

Seattle Public Schools  
Contracting Services  
2445 Third Avenue South  
Seattle, WA 98134  
Telephone: (206) 252-0566  
Fax: (206) 252-0505

**Request For Proposal No. RFP06951**

**For**

**Special Education Data Management System  
With IEP Module**

**Submittal Deadline:**

**Date: November 20, 2009**

**Time: 10:00 a.m.**

***Instructions***

## Table of Contents

Proposal Certification Form	Page 3
I. Introduction	Page 4
II. Background	Page 6
III. Project Information	Page 6
IV. Selection Process	Page 11
A. Schedule	Page 11
B. Method of Selection	Page 11
C. Notifications	Page 12
D. Seattle Public Schools Right to Reject	Page 12
E. Other Requirements	Page 12
V. Submittal Requirements	Page 12
VI. Contract and Contracting Provisions	Page 14

**REQUEST FOR PROPOSAL NO. RFP06951**

**PROPOSAL CERTIFICATION FORM**

TO: Susan Llewellyn, Contracting Services Manager

The undersigned provider hereby certifies as follows:

1. That he/she has read the Seattle School District's Request for Proposal No. RFP06951 and the following Addenda and to the best of his/her knowledge has complied with the mandatory requirements stated herein:

Addenda Number	Issue Date
_____	_____
_____	_____
_____	_____

2. That he/she has had the opportunity to ask questions regarding the Request for Proposal, and that if such questions have been asked, they have been answered by the District.
3. That the proposer's response is valid for 90 days.

Dated at \_\_\_\_\_, this \_\_\_\_\_ of \_\_\_\_\_ 2009.

_____ (Signature)	_____ (Title)
_____ (Print Name)	_____ (Email Address)
_____ (Company Name)	_____ (Telephone Number)
_____ (Address)	_____ (Fax Number)
_____ (City)	
_____ (State)	
_____ (Zip)	

## I. Introduction

Seattle Public Schools (the District) is requesting proposals from companies interested in providing either an application package or a vendor-hosted solution to replace the District's existing Special Education Data Management System with an IEP (Individual Education Plan) module. The District is seeking assistance from an experienced and knowledgeable firm for this project.

This Request for Proposal describes the selection process and the documentation required for submitting proposals for this project. Any firm failing to submit their proposal in accordance with the procedures set forth in the Request for Proposal may be considered nonresponsive.

The selection of the firms for these services will proceed in the following manner:

- Proposals shall be received by Seattle Public Schools no later than **10:00 a.m. on November 20, 2009.**
- An evaluation by the Selection Committee will follow, and a short-list of qualified firms will be determined.
- In order to select the best proposal, interviews may be conducted with the short-listed firms in accordance with a schedule to be determined by the Selection Committee.
- **Vendors selected as finalists will be expected to provide a live demonstration of their product on-site at the John Stanford Center for Educational Excellence at a time and date to be determined by the District. The District reserves the right to reject any vendor who is unable to comply with the District's request for a live demonstration at the date and time determined by the District.**
- The District reserves the right to seek clarifications about the proposals.
- The District may award a contract based solely on the written proposals and the live demonstrations. However, the District may elect to engage in negotiations with a selected short list of Vendors, in order to improve the proposals and obtain the best contract(s) for the District.
- The District reserves the right to request post-proposal modifications, including best and final offers and considerations.
- The final selection will be based upon the criteria set forth below. The District reserves the right to negotiate with the successful firm on pricing and scheduling.

Interested firms are encouraged to attend a pre-proposal conference at which the particulars of the project, the selection process, schedule, and elements of the contract will be discussed.

