Student Information System - Request for Proposals

Addendum D: Round 2 Demonstrations and Criteria

The District completed the review of six proposal submissions and demonstrations. Demonstrations were conducted by prospective vendors on June 19 and 20, 2019 at the Crouse Education Center. After reviewing and evaluating the written proposals and evaluator scores for the round one demonstrations, the District has invited two finalists to participate in round two demonstration presentations.

While the RFP packet indicates that decisions would be provided by Monday at 5:00pm, the District wanted to ensure that finalists had ample time to coordinate any travel that was needed. As such, notifications for finalists and proposals not being considered were completed as of June 22, 2019.

Addendum D has been issued to ensure that prospective vendors have access to the criteria, requirements and next steps for finalists.

Clarifying Questions

Clarifying questions will be sent to individual finalists on June 24, 2019 at 5:00pm. Responses must be provided by email to rfq-sis@ipsd.org by no later than June 27, 2019 at 12:00pm.

Request for Proposal Modifications

The following section contains modifications to the Request for Proposal packet available at http://tech.ipsd.org/Subpage.aspx?id=1447#tab4126 and are in effect as of June 24, 2019.

Change Log

Change	Representation
Removal	This is ~~example text~~ that is removed.
Addition	This is example text that is added.
Modification	This is ~~example text~~ where a modification has been made.

The following text is added to the end of 1.5 Discussions and Negotiation on pages 8 and 9 from the Request for Proposal packet available at http://tech.ipsd.org/Subpage.aspx?id=1447#tab4126:

> As referenced on Page 32 of this RFP, based on timing and the selection turnaround, finalists are asked to provide a red-line edition of their contract agreement by email to rfq-sis@ipsd.org.

The following text replaces specific dates for Table 2 – Project Schedule on page 10 from the Request for Proposal packet available at http://tech.ipsd.org/Subpage.aspx?id=1447#tab4126:

Legal Review with Finalists ~~July 15~~ June 26 – July 26, 2019

The following text in 4.2.2 Round 2: Finalist Demonstrations is modified as presented on page 28 and 29 from the Request for Proposal packet available at http://tech.ipsd.org/Subpage.aspx?id=1447#tab4126:

The selected Finalists will be asked to provide an in–depth presentation of their SIS product to a cross–functional SIS evaluation team with representation from IT, curriculum, teachers, deans, counsellors, secretaries, principals and other stakeholder groups~~. Each vendor is to present the Use Case scenarios provided in this RFP (see **Error! Reference source not found.**) and is to provide a hands–on experience for different user groups (e.g. IT, teachers, administrators, deans, counsellors, secretaries, etc.). Any additional questions to be covered in presentations shall be provided to the Finalists no less than seven (7) days prior to the demonstration. All finalists will be asked to supply the same information and will be given the same time guidelines~~. Presentations will be scored by ~~all~~ participants as described in the Round 2: Finalist Demonstrations Scoring Guidelines and scores clustered by topic area included in Section 8.3 Round Two - Agenda.

Vendors are also asked to re-enable the existing five (5) administrative accounts to provide the technical team with access to a production sandbox of the proposed system. This should allow the team to have hands–on experience with the system, including creating non-administrative accounts, i.e. teacher, student or parent access. The login(s) should remain active for no shorter than fourteen (14) days~~, but no longer than thirty (30) days~~.

~~Similar to Round 1, each case includes a series of demonstrations to complete a case scenario.~~ All Round 2: Final Demonstration ~~steps~~ topic areas will be evaluated individually, and weighted by each participant group, based on the following rubric:

Table 1 - Evaluation of Vendor Round 2 Demonstration Rubric

Statement	No	Yes
I am confident that this system can meet "my" and the District needs as the new Student Information System.	**0**	**1**

At the close of the voting period, scores will be converted to a percentage of "yes" votes. This percentage will be applied as a ratio of the available points for the "Round 2 Demonstration

Points" category.

The following text replaces all content in 8.3 Round Two – Agenda on page 111 from the Request for Proposal packet available at http://tech.ipsd.org/Subpage.aspx?id=1447#tab4126:

Round Two Demonstrations will not utilize a case-based model that was utilized in Round One Demonstrations, but will include suggested topic areas and a timed agenda. **All presentations should be directed to the targeted audience, not Technology Services or at a highly technical level. You will be speaking to parents, students, teachers, staff and other District representatives during these presentations.**

Breaks are provided to ensure transition time for each presentation, start a new recording based on topic area, as well as to allow audiences to arrive and leave during designated times.

The agenda for each of the finalist presentations is:

- Welcome, Introductions and About Your Product (15 Minutes)
- Break (5 Minutes)
- Students and Parents (15 Minutes)
- Break (5 Minutes)
- Teachers (30 Minutes)
- Break (5 Minutes)
- Secretaries (30 Minutes)
- Break (5 Minutes)
- Principals and Building-Level Administration (30 Minutes)
- Break (5 Minutes)
- District Administration (30 Minutes)
- Break (5 Minutes)
- Closing and Final Remarks (10 Minutes)

All individual sessions will be limited to the specific time indicated.

