**STATE OF MAINE**

**Department of Education**



**RFP# 201809193**

**District Level Student Information Systems**

|  |  |
| --- | --- |
| **RFP Coordinator** | *All communication regarding this RFP must be made through the RFP Coordinator identified below*.  **Name:** Charlotte Ellis **Title:** Education Data Manager  **Contact Information:** [DOE.Data@maine.gov](mailto:DOE.Data@maine.gov) |
| **Submitted Questions** | *Questions regarding this RFP can be submitted at any time while this RFP is open. All questions must be submitted, by e-mail, to the email address identified above. Please include* **“RFP#201809193 Question”** *in the subject line of your email.* |
| **Open Enrollment** | *Proposals will be accepted at any time after the release of this RFP while it is open. Proposal evaluations will be held on a quarterly basis. Proposal deadlines for those quarters will be 4:00 p.m. (local time) on the 1st business day of each March, June, September, and December. Proposals must be submitted electronically to the following address:*  **Electronic (email) Submission Address:** [Proposals@maine.gov](mailto:Proposals@maine.gov) |

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# **PUBLIC NOTICE**

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**State of Maine**

**Department of Education**

**RFP# 201809193**

**District Level Student Information Systems**

The State of Maine is seeking proposals from qualified vendors offering a district level student information system. The primary goal is to offer all districts a uniform pricing model and to standardize the collection of student data and information.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to this RFP, can be obtained at the following website: <https://www.maine.gov/dafs/procurementservices/vendors/rfps>

Proposals must be submitted to the State of Maine Division of Procurement Services, via e-mail, to the following email address: [Proposals@maine.gov](mailto:Proposals@maine.gov). This is an open enrollment opportunity. As such, all qualified vendors are encouraged to submit proposals in response to this RFP.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**RFP DEFINITIONS/ACRONYMS**

The following terms and acronyms shall have the meaning indicated below as referenced in this RFP:

1. **Bidder:** The Student Information System (SIS) company or organization providing a response to the Request for Proposals (RFP) process.
2. **Cloud:** Software and services that run on the Internet, instead of locally on a computer
3. **Conforming Districts:** A school administrative unit (SAU) is considered a conforming district if they meet the following criteria as referenced in P.L. 2007, Chapter 240, Part XXXX AND, as a conforming SAU, elected to participate in the state supported student information system program:

• a Regional School Unit (RSU), or

• a RSU d/b/a/ School Administrative District (SAD), or

• a member of an Alternative Organization Structure (AOS), or

• a Consolidated School District (CSD), or

• those that meet exceptions as determined by statute.

• Isolated, rural communities per P.L. 2007, Ch. 668

• Unique or particular circumstances per P.L. 2009, Ch. 580

• SAUs exercising due diligence with respect to consolidation but experiencing rejection by all other surrounding districts to be included in consolidation will not be penalized if their plan documents efforts to consolidate and the plan includes alternative ways of meeting efficiencies.

• Efficient, High-performing Districts – School units whose reported 2005-2006 per-pupil expenditures for system administrative costs are less than four percent of total per-pupil expenditures and who have at least three “higher performing” schools, as defined in the May 2007 Maine Education Policy Research Institute Report “The Identification of Higher and Lower Performing Maine Schools”, are exempt from consolidation, but still required to submit a plan to meet efficiencies.

• Offshore Islands and Tribal Schools

• RSU 01 – created per P&S Law Ch. 25, 123rd Legislature, First Regular Session

• Original plan rejected, process restarted per P.L. 2007, Ch. 213 Part KKKK, and P.L. 2008, Ch. 571 Part VVV

• SAD 12, School Union 37 & School Union 60 per P&S Law Ch. 19, 124th Legislature, First Regular Session

* Also, eligible for participation as a conforming district are active participating members of Regional Service Centers, organized as authorized per P.L. 2017, Ch. 123.

Should a member entity of a conforming district vote to withdraw and become a stand-alone SAU, the withdrawn SAU will no longer be eligible to receive state support for its student information system.

