R		
Attendance is entered online eliminating the need for scan sheets.	R		
Attendance codes may be controlled at the school level.	R		

ATTENDANCE			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
Assigns a single absence to mark a student absence in all periods or courses for a specified date.	R		
Accumulated absence totals for each student including:			
• Days in attendance	R		
• Excused absences	R		
• Unexcused absences	R		
• Days not enrolled	R		
• Number of tardies	R		
• Number of unexcused tardies	R		
• Number of home based days	R		
• Membership	R		
• Total Days Absent	R		
• Total Days Present	R		
• Attendance Percent	R		
• A.D.A.	R		
• A.D.M.	R		
Provide for absence letters to parents.	R		
Allow for multiple absence letters to same student.	R		
School calendars must include:			
• Legal holidays	R		
• In-service days	R		
• Staff development days	R		
• Marking periods (start and end dates)	R		
• Half days	R		
Provides easy navigation from one student's absences to another.	R		
Attendance must be available at the classroom level for teacher entry and viewing.	R		
Teacher screens display the attendance of each student that has a pre-recorded absence in his or her course/section.	R		
System allows a substitute teacher the ability to enter attendance in the course/section subbing in or homeroom.	R		
School office can determine which teachers have or have not submitted their attendance for a given period.	R		
Provide parents access to their child's attendance/grades/assignments record via the Internet as soon as it is entered.	R		
Attendance may be taken either daily or period-by-period.	R		
Interfaces attendance information with grade reporting module.	R		
<u>Reporting</u>			
Provides ability to search students and develop reports based on:			
• Excessive absences	R		
• Perfect attendance	R		
Ability to develop custom reports on any information related to attendance such as:			
• Individual student absence and tardy	R		

ATTENDANCE			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
information.			
• List of students with specific absence count.	R		
• Enrollment counts.	R		
• Absences related to grades.	R		
• Absences related to ethnicity.	R		
• Period by period absences.	R		

Grades (Grade book, Report Cards and Transcripts)			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
Provides an integrated teacher grade book program.	R		
Grade book must be a web-based solution.	R		
Teacher grade book must be accessible though a standard web-browser on any Internet connection.	R		
Must include the following Assessments: Advanced Formative Summative Diagnostic	R		
Calculates Mean, Median and Mode within the Grade Book application.	R		
Enables the use of Student Groups to organize classroom instruction.	R		
Real-time updates to Parent Portal.	R		
Provides teachers the latitude to control what parents can see at a specific time.	R		
Product must provide unlimited licenses for teacher grade book.	R		
Grade book synchronizes with main database.	R		
Queries secondary school alphabetic and numeric grades, credits and comment codes utilizing a class list for:			
• Progress reports	R		
• Report cards	R		
Final grades can be computed by the system.	R		
The system provides for teacher comments.	R		
Grades are automatically posted to transcript records.	R		
Provides ability to identify students in danger of retention.	R		
Supports on-line display of class lists.	R		
Supports on-line display of individual student schedules.	R		
Integrates summarized attendance information for grade reporting including:			
• Total absences	R		
• Total unexcused absences	R		
• Total excused absences	R		
Stores student GPA's for a single school year.	R		

Grades (Grade book, Report Cards and Transcripts)			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
Stores student GPA's for multiple years.	R		
Automatically recalculates GPA's after grade changes.	R		
Allows user defined parameters for calculating multiple GPA's.	R		
Maintains historical grading information for grades K-12.	R		
Provide parents access to their child's attendance, grades, and assignments via the Internet as soon as they are entered.	R		
Maintains transcript records including grades and credits for courses taken in and out of district.	R		
Calculates a cumulative class rank based on weighted and/or non-weighted GPA's.	R		
Calculates Semester and Cumulative GPA's based on weighted and non-weighted grades.	R		
<u>Reporting</u>			
Reports must include, but not be limited to, the following:			
Elementary school report cards/progress reports including:			
• Grades	R		
• Narrative comments	R		
• Citizenship	R		
• Effort	R		
• Standards	R		
Honor roll based on user-selected criteria including:			
• Weighted GPA	R		
• Non-weighted GPA	R		
• Variable honor roll criteria for different schools, schedules, activities and programs	R		
• Minimum number of credits completed during a term	R		
Athletic eligibility reports on demand based on:			
• Weekly Grades	R		
• Attendance	R		
• Previous school year credit	R		
• Semester GPA	R		
Grade verification list.	R		
Ranking reports listing students in:			
• Rank order	R		
• Alphabetical order	R		
Ability to create student transcript labels including:			
• Student name	R		
• Grade	R		
• School	R		
• Course title	R		
• Grades	R		
• Credits earned	R		
• Total credits earned	R		
Allows user to configure format of report	R		