The following text replaces all content in 8.4 Round Two – Demonstration Cases on page 112 from the Request for Proposal packet available at http://tech.ipsd.org/Subpage.aspx?id=1447#tab4126:

8.4.1 Location for Demonstrations

Round 2 Finalist Demonstrations will take place at Metea Valley High School located at 1801 North Eola Road in Aurora, IL 60502. Demonstrations will take place on July 16, 2019 – finalists

were already notified of their specific demonstration times. Finalists must confirm attendance by no later than Tuesday, June 25, 2019 by replying to rfq-sis@ipsd.org indicating their intent to participate.

Finalists are to provide the names of any individuals that will be attending on behalf of their company, either as a presenter or observer, including title/position in company, to rfq-sis@ipsd.org by Wednesday, June 26, 2019. Since presentations are in a District school, attendees must be registered in advance. Any unregistered individuals will not be able to attend as a presenter or observer.

8.4.2 Resources

No resources may be distributed to participants as part of the scheduled demonstrations. Any resources must be provided electronically by email to rfq-sis@ipsd.org by no later than July 15, 2019 at 12:00pm in order to be posted online for participants to review. All materials provided will be posted publicly and will not be secured with a password.

8.4.3 Room Setup and Configuration

The Demonstration Room is a lecture hall with stadium-style seating. At the front of the room there will be a table, document camera and podium with chairs for each presenter, along with wireless internet access.

Please remember to bring your laptop with your presentation and any adapters to connect to a VGA input. The District will include microphones, a projector, and a presentation remote. For presentations with multiple speakers we will have additional microphones. Our Technology Services team will be available to assist with technology-related connectivity issues.

8.4.4 Presentation Recordings

In order to ensure inclusion for students, parents and staff evaluators that are not in the District over the summer, we will be recording and streaming each session. Each session will be secured with a password and only available to users through our current student information system portal. Recordings will only be available for two (2) days after the demonstrations. After two days, these records will be archived with other RFP materials and not available for distribution online.

By participating in the demonstrations, each participant and vendor agrees and consents to the District videotaping and recording the demonstrations and sharing these video recordings with parents, teachers, students, and other community stakeholders via a password protected site. Each participant and vendor agrees and consents that these video recordings will be solely

owned by the District and the participant and vendor will have no claim or cause of action against the District for recording these demonstrations or sharing them as provided herein.

8.4.5 Presentation Focus Areas

The following are suggested focus areas for each of the topics referenced in Section 8.3 Round Two – Agenda:

- Welcome, Introductions and About Your Product (15 Minutes)
- Students and Parents (15 Minutes)
    - Participating in online registration
    - Overview of the student/parent experience interacting with your product
    - Describing and showing the ways that your SIS will support parent/student/District communication and collaboration
- Teachers (30 Minutes)
    - Creating and interacting with behavior incidents
    - Interacting with and managing a gradebook and attendance
    - Google Classroom integrations and connections with the gradebook and parents/students
    - Planning a lesson and unit, including any LMS functionality
    - Providing resources for a substitute teacher, including attendance and other access
    - Accessing role-permitted data about their students (i.e. IEP, Indicators, Data Analysis)
    - Describing and showing the ways that your SIS will support parent/student teacher/District communication and collaboration
- Secretaries (30 Minutes)
    - Creating and interacting with behavior incidents
    - Processing daily attendance (i.e. a parent call ahead, student arrived tardy and early/late dismissals)
    - Processing and completing online registrations
    - Enrolling and scheduling a new student
    - Accessing role-permitted data about their building's students (Indicators, Parent/Guardian Contact Information and Relationships, Historical Data)
    - Describing and showing the ways that your SIS will support parent/student/District staff communication and collaboration
- Principals and Building-Wide Staff (30 Minutes)
    - Interacting with and managing the outcomes of behavior incidents
    - Scheduling students and teachers, including other counselor-specific tools

    - Accessing building-specific, role-permitted student and teacher data (Indicators, Parent/Guardian Contact Information and Relationships, Historical Data and Analysis)
    - Describing and showing the ways that your SIS will support parent/student/District staff communication and collaboration
- District Administration (30 Minutes)
    - Emergency access to information
    - Accessing all role-permitted student and teacher data (i.e. Indicators, Parent/Guardian Contact Information and Relationships, Historical Data)
    - District-Wide Data Analysis and Reporting
    - Accessing logs or historical information associated to a student
    - Describing and showing the ways that your SIS will support parent/student/District staff communication and collaboration
- Closing and Final Remarks (10 Minutes)

The following text is added to the end of Section 3: Specific Requirements on page 21 from the Request for Proposal packet available at http://tech.ipsd.org/Subpage.aspx?id=1447#tab4126:

3.12 Custom Domain Name

The District will require the use of a custom sub-domain name for the new student information system deployment. This subdomain will be located under ipsd.org using either a CNAME or ANAME record.