Members of Regional Service Centers who become inactive or discontinue membership will no longer be eligible to receive state support for its student information system.

Conforming Districts are indicated on the list of districts and their corresponding October 1, 2017 attending enrollment counts in **Appendix F**.

1. **Department:** MaineDepartment of Education
2. **Implementation:** The transition process in which the selected applicant(s) will provide instruction, service, support and maintenance to ensure proper utilization and functioning of the new SIS system.
3. **LEA**: Local educational agency or LEA means a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary schools. For the purposes of this RFP, the terms District, LEA, and SAU are synonymous.
4. **Master Agreement:** A Master Agreement provides fixed prices/rates from vendors for the purpose of acquiring goods and services at vendor's best pricing based on aggregate volume purchased and to reduce administrative costs. For the purposes of this RFP, and subsequent contracts, the Master Agreements will allow Maine school districts that are not Conforming Districts to contract with vendors the Department has negotiated to pay for services for Conforming Districts.
5. **RFP:** Request for Proposals
6. **SAU:** School Administrative Unit. For the purposes of this RFP, the terms District, LEA, and SAU are synonymous.
7. **SIS:** Student Information System. A software application for education establishments to manage student data.
8. **SLA:** Service Level Agreement
9. **State:** State of Maine

**State of Maine - Department of Education**

**RFP# 201809193**

**District Level Student Information Systems**

# **PART I INTRODUCTION**

## A. Purpose and Background

The Maine Department of Education (Department) is requesting proposals from qualified vendors to provide a district level student information system (SIS) for use by local education agencies (LEAs) in the State of Maine as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected.

Most LEAs in Maine utilize a SIS. There are approximately 608 public schools within 210 school operating LEAs (including 47 Conforming Districts), two magnet schools, eight career and technical education (CTE) regions, and two state operated programs that record information in a student information system. Information for approximately 180,000 public school students is being recorded on a daily basis.

The following table details the statewide attending enrollment totals of all the public LEAs within each membership configuration and is provided for information only. These numbers were taken from the October 1, 2017 count.

|  |  |  |
| --- | --- | --- |
| **Attending Enrollment** | **# of Public LEAs** | **# Conforming Districts** |
| Less than 250 | 93 | 7 |
| 250 - 499 | 23 | 1 |
| 500-999 | 32 | 6 |
| 1000-1999 | 32 | 14 |
| 2000-3999 | 30 | 18 |
| 4000-6000 | 0 | 0 |
| More than 6000 | 2 | 1 |

## B. General Provisions

1. From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
2. Issuance of this RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of this RFP.
4. Bidders shall take careful note that in evaluating a proposal submitted in response to this RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
5. The proposal shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
6. The RFP and the selected Bidder’s proposal, including all appendices or attachments, shall be the basis for the final contract, as determined by the Department.
7. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).

<http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>

1. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
2. The State of Maine Division of Procurement Services reserves the right to authorize other Departments to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the State to do so.
3. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## C. Eligibility to Submit Bids

To be eligible, a vendor must have either:

* A Student Information Systems for ODS / API v2 Ed-Fi Alliance certification as evidenced by: <https://techdocs.ed-fi.org/display/EDFICERT/Registry+of+Ed-Fi+Certified+Products>

OR

* A written statement of commitment to obtain Ed­Fi Alliance Student Information Systems for ODS / API certification within 1 year after master agreement is signed AND documentation of state specific Ed-Fi certification.

## D. Contract Term

The Department anticipates entering into retainer Master Agreements with Bidders who meet the requirements of this RFP. Entering into a Master Agreement is not a guarantee of work. Please note that the dates below are estimated and may be adjusted as necessary in order to comply with all procedural requirements associated with this RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

The term of the anticipated period of the PQVL, resulting from this RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Period of Performance | July 1, 2019 | June 30, 2024 |

*This RFP offers an open enrollment. Proposals submitted during the open enrollment will be evaluated quarterly (See RFP Cover Page). Once awarded and a Master Agreement has been finalized with a bidder, that bidder not need to reapply during the five-year period stated above. Bidders will be notified of the decision with 45 days after the proposal submission quarterly deadline.*

## E. Number of Awards

The Department anticipates making multiple awards as a result of this RFP process.