**The District will select the successful firm based on the best interests of the District, all factors considered. The District reserves the right to reject any or all proposals, waive informalities, and make the award in its best interest.**

**PRE-PROPOSAL CONFERENCE**

**Date:** November 4, 2009  
**Time:** 10:00 a.m.  
**Where:** John Stanford Center  
**Address:** 2445 Third Avenue South  
Seattle, Washington

All information shall be submitted at the dates and dates indicated herein to:

<u>U.S. Mail:</u>	Susan Llewellyn Contracting Services Manager Contracting Services Seattle Public Schools MS 22-337 PO Box 34165 Seattle, WA 98124-1165 Telephone No. (206) 252-0566	<u>Federal Express:</u> <u>United Parcel:</u> <u>In-person delivery:</u>	Susan Llewellyn Contracting Services Manager Contracting Services Seattle Public Schools MS 22-337 2445 Third Avenue South Seattle, WA 98134 Fax No. (206) 252-0505
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Proposals must be submitted in a sealed package or box with the Request For Proposal Number RFP 06951, deadline date and time included on the bottom left-hand corner of the response, along with the firm's name and address.

**LAST DAY FOR QUESTIONS: November 9, 2009 at 2:00 p.m.**

All questions must be submitted in writing by either fax or U. S. Mail and addressed to the above. The District will consider no telephone inquiries regarding the Request for Proposal, and will consider no in-person inquiries except at the pre-proposal conference and at the interview for those firms making the short-list.

**In the event that a firm attempts to contact any official, employee, or District representative in any manner contrary to the above requirements, said firm may be disqualified for further consideration.**

This prohibition does not apply to:

- Telephone calls to the District to request copies of this proposal, to confirm attendance, or request directions relative to an interview notification received from the District.
- Delivery of written questions about the proposal.
- Discussion at the pre-proposal conference and interview.
- Delivery of the firm's proposal.

## **II. Background**

Seattle Public Schools (the District) has approximately 94 locations, 7,500 staff, and 44,000 students in the City of Seattle. There are currently approximately 600 staff members who make up the user community for the Special Education Data Management System. There are approximately 6,300 students who receive services from the Special Education Department and who require data tracking through this system.

The Special Education Department requested and was awarded funds through a Federal Stimulus Package, enabling the selection and implementation of a product to replace the District's current IEP tool.

## **III. Project Information**

The Special Education Department, in collaboration with the Department of Technology Services (DoTS) and the Learning and Teaching Department, is facilitating a team of professionals to review student information systems that provide the District with the ability to meet Federal and State compliance requirements for the District's special programs. Overall, this review will conclude with a recommendation to the Superintendent and School Board for the purchase and implementation of a new software solution.

Specifically, this project will involve defining the needs and requirements for the Special Education Data Management System and changing the application currently used for the Special Education Data Management System.

The successful vendor will:

- provide a product which meets the needs of students served by Special Education,
- provide a product which meets all of the requirements noted under "System Requirements,"
- provide all professional development necessary to ensure an on-time and successful "Go Live" implementation, and
- provide post "Go Live" support to ensure a successful transition between the old data management system and the new system.

The objectives and scope of the project include implementing an easy-to-use IEP system for students with disabilities and other special needs which is aligned with state academic standards and which will:

- Assist the District in improving student achievement
- Assist the District in increasing accountability
- Provide easy system access for staff
- Meet all State and Federal compliance standards
- Manage student data
- Produce State and Federal student and data reports
- Create data driven assessment and student achievement reports
- Document intervention data
- Provide for comprehensive integration with and support for the District's eSIS system

The successful vendor will have experience in implementing Special Education Data Management systems for a school district of approximately SPS' size and population.

The successful vendor will be expected to adhere to project milestones and project costs. The project is expected to run approximately 18 months with completion anticipated in July 2011. Some on-site work will be necessary at key points in the project lifecycle, while some of the consultation can be done remotely. The successful vendor will provide a plan for how to achieve the project within the desired timeline.