Grades (Grade book, Report Cards and Transcripts)			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
cards.			
Allows multiple formats for report cards – elementary, middle and high school.	R		
Mailing labels.	R		
Ability to create progress reports that include.			
• Grades	R		
• Course names	R		
• Comments	R		
• Credits earned	R		
• Total absences	R		
• Total tardies	R		
Ability to generate a four-year transcript report.	R		
Export available for Docufide submission.	R		

SCHEDULING			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
Individual schools must have the flexibility to have semester, quarter, trimester or full year courses.	R		
Provide separate schedules for 'Next' year (scheduling year).	R		
Each course will have a course code, description and department.	R		
Schedule new students 'on the fly' without having to use a scheduling engine.	R		
New and current students can be scheduled using a walk-in scheduler that utilized the scheduling engine.	R		
Multiple scheduling attempts can be made and stored for retrieval.	R		
Allow for teacher planning period.	R		
Each course must be able to have multiple sections.	R		
Course request can be:			
• Entered from keyboard	R		
• Entered on-line	R		
Linked alternate course requests are supported.	R		
Global alternate course requests are supported.	R		
The system must include an automatic resource allocation designed to assign periods to course sections in order to create a master schedule.	R		
The scheduling system must provide reports that enable an administrator to assess the status of the scheduling process.	R		
The system should be able to link a group of students together across semesters.	R		
The system automatically processes	R		

SCHEDULING			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
student course requests against the master schedule to produce student schedules.			
The system provides for interactive drop/add of students from classes after initial schedules are established.	R		
Enables a teacher to teach multiple courses during any given period with separate rosters and online attendance.	R		
Print student schedule for one semester or two as needed.	R		
Allows sections to be assigned to specific periods.	R		
The software must have an easy drop/add process that can be used by administrators, counselors and clerical staff.	R		
Provides for block courses and block scheduling.	R		
Sections can be matched during scheduling to enable students to be scheduled for a group of courses in a predetermined pattern, i.e., teams.	R		
The system allows the ability to schedule courses offered less than five days per week.	R		
The system allows linking of related courses.	R		
Course sections must allow for grade restrictions.	R		
Maintain multiple schedules to accommodate trial runs.	R		
The system includes an on-line automatic scheduler with the capabilities to:			
• Automatically schedule individual students	R		
• Automatically schedule teachers	R		
• Reschedule previously scheduled sections	R		
• Optionally overfill sections	R		
Scheduling should be able to produce a conflict matrix.	R		
Schedules must be on-line and printable.	R		
District-defined course directory includes:			
• District course code	R		
• District course title	R		
• District assigned maximum	R		

DISCIPLINE/INCIDENT MANAGEMENT			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
The discipline module provides for incident centric recording of discipline events.	R		
Supports multiple participants per incident, i.e. students, teachers, and persons known or unknown, enrolled on not enrolled in the	R		

DISCIPLINE/INCIDENT MANAGEMENT			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
district.			
Supports use of actions associated with incidents in a zero to many relationship.	R		
Allows objects and actions to be associated to the incident or to the individual participant.	R		
Supports multiple objects per incident i.e. weapons, drugs, vehicles, or any other item.	R		
Supports drag and drop interface.	R		
Supports sortable column headings.	R		
Supports date picker functionality.	R		
Provides system defined category codes for incidents.	R		
Supports user-created codes and sub-codes that can be associated with the system defined category codes.	R		
Supports use of Incident types to control which users can view and enter specific types of incidents.	R		
Supports use of customized search filters to locate existing incidents.	R		
Restrict access to all incidents across the district for district level users with appropriate permissions based on Incident Types.	R		
Provides the following data elements:			
• Incident date and time	R		
• School	R		
• Incident Type	R		
• Incident title	R		
• Incident description	R		
• Incident location	R		
• Incident location description	R		
• Prepared by	R		
• Financial impact	R		
• User-defined incident codes and sub-codes to indicate type of offense	R		
• Participant Roles and Relationships	R		
• Individual participant information, i.e. name, position, age, gender, role, etc	R		
• Resulting Action Code	R		
• Action date range	R		
• Action taken detail	R		
• Actual resolution date	R		
• Duration unit, i.e. hours, calendar days, school days	R		
• Assigned duration	R		
• Actual duration	R		
• Duration notes	R		
• Action change reason	R		
• Incident Object Code	R		
• Object description	R		