LEAs will have the ability to select one of the awarded bidders to provide services based on the functionality that best suits their local needs. Conforming Districts will have their contract directly with the Department for services detailed in this RFP. For any additional functionality, the Conforming District will need to contract directly with the awarded bidder. Other districts will contract directly with the award bidder of their choice at the rates under the Master Agreement.

# **PART II SCOPE OF SERVICES TO BE PROVIDED**

1. **Overview**

The Department serves as the state education agency for Maine K­12 public education. In support of these functions, the Department is soliciting proposals from qualified vendors that offer a SIS to establish Master Agreements from which LEAs can select a provider. The primary goal is to offer all LEAs a uniform pricing model and to standardize the collection of student data and information. These Master Agreements will be utilized by LEAs, but could be opened to nonpublic schools, community organizations, or other organizations in the future.

Selected vendors will be permitted to negotiate with LEAs to configure or customize additional functionality that districts may require that is beyond the requirements stated in this RFP. This custom functionality will not be part of the Master Agreement and will need become terms within the contract negotiated at the LEA level. A Conforming District will also need to negotiate a separate contract between themselves and the selected provider for this additional functionality.

All vendors selected must be capable of accommodating any and all districts that contact them. Once a vendor enters into a Master Agreement, that vendor may not turn away any district that contacts them with an interest in acquiring services from said vendor. Doing so may be considered grounds for termination of said Master Agreement.

A list of school districts and their respective sizes is available in **Appendix G**.

The Department is seeking SIS software solutions that are hosted locally as well as solutions hosted by the qualified vendor or cloud hosted and it is encouraged for the qualified vendor to offer both options. The software must be flexible with the ability to respond to constantly changing legislative mandates, satisfy reporting obligations at the local, state and federal levels, and ensure effective oversight of LEAs in accordance with the Maine laws and regulations. The solutions must be web based with no mandatory workstation client software or code, other than the browser, required to run the application.