**Following are deliverables that the District expects from the successful vendor:**

1. Present the Special Education Data Management System with an IEP module application replacement project to DoTS and other key stakeholders.
2. Create a detailed plan for data conversion from the existing system to a new system.
3. Create an implementation Project Plan.
4. Complete a successful data transfer from the current system into the District's core eSIS system.
5. Provide regular status reports over the term of the contract.
6. Provide support documentation and training materials as agreed upon in the contract.
7. Provide a "training environment" for use during the project and provide ongoing support for this training, with the capacity to provide a refreshed copy of training database upon request from the District.
8. Provide test plans and scenarios for both unit testing and user acceptance testing as required throughout the implementation of the project.

<b>Estimated Date</b>	<b>Task or Milestone</b>
3/15/2010	Begin Implementation Planning
4/15/2010	Present Implementation Plan to Stakeholders
4/20/2010	System Configuration and Implementation Begin
1/15/2011	Interfaces to eSIS completed and tested
1/15/2011	Data Conversion Testing Completed
2/25/2011	Data Conversion Completed
4/1/2011-5/1/2011	User Acceptance Testing and Issues Resolution
4/15/2011	Training Environment and Security Complete
5/1/2011	Go, No Go Meeting and Decision
5/5/2011-6/20/2011	Complete all needed training and professional development for system users

\*These are anticipated dates and tasks. Additional items may be added based upon agreement between the District and the successful vendor.

**Following are System Requirements that the District expects from the successful vendor:****1.0 End User Features**

- 1.1 Accessible from any Internet Connection
- 1.2 Spell Check Enabled
- 1.3 Ability to Cut and Paste
- 1.4 Ability to Export Data to Excel
- 1.5 Ability to Attach Documents (PDF, Word, Excel)
- 1.6 Simultaneous Sessions available
- 1.7 Ability to transfer an IEP securely as a Text Document
- 1.8 Confidentiality Statement printed on all documents
- 1.9 Where free text fields are appropriate an expansive amount of text capacity is required

**2.0 Eligibility Features**

- 2.1 View Timeline
- 2.2 Eligibility Reports Available
- 2.3 Tracking of Eligibility History
- 2.4 Edit Eligibility Timeline
- 2.5 Access Eligibility History

**3.0 Evaluation Report/IEP Features**

- 3.1 View and Track Test Scores
- 3.2 Track Testing Status
- 3.3 Track internal/External Deadlines
- 3.4 View Complete IEP History for student
- 3.5 Ability to monitor referral and assessment functions
- 3.6 Washington State Compliant Forms
- 3.7 Entry and Tracking of IEP Milestones
- 3.8 Track Transportation Services student is receiving
- 3.9 Ability to Record Status Benchmarks
- 3.10 Comprehensive Menu of goals and benchmarks
- 3.11 Track Accommodations being provided
- 3.12 Track Assistive Technology being provided
- 3.13 Ability to change IEP status on Appeal Review
- 3.14 Text Fields where appropriate to capture data not supported through menu and drop downs
- 3.15 Measurable Annual Goal must have a quantifiable baseline, target, and common unit of measure
- 3.16 Short term objectives under each Measurable Annual Goal for students taking the WAAS portfolio
- 3.17 Least Restrictive Environment Reporting
- 3.18 Alternative Assessment Reporting
- 3.19 Accommodations for state assessment reported on IEP
- 3.20 Audit functionality
- 3.21 Provides a pre-populated set of categorized goals and objectives to develop personalized IEPs
- 3.22 Maintains a log of IEP changes, including the dates and users who made the modifications

- 3.23 Notification of appropriate Special Education staff through workflow of upcoming events and deadlines
- 3.24 Track and print a record of all svc. costs that the district can bill to a third party, including Medicaid billing
- 3.25 Ability to insert table in free text fields
- 3.26 Access to forms and reports by security role
- 3.27 Help and Tool Tips available
- 3.28 Custom Auto Text Library for frequently used statements and comments
- 3.29 Ability to print individual pages of IEP while in progress
- 3.30 Pagination and dates on all pages (Date of most recent modification)
- 3.31 IEP Deadline dates would default to one year unless overridden
- 3.32 View summary of student discipline and attendance data as well as WASL and MAP scores
- 3.33 Ability to add unlimited Service Matrix fields as needed with service delivery delineation
- 3.34 Translations of IEP in agreed upon languages
- 3.35 Storage of Forms Library for State and District approved forms
- 3.36 Ability for multiple users to update a record simultaneously
- 3.37 Key Dates will populate all pages and forms once initially entered with override possible