DISCIPLINE/INCIDENT MANAGEMENT			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
• Object quantity	R		
Maintains individual student discipline logs.	R		
Provides secure confidential discipline information.	R		
Provides the ability to flag a student for discipline – alert will appear on all student screens.	R		
<u>Reporting</u>			
Allows an unlimited number of discipline letters to be defined and used.	R		
Prints notification letters to parents regarding a student's discipline and attendance problems.	R		
Allows search of Incidents by date range, incident title, incident ID, and incident type.	R		

HEALTH			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
The product must track and maintain the following information:			
• Physician/HMO's name, address and phone numbers	R		
• Health history	R		
• Immunizations & Vaccinations	R		
• Visits to the health room	R		
Tracks and maintains the following screenings with their dates and results:			
• Vision	R		
• Hearing	R		
• Height and Weight	R		
• Scoliosis	R		
Other data that must be maintained:			
• Student medications	R		
• Narrative health-related comments	R		
• Insurance coverage information	R		
Provides fields or flags for:			
• Diabetes	R		
• Asthma	R		
• Seizures	R		
• Bee sting sensitivity	R		
• Allergies – Narrative field for description	R		
• Other conditions	R		
Maintains a log of health events:			
• Injury or sickness incidents	R		
• Communicable issues	R		
• Medications administered	R		
• Health room visits	R		
• Must include narrative field	R		

TESTING			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
Provides the capability to track program participation and maintain individual student score data for district, state and publisher – developed tests and assessment.	R		
Allows the user to view/maintain test and assessment results by student, by group, by school and by test.	R		
Entry of test data may be hand-keyed or imported from data files.	R		
Provides the ability to track multiple attempts at tests.	R		
Tracks test data across multiple years.	R		
The system provides a method to identify students who:			
• Did not take a specified test	R		
• Did not take a specified test with a given time period	R		
The system makes test result data available for printing on report cards and transcripts.	R		
Allows users to export data to statistical software.	R		

PARENTAL ACCESS TO INFORMATION			
*Note: R = Required; D = Desired; O = Optional; Y = Yes; N= No			
SPECIFICATIONS	R/D/O	Y/N	VENDOR COMMENT
Provide web-based access via the Internet for parents and students to view student information in real time such as:			
• Attendance	R		
• Grades	R		
• Assignments	R		
• Teacher Comments	R		
• Fees	R		
• School Bulletin	R		
• Flexibility for system administrator to provide additional information	R		
The system must provide individual security user names and passwords, not just one password per family.	R		

INTERFACES

Import/Export

Information is exported from and imported to Student Management System.

Special Education

- Easy IEP

Export

File is exported from the Student Management System and imported to the following programs. Student Management System must have the ability to run exports as a scheduled task.

Data Warehouse

- Data Director
- Pinnacle Insight

Food Management

- MealMagic
- ISD Education (PS1000)

Library Management

- Alexandria
- Follett Destiny

On-Line Learning

- Blackboard
- Moodle
- E2020 (Credit Recovery)
- Compass Learning (Credit Recovery)

Special Education

- Illuminate (Special Education Module)
- Zangle/MISTAR (Medicaid Billing)

Student Assessment

- Pearson Inform
- Pearson Limelight
- Renaissance Learning
- SchoolMessenger

Transportation

- Edulog (Transportation)
- TransFinder
- PloyPlot

Miscellaneous

- PhotoFactory
- Type To Learn 4
- Turning Technologies (Student Response Systems)

E-MAIL COMPATIBILITY

E-mail functionality of system must be compatible with the following:

- GoogleApps for Education (Gmail)
- Microsoft Exchange
- Live @ Edu
- Groupwise

METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated with a strict emphasis on quality of service and delivery of product. After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the vendor(s) that is/are most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