## Requirements

## The following are requirements indicating in detail minimum functionality for the core product identified in addition to overall general product requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item #** | | **Requirement** | |
| General Requirements | | | |
| 1.1 | | Minimally provide 2 environments:   * Production * Testing/Training | |
| 1.2 | | Web enabled. The platform should support web browsers:   * Microsoft Internet Explorer versions 7 and later versions; * Mozilla Firefox versions 15.0.1, 3.6.28, and later versions; * Apple Safari versions 5.1.7 and later versions; and * Google Chrome versions 14 and later versions. | |
| 1.3 | | Application must be able to operate in a web browser without additional software plugins or components (i.e., Java, Flash, Silverlight, etc.) | |
| 1.4 | | 508 Compliant | |
| 1.5 | | The system must be able utilize custom and standardized APIs and must be able to communicate with State of Maine systems using Ed-Fi or Department defined APIs/Webservices | |
| 1.6 | | The system must have complete solutions for all mandated Maine state reporting requirements | |
| 1.7 | | The system must support database recovery processes. | |
| 1.8 | | Provide group and role based security down to individual fields.   * Teachers * Parents * Admins | |
| 1.9 | | Support the following Client desktop operating systems:   * Windows 7, * Chrome OS, * Mac OSX, * IOS, * Android | |
| 1.10 | | Must allow for mobile access either via computing by module, app or mobile-enabled browser. | |
| 1.11 | | On-line tutorials to assist users in learning the software. | |
| 1.12 | | Vendor will arrange for all source code to be placed in escrow, with the district named as the beneficiary, as a contingency should the vendor cease to do business during the course of the contract. | |
| 1.14 | | FERPA Compliance | |
| 1.15 | | The proposal shall include the itemized costs of licensing, conversion, training and annual support and/or maintenance and all other related costs of purchase and implementation. | |
| 1.16 | | Ability to evolve as changes occur in both State and Federal reporting requirements. | |
| Attendance | | | |
| 2.1 | | Ability to track students based on varying grade spans, including but not limited to:   * Preschool * K-8 * 8-12 | |
| 2.2 | | Flexibility on how attendance is taken, including the ability to record student attendance by time, period, or day using a variety of attendance codes. | |
| 2.3 | | Identification of at risk students, including but not limited to:   * Daily * Period * Historical by student | |
| 2.4 | | Ability to report attendance data for state reporting | |
| Custom Functionality | | | |
| 3.1 | | Ability to add custom fields and functionality | |
| Customer Support and Training | | | |
| 4.1 | | Customer support response time guarantee for technical support requests | |
| 4.2 | | Customer support for system administrators at least 6AM-8PM Eastern Time M-F | |
| 4.3 | | Database schema documentation | |
| 4.4 | | Training on the database schema | |
| 4.5 | | Training on creation of custom fields and functionality | |
| 4.6 | | Training on basic application functionality, including, but not limited to:   * Transcripts * Grade book/Grading * Scheduling | |
| Data, Reporting and Analysis | | | |
| 5.1 | | The application should provide the ability to upload data from external data sources, utilizing both of the following:   * An integrated extract, transform and load (ETL) tool to load data into the database * The ability to upload documents for storage and retrieval | |
| 5.2 | | The application should provide the ability for specific district staff to access the database directly thru scripting and custom links to SQL connectivity for reporting | |
| 5.3 | | The application should provide the ability to run/create Ad hoc/custom reports | |
| 5.4 | | The application should provide the ability for specific district staff to have read/write access to back end database | |
| 5.5 | | The application should provide the ability to import and export data in various filetypes including but not limited to:   * Excel * PDF * XML * CSV * TXT | |
| Grading | | | |
| 6.1 | | Ability to customize grading and grading scales | |
| 6.2 | | Ability to post standard grades subjectively and flexibly - calculated or not calculated | |
| 6.3 | | Student/Standard-centered | |
| Programs and Services | | | |
| 7.1 | | Ability to capture and report on State of Maine specific Career and Technical Education (CTE) data at both enrollment and program levels | |
| 7.2 | | Ability to capture and report on State of Maine required special education student data elements | |
| 7.3 | | Ability to capture and report truancy data per State of Maine requirements | |
| Scheduling Requirements | | | |
| 8.1 | | Support a variety of schedule structure styles, including but not limited to:   * waterfall * alternating block * semesters   \*Note, it is not expected functionality for all structure styles to be utilized at one time | |
| 8.2 | | Define which classes are accountable for attendance | |
| 8.3 | | Define which classes are accountable for grading | |
| 8.4 | | Easily create or edit a student schedule after initial scheduling | |
| 8.5 | | Build sections and schedule them | |
| 8.6 | | Basic build rules for section building | |
| 8.7 | | Course requests for/by students, including but not limited to:   * Student request a particular course * Guidance/Scheduler can use that information to build schedules * Automatic system can build/load based on this information | |
| 8.8 | | Easy to use schedule for students and staff, including but not limited to:   * Printing * Mobile app * Online portal | |
| 8.9 | | Controls to prevent data loss during scheduling changes   * Warn/stop user from deleting section information and losing grade or attendance information | |
| Student demographics | | | |
| 9.1 | | Basic Census Data, including but not limited to:   * Demographics * Address * Relationships | |
| 9.2 | | System shall be able to capture student level data, including but not limited to:   * Legal Name * Preferred Name * Legal Gender * Preferred Gender * Date of Birth | |
| 9.3 | | Ability to indicate guardian | |
| 9.4 | | Easily configurable way to have the student identified as his/her own guardian once student becomes 18 years of age | |
| 9.5 | | Basic Census Data, including but not limited to:   * Demographics * Address * Relationships | |
| 9.6 | | Ability to indicate primary and secondary households | |
| 9.7 | | Ability to facilely query and report address information | |
| 9.8 | | Ability to indicate that the student is homeless and does not have a fixed address | |
| 9.9 | | Ability to associate students to unique state IDs and school student IDs | |
| Student enrollment | | | |
| 10.1 | | State of Maine Reporting Requirements:  Currently at:<http://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/synergy_instructions>  Requirements will always be linked off the Department’s Helpdesk webpage and may change annually | |
| Transcripts | | | |
| 11.1 | | Ease of building transcripts, i.e., simple interface for manual entry of a transcript item | |
| 11.2 | | Ability to create both proficiency/competency based and traditional transcripts | |
| 11.3 | | Customizable to include district and school requirements as well as state requirements | |
| 1. **Compliance and Standards** | | | |
| 12.1 | | The SIS must be in compliance with the following State and Federal requirements:   * **State of Maine Reporting Requirements:**    + **Currently at:** <http://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/synergy_instructions>   + Will always be linked off the Department’s Helpdesk webpage – and may change yearly * **FERPA -** Family Educational Rights and Privacy Act   <http://www.ed.gov/offices/OM/fpco/ferpa/index.html>   * **HIPAA** - Health Insurance Portability and Accountability Act   http://www.hhs.gov/ocr/hipaa/ | |
| 12.2 | | The SIS must be in compliance with the following education data standards:   * + - **CEDS**   + CEDS is a national collaborative effort to develop voluntary, common data standards for a key set of education data elements to streamline the exchange, comparison, and understanding of data within and across P-20W institutions and sectors.   + <http://ceds.ed.gov>     - **ED-FI**   + <https://www.ed-fi.org/what-is-ed-fi/> | |