#### **4.0 Transition Services**

- 4.1 Evidence of age-appropriate transition assessment
- 4.2 Measurable post-secondary goal statements
- 4.3 Contain annual IEP goals that will reasonably enable student to meet postsecondary goals
- 4.4 Evidence that student was invited to IEP meeting
- 4.5 Evidence of Outside Agency invitation to IEP Meeting
- 4.6 Age of student flagged on turning 17 years old

#### **5.0 Reports and Queries**

- 5.1 User generated reports
- 5.2 Custom Reports possible
- 5.3 Graphs and Charts demonstrating Student Status
- 5.4 Ad hoc queries
- 5.5 State Report Compliance for Washington
- 5.6 Federal Reporting Compliance
- 5.7 Supports creation of notices, memos, reports, and lists
- 5.8 Allows user to print blank IEP forms

#### **6.0 Technology Requirements**

- 6.1 If run in-house, must be compatible with Windows 2003 / XP, SQL Server 2005/2008, and .NET environ.
- 6.2 Provide documented API's (Application Programming Interface) for interfaces with external applications
- 6.3 Export data to flat file, ASCII format, SCV (Comma Separated Values) and/or XML format (SIF Compliant)
- 6.4 Application supports both HTTP and/or HTTPS
- 6.5 Utilizes web browser/intranet architecture compatible with current SPS standards (IE version 7 )
- 6.6 The application can support at least 600 concurrent users with no visible impact on performance
- 6.7 The application supports authentication via Active Directory
- 6.8 The application supports custom report writing

- 6.9 The application supports customer directed session management
- 6.10 Application supports customizable user security based on business need
- 6.11 Application will not place undisclosed cookies on SPS Desktops
- 6.12 Training Environment that can be refreshed from production on request for Go Live and ongoing

**7.0 Host Infrastructure - If Vendor Hosted Application**

- 7.1 Acceptable Server Capacity and response time (throughput measured by remote user)
- 7.2 24x7 Availability (Datacenter staffed/monitored for issues)
- 7.3 Acceptable reliability of network connections (redundancy helps)
- 7.4 Acceptable Data Center reliability ( power, HVAC, etc. backup)
- 7.5 Acceptable Response time for incidents/failures (1 hour is common)

**8.0 Data Security-Vendor Hosted**

- 8.1 Data Ownership (data belongs to SPS, not vendor)
- 8.2 Data separation (from their other clients)
- 8.3 Firewalls in place
- 8.4 Off-site data backup and disaster recovery plan
- 8.5 Intrusion detection system
- 8.6 Approved method of data file transfer( by SPS)

**9.0 Costs**

- 9.1 No extra charges for hardware and/or software updates -Vendor Hosted Solutions

**IV. Selection Process**

A. Schedule

<b>SCHEDULE</b>	
<b>Date</b>	<b>Selection Process</b>
October 23, 2009	Advertisement for Request for Proposal Published (First Notice)
October 30, 2009	Advertisement for Request for Proposal Published (Second Notice)
November 4, 2009	Pre-Proposal Conference at 10:00 a.m.
November 9, 2009	Last day for vendor questions at 2:00 p.m.
<b>November 20, 2009</b>	<b>Request for Proposal due at 10:00 a.m.</b>
Nov. 23 – Dec. 4, 2009	Initial Screening, with short list of vendors selected as finalists (anticipated)
December 7 – 11, 2009	Finalists provide live, on-site demonstrations at the District (anticipated)
December 14 – 16, 2009	Optional: District enters into negotiations with selected short list of vendors (anticipated)
December 21 – 22, 2009	Vendor selection (anticipated)
February 3, 2010	School Board approval (anticipated)
February 8, 2010	Work Begins (anticipated)