NOTICE OF NONDISCRIMINATION

The Bay-Arenac ISD does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Michael R. Dewey, Superintendent
 Bay-Arenac ISD
 4228 Two Mile Road
 Bay City, MI 48706
 (989) 686-4410

Appendix A

Bay-Arenac ISD SMS Client Summary November 2011

	Number of Buildings	Student Headcount	K-12 FTE	Adult Ed FTE	Administrators	Office Staff*	Teachers (Approx)	
Bay-Arenac Community High School	1	151	147		4	1	5	
Bangor Township Schools	7	2588	2525		20	15	125	
Pinconning Area Schools	6	1475	1489		9	12	86	
Standish-Sterling Community Schools	4	1705	1710		9	7	85	
Arenac Eastern Schools	2	265	265		2	2	17	
Essexville-Hampton Public Schools	6	1781	1775		14	12	89	
Bay City Public Schools	19	8465	8467		39	52	430	
Holly Area Schools	7	3515	3519		16	23	203	
Atlanta Community Schools	1	280	279		1	5	17	
Harbor Beach Community Schools	3	536	550		3	5	20	(also 150 non-public shared time students)
Sigel Township #3 (Adams)	1	10	10		1	0	1	} Share One Superintendent
Colfax Twp (Big Burning)	1	26	26		1	0	1	
Church	1	21	21		1	0	1	
Sigel Township #4 (Eccles)	1	16	16		1	0	2	
Sigel Township #6 (Kipper)	1	8	8		1	0	1	
Verona	1	26	26		1	0	1.5	
Millington Community Schools	5	1590	1422		9	9	74	
Mio-AuSable Schools	1	640	652		3	4	38	
Bay-Arenac ISD Special Education	15	348	301		8	8	36	
Bay-Arenac ISD Career Center	1	1173					28	(230 Out of District - Hale-6, All Saints-19 (Not Included))
AuGres-Sims School District	2	393	394		3	3	22	
Reese Public Schools	3	909	946		7	7	53	(Does not include FTE for parochials)
Bay-Arenac ISD Adult Education	3	220			2	2	37	
Hale Area Schools	3	590	590		2	4	31	
Buena Vista Schools	4	644	661		10	5	49	
Subtotals	99.00	27,375	25,797	-	167	176	1,453	

* Office Staff is the number of users who have a login to our current system.

Familial Disclosure Form

The undersigned, the owner or authorized officer of _____ (the "Proposer"), pursuant to the familial disclosure requirement provided in the Bay-Arenac Intermediate School District Request of Proposals and Specifications, hereby represent and warrant, except as provided below, that no familial relationship exist between bidder(s) or any employee of BAISD, and any member of the Board of Education of the School District or the Superintendent of the Schools.

List any Familial Relationships:

Dated: _____ PROPOSER: _____

By: _____

Its: _____

State of Michigan)
County of _____) ss:

This instrument was acknowledged before me on the _____ day of _____, 20__, by _____.

_____(Signature)

_____(Printed)

Notary Public, _____ County, Michigan

My Commission Expires: _____

Acting in the County of _____

PROPOSAL FORM

Please complete this proposal form and attach the following items. **Proposals are due by 1:00 p.m. on Wednesday, December 14, 2011.**

1. A cost quotation for the first year of the project. This quotation must be itemized and include all costs, including system license fees, data conversion, implementation, training, travel and per diem, documentation, suggested software modifications, maintenance, third party software (including the proposed database software, although this may be purchased by BAISD via statewide contract), and any other cost to make the system operational except for the cost of hardware. Identify the method(s) of pricing (named user, concurrent user, modular, FTE, headcount, site, other) used in the proposal. Costs should be broken down on a per district basis for all 18 districts. Vendor may group districts for training purposes as it sees fit to consolidate and reduce training costs.
2. A cost quotation for the next three years of the service. This quotation must be itemized and include all costs, including maintenance, upgrades, support, etc. It is understood that this information is for planning purposes only, and that BAISD and vendor will annually review student enrollment figures and adjust the subscription costs accordingly.

Name of Vendor _____

Telephone: _____

Address: _____

Name of Person in Charge of Account (Please Type or Print)

Title

Signature

Date