# **PART III KEY RFP EVENTS**

## Questions

**1. General Instructions**

a. It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.

b. Bidders and other interested parties should use **Appendix F** – Submitted Questions Form – for submission of questions.

c. The Submitted Questions Form must be submitted by e-mail and received by the RFP Coordinator, identified on the cover page of this RFP, at any time this RFP is active and open.

d. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

**2. Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website: <https://www.maine.gov/dafs/procurementservices/vendors/rfps>. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

## Amendments

All amendments released in regard to this RFP will also be posted on the following website: <https://www.maine.gov/dafs/procurementservices/vendors/rfps>. It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

## Submitting the Proposal

1. **Proposals Due:** Proposals are due by 4:00 p.m. local time, on the days listed on the cover page of this RFP, at which point they will be opened. Proposals received **after** one of those deadlines will be opened on the next submission deadline.
2. **Delivery Instructions:** Email proposal submissions are to be submitted to the State of Maine Division of Procurement Services, via email, to the email address provided on the RFP Cover Page.
3. Only proposals received by email will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
4. Bidders are to insert the following into the subject line of their email submission:

“**RFP# 201809193 Proposal Submission**”

1. Bidder’s proposals are to be broken down into multiple files, with each file named as it is titled in bold below, and include:

- **File #1**: *PDF format preferred*

Completed - Proposal Cover Page (**Appendix A**)

Debarment, Performance and Non-Collusion Certification (**Appendix B**)

Eligibility to Submit Bids (**Appendix C**)

- **File #2**: *PDF format preferred*

Organization Qualifications and Experience (**Appendix D** and all related/required attachments stated in PART IV, B., Section I.)

- **File #3**: *PDF format preferred*

Proposed Services (**Appendix H** and all related/required attachments stated in PART IV, B., Section II.)

- **File #4**: *PDF format preferred*

Cost Proposal (**Appendix E** and all related/required attachments stated in PART IV, B., Section III.)

- **File #5**: *PDF format preferred*

Maine Business and Economic Impact Consideration (**Appendix I**)

# **PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Bidder’s proposal must follow the outline used below, including the numbering and section and sub-section headings as they appear here. Failure to use the outline specified in this section, or to respond to all questions and instructions throughout this document, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team for this RFP, has sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s experience and ability to perform the requirements specified throughout this document.