B. Method of Selection

1. An initial screening of the proposals will be conducted based on the criteria set forth below. Proposals that do not meet the criteria will not be considered further.
2. The District reserves the right to select a single vendor for award of a contract based solely on the written proposals, and not to enter into any further discussions or negotiations.
3. The District reserves the option to meet with two or more Vendors and conduct negotiations based on the proposals in order to select the best proposal(s), all factors considered. As part of such negotiations, the District may require key personnel to be assigned to the contract to be present, and to discuss the firm’s approach to management of the project based on their understanding of the contract for policy process and procedure definitions.

Selection Factors

A committee will evaluate each proposal. The proposals will be evaluated against the following criteria:

Qualifications: – 80%

- Vendor’s approach, where shown in the submittal. (20 points)
- References with similar or larger organizations, preferably in an education environment. (15 points)
- A proven track record in providing enterprise architecture solutions within project guidelines, resulting in high value to the customer in relation to the cost. (15 points)
- Qualifications and experience of vendor’s personnel, including proposed contract representative and any technical consultants; number and names of consultants that are currently employed to support the District must be listed. (20 points)
- Willingness to accept the District’s terms and conditions as noted in the Standard Form of Contract. (10 points)

Price of services – 20% (please see Section V. B. 8., Pricing)

C. Notifications

The District will provide timely notifications of the following actions to firms responding to the Request for Proposal upon selection of recommended firm.

D. Seattle Schools Rights to Reject

The District reserves the right to reject any and all proposals and readvertise the project at any time prior to final approval of the recommended firm and the negotiated agreement. All costs incurred in the preparation of the Request for Proposal process shall be borne by the proposing firm. **Proposals submitted in response to this Request for Proposal shall become the property of the District and be considered public documents under applicable Washington State laws.**

E. Other Requirements

Any proposal received after the time specified will not be considered. Modification of proposals after the deadline for submission will not be allowed, except through the optional negotiation process described above. Any firm failing to submit information in accordance with the procedures set forth herein may be considered nonresponsive at the District’s discretion.

V. **Submittal Requirements**

A. The submittal requirements shall be as follows:

The proposing firm, joint venture or other form of association (“firm”) shall submit four (4) copies of its Proposal for the project. Each copy shall be provided in a white 3-ring, loose leaf, one-and-one half-inch (1 1/2”) binder with the firm name and the Request For Proposal name and number on both cover and spine. The proposal portion of the submittal shall be limited to a maximum of twenty (25) pages (8-1/2” x 11”) single sided, not smaller than 12 point type.

1. The cover letter (including the Statement of Qualifications), table of contents, and tabs do not count toward the page limits.
2. Project cut sheets, including photos, are included in the page limits. Submittals exceeding the page limits may be considered non-responsive.
3. **Please Note:** In preparing the firm's cover letter (including the Statement of Qualifications), the proposing firm shall clearly identify the designated person of record responsible for the referenced project. If the proposing firm is representing an individual's experience while employed at another firm, the firm of record for the project and the individual's role shall be clearly identified.

B. Proposal Contents

Table of contents (maximum 1 page).

1. Separate section with a tab: Executive Summary.  
  
Provide a summary highlighting the firm's qualifications and special expertise to provide the services requested in the Request for Proposal.
2. Separate section with a tab: Company Profile.
  - a. Identification of firm including address, telephone number, email address and date firm(s) were established.
  - b. Areas of specialization of the firm.
  - c. Provide total size and breakdown of firm personnel by category. Please provide an organization chart.
3. Separate section with a tab: Experience.
  - a. Describe relevant experience. Provide examples of the firm's work, expressed both in number of projects and in contract dollars.
  - b. For references, provide the client name, address, email address, and client's project representative and telephone number for the firm's three most recent projects that most closely relate to the services being proposed.
4. Separate section with a tab: Team Organization.  
  