## Proposal Format

* 1. All pages of a Bidder’s proposal should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Bidder’s name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds.
  2. The Bidder is asked to be brief and concise in responding to the RFP questions and instructions.
  3. All electronic documents should be formatted for printing as formatting will not be adjusted prior to printing and reviewing these documents.
  4. The Bidder may not provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated.
  5. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFP.
  6. It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Department’s evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.
  7. The Bidder should complete and submit the “Proposal Cover Page” provided in **Appendix A** of this RFP and provide it with the Bidder’s proposal. It is important that the cover page show the specific information requested, including Bidder address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.
  8. The Bidder should complete and submit the “Debarment, Performance and Non-Collusion Certification Form” provided in **Appendix B** of this RFP. Failure to provide this certification may result in the disqualification of the Bidder’s proposal, at the discretion of the Department.

## 

## Proposal Contents

**Section I   Eligibility to Submit Bids**

**General Instructions**

The Bidder should fill out **Appendix C** (Eligibility to Submit Bids) following the instructions detailed in the form and provide the information requested below. Failure to provide the requested information, or to follow the requested format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Department.

**Required Attachments Related to Eligibility to Submit Bids**

The following documents must be attached to the back of each Bidder’s proposal in the order as numbered below. The required documents that are determined to have passed the eligibility requirement will be reviewed and rated by the Department’s evaluation team under the Organization Qualifications and Experience section.

|  |  |
| --- | --- |
| **Attachment #:** | **Attachment Name:** |
| One (1) | **Appendix C** (Eligibility to Submit Bids Form) |

**Section II   Organization Qualifications and Experience**

1. **Overview of the Organization**

The Bidder is to complete **Appendix D** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in this RFP. The Bidder is also to include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder’s stated qualifications and skills.

1. **Organizational Chart**

Provide an organizational chart of the bidder’s organization.  The organization chart must include the project being proposed.  Each position must be identified by position title and corresponding to the personnel job descriptions and the Staffing Plan provided.

1. **Litigation**

Attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which Bidder paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.  If no litigation will be included, write “none” on submitted attachment.

1. **Financial Viability**

Bidders are to provide a current copy of their Dun & Bradstreet Comprehensive Insight Plus Report.

1. **Licensure/Certification**

Provide documentation of any applicable licensure/certification or any specific credentials required to provide the proposed services.

1. **Certificate of Insurance**

Provide a certificate of insurance on a standard Acord form (or the equivalent) evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services, including data breach insurance.

**Required Attachments Related to Organization Qualifications and Experience**

The following documents must be attached to the back of each Bidder’s proposal in the order as numbered below. The required documents will be reviewed and rated by the Department’s evaluation team under the Organization Qualifications and Experience section.

|  |  |
| --- | --- |
| **Attachment #:** | **Attachment Name:** |
| Two (2) | **Appendix D** (Qualifications and Experience Form) |
| Three (3) | Organization Chart |
| Four (4) | Litigation |
| Five (5) | Financial Viability |
| Six (6) | Certificate of Insurance |

**Section III Proposed Services**

The Bidder should fill out the **Appendix H** (Proposed Services Form), following the instructions detailed in the form. Failure to provide the requested information, or to follow the requested format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Department.

**Required Attachments Related to Proposed Services**

The following documents must be attached to the back of each Bidder’s proposal in the order as numbered below. The required documents will be reviewed and rated by the Department’s evaluation team under the proposed services section.

|  |  |
| --- | --- |
| **Attachment #:** | **Attachment Name:** |
| Seven (7) | **Appendix H** (Proposed Services Form) |

**Section IV Cost Proposal**

1. **General Instructions**
2. The Bidder must submit a cost pricing proposal that covers the entire period of the Master Agreement. Please use the expected “Period of Performance” dates stated in PART I, D.
3. The cost proposal shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFP requirements.
4. No costs related to the preparation of the proposal for this RFP or to the negotiation of the contract with the Department may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
5. **Cost Proposal Form Instructions**

The Bidder should fill out **Appendix E** (Cost Proposal Form), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Department.

**Required Attachments Related to Cost Proposal**

The following documents must be attached to the scope of work narrative section of the Bidder’s proposal in the order as numbered below. The required documents will be reviewed and rated by the Department’s evaluation team under the cost proposal section.

|  |  |
| --- | --- |
| **Attachment #:** | **Attachment Name:** |
| Eight (8) | **Appendix E** (Cost Proposal Form) |

**Section V Maine Business and Economic Impact Consideration**

Using **Appendix I** (Maine Business and Economic Impact Consideration Form), the Bidder (Bidder identified on the “Proposal Cover Page” of proposal submission - **Appendix A**) is required to describe the Bidder’s investment in the State of Maine. Consideration of this information in making contract award decisions is required in accordance with Executive Order 2017-003, which states “Evaluators of competitive bids for goods and services shall give consideration to the investment in the State by business enterprises as a best-value criterion.” The State reserves the right to verify this information at any time during the evaluation process or after.

**Required Attachments Related to Maine Business and Economic Impact Consideration**

The following documents must be attached to the scope of work narrative section of the Bidder’s proposal in the order as numbered below. The required documents will be reviewed and rated by the Department’s evaluation team under the proposed services section.

|  |  |
| --- | --- |
| **Attachment #:** | **Attachment Name:** |
| Seven (7) | **Appendix I** (Maine Business and Economic Impact Consideration Form) |

# **PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals shall be accomplished as follows:

## Evaluation Process - General Information

* + - 1. An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous financial and economic impact considerations (where applicable) for the State.
      2. Officials responsible for making decisions on the selection of a contractor shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
      3. The Department will schedule times with Bidders to give presentations to provide a system overview and demonstrate all proposed functionality. Bidders are expected to provide a “sandbox” environment in which reviewers may have an opportunity to physically use a version of the proposed application at the demonstration session. The Department may revise the scores assigned in the initial evaluation to reflect those presentations. Presentations are required, and changes to proposals will not be permitted during the presentation process. Therefore, Bidders should submit proposals that present their rates and other requested information as clearly and completely as possible.

## Scoring Weights and Process

1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria.

**Section II. Organization Qualifications and Experience (15 points)**

Includes all elements addressed above in Part IV, B, Section II.

**Section III. Proposed Services (50 points)**

Includes all elements addressed above in Part IV, B, Section III.

**Section IV. Cost Proposal (25 points)**

Includes all elements addressed above in Part IV, B, Section IV.

**Section V. Maine Business and Economic Impact Consideration (10 points)**

Includes all elements addressed above in PART IV, B, Section V.

1. **Scoring Process:** The review team will use a consensus approach to evaluate and score Sections II & III above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Sections IV & V, the Cost Proposal and the Maine Business and Economic Impact Consideration section, will be scored as described below.
2. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in this RFP will be assigned a score according to a mathematical formula. The score will be broken in to five sections that will be totaled to equal the pro-rated score. The lowest bid per section will be awarded the max points for that section. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

**A** = (Lowest submitted cost proposal for 0 - 499/Cost of proposal being scored for 0-499) x **3**

**B** = (Lowest submitted cost proposal for 500-999/Cost of proposal being scored for 500-999) x **3**

**C =** (Lowest submitted cost proposal for 1000 – 1999/Cost of proposal being scored for 1000 – 1999) x **7**

**D =** (Lowest submitted cost proposal for 2000-3999 / Cost of proposal being scored for 2000-3999) x **8**

**E =** (Lowest submitted cost proposal for 2000-3999 / Cost of proposal being scored for 2000-3999) x **4**

**A** + **B** + **C** + **D** + **E** = **pro-rated score**

**Example:**

Proposal to be Scored:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Modules | Rate per Student | | | | |
| 0-499 | 500 – 999 | 1000 – 1999 | 2000-3999 | 4000+ |
| Licensing | 3.00 | 2.75 | 2.50 | 2.25 | 2.00 |
| Hosting | 2.00 | 1.75 | 1.50 | 1.25 | 1.00 |
| Support | 4.00 | 3.75 | 3.50 | 3.25 | 3.00 |
| Maintenance | 3.00 | 2.75 | 2.50 | 2.25 | 2.00 |
| Total Rate Per Student | 12.00 | 11.00 | 10.00 | 9.00 | 8.00 |