Explain your proposed team organization, roles and responsibilities, and personnel qualifications in the following manner:
  - a. **Organization:** Provide an organization chart for the team, indicating principal or owner and individual technicians who

would be assigned to this work. Give a brief description of the roles of the personnel on the team listing their location.

- b. Experience: In narrative form, briefly discuss each of the key team members' relevant professional experience and education.
5. Separate section with a tab: Capabilities.
    - a. Capability: Briefly describe your team's general understanding of the project. Include any special issues that affect the project, as they relate to reliability and delivery.
    - b. Address the team's experience in implementing Special Education Data Management systems with a limited budget and on a tight time schedule.

6. Separate section with a tab: Availability and Capacity.

Briefly discuss the availability of all key personnel, and identify their proposed location during provision of the requested services. Additionally, discuss the capacity of the proposed team, as a whole, to accomplish the work.

7. Separate section with a tab: Approach.

Briefly discuss the approach your firm would use in undertaking this work. Include Project milestones, your communication plan, and how you would provide the deliverables expected by the District.

8. Separate Section with a tab: Pricing.

The District anticipates awarding this contract on a **time and materials** basis, and expects this project to take from 2000-2500 hours. Please provide cost information showing the total amount, the names and hourly rates of the people proposed for this project, and the specific tasks that would be included in time and materials.

9. Separate Section with a tab: Terms and Conditions.

Include any comments or proposed changes to the standard form of contract.

## VI. Contract and Contracting Provisions

### A. Standard Form of Contract

The District's standard form of contract is included as Attachment 1. The proposal should include any comments or requested changes. **Please note: the District reserves the right to reject any firm that is not willing to accept the District's terms and conditions as noted in the standard form of contract.**

B. Protest Procedures

1. Any actual or prospective Vendor who is aggrieved in connection with the solicitation or award of this contract may protest to the District in accordance with the procedures set forth herein. Protests based on the terms in this Request for Proposal, which are apparent prior to the date established for submitting the proposal must be received seven (7) days prior to the submittal deadline. Protests based on other events must be received within three (3) working days after the aggrieved person knows, or should have known, of the facts and circumstances upon which the protest is based; provided, however, that in no event shall a protest be considered if all proposals are rejected or if the protest is received after the award for this contract.
2. In order to be considered, a protest shall be in writing and shall include: the name and address of the aggrieved person; the contract title under which the protest is submitted; a detailed description of the specific grounds for protest and any supporting documentation; and the specific ruling or relief requested. The written protest shall be addressed and delivered to:

Bob Westgard  
Seattle School District No.1  
2445 3<sup>rd</sup> Avenue South  
P.O. Box 34165  
Seattle, WA 98124

And shall be labeled: "Protest"

3. Upon receipt of a written protest, the District shall promptly consider the protest. The District may give notice of the protest and its basis to other persons, including Vendors involved in or affected by the protest; such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by mutual agreement of the aggrieved person and the District, the District will promptly issue a decision in writing stating the reasons for the action taken. A copy of the decision shall be mailed by certified mail, return receipt requested, or otherwise promptly furnished to the aggrieved person and any other interested parties. The District's decision may be appealed to the Superintendent by written notice together with all supportive evidence, received at the address set forth in paragraph 2, not more than two (2) working days after receipt of the decision. The Superintendent's decision shall be final and conclusive.
4. Strict compliance with the protest procedures set forth herein is essential in furtherance of the public interest. Any aggrieved party that fails to comply strictly with these protest procedures is deemed, by such failure, to have waived and relinquished forever any right or claim with respect to alleged

irregularities in connection with the solicitation or award. No person or party may pursue any action in court challenging the solicitation or award of this contract without first exhausting the administrative procedures specified herein and receiving the District's final decision.

5. Any Vendor submitting a proposal shall be deemed to have accepted these procedures.

**End of Request for Proposal**

Attachment 1:  
Standard Form of Contract