Lowest rates submitted:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Modules | Rate per Student | | | | |
| 0-499 | 500 – 999 | 1000 – 1999 | 2000-3999 | 4000+ |
| Total Rate Per Student | 11.50 | 11.00 | 9.75 | 8.25 | 7.00 |

(11.50 / 12.00) x 3 = **2.875**

(11.00 / 11.00) x 3 = **3**

(9.75 / 10.00) x 7 = **6.825**

(8.25 / 9.00) x 8 = **7.333**

(7.000 / 8.00) x 4 = **3.5**

**2.875** + **3** + **6.825** + **7.333** + **3.5** = **22.958** (the pro-rated score for the cost proposal)

No Best and Final Offers: The State of Maine will not seek a best and final offer (BAFO) from any Bidder in this procurement process.  All Bidders are expected to provide their best value pricing with the submission of their proposal.

1. **Scoring the Maine Business and Economic Impact Consideration:** The Maine Business and Economic Impact Consideration for this RFP will be scored based on the information provided by Bidders in **Appendix H** (Maine Business and Economic Impact Consideration Form) compared to the point allocations below:

|  |  |
| --- | --- |
| **Maine Business Analysis** | **Points** |
| Average Percentage of Maine Business Impact - 1 to 74% | 2 points |
| Average Percentage of Maine Business Impact - 75 to 100% | 4 points |

|  |  |
| --- | --- |
| **Maine Economic Impact** | **Points** |
| Sum of Maine Economic Analysis - $1 to $1,000,000 | 2 points |
| Sum of Maine Economic Analysis - $1,000,001 to $10,000,000 | 4 points |
| Sum of Maine Economic Analysis - over $10,000,000 | 6 points |

1. **Negotiations:** The Department reserves the right to negotiate with the successful Bidders to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposals to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with a selected Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

## Selection and Award

**1.** The final decision regarding the award of a Master Agreement will be made by representatives of the Department subject to approval by the State Procurement Review Committee.

**2.** Notification of contractor selection or non-selection will be made in writing by the Department.

**3.** Issuance of this RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.

**4.** The Department reserves the right to reject any and all proposals or to make multiple awards.

## Appeal

Any person aggrieved by the award decision that results from this RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: <https://www.maine.gov/dafs/procurementservices/policies-procedures/chapter-120>).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

# **PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

## Contract Document

**1.** The successful Bidder will be required to execute a contract in the form of a State of Maine Agreement to Purchase Services (BP54). A list of applicable Riders is as follows:

Rider A: Specification of Work to be Performed

Rider B: Method of Payment and Other Provisions

Rider C: Exceptions to Rider B

Rider D: (Optional; for use by Department)

Rider E: (Optional; for use by Department)

Rider G: Identification of Country in Which Contracted Work Will Be Performed

The complete set of standard BP54 contract documents may be found on the Division of Procurement Services’ website at the following link:

<https://www.maine.gov/dafs/procurementservices/sites/maine.gov.dafs.procurementservices/files/inline-files/BP54revised1017.doc>

Other forms and contract documents commonly used by the State can be found on the Division of Procurement Services’ website at the following link: <https://www.maine.gov/dafs/procurementservices/forms>

**2.** Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, Chapter 110, § 3(B)(i):

<https://www.maine.gov/dafs/procurementservices/policies-procedures/chapter-110>)

This provision means that a contract cannot be effective until at least 14 calendar days after award notification.

**3.** The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department’s award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in this RFP may need to be adjusted, if necessary, to comply with mandated requirements.

* + - 1. In providing services and performing under the contract, the successful Bidder(s) shall act as an independent contractor and not as an agent of the State of Maine.

## Standard State Agreement Provisions

**1.** Agreement Administration

a. Following the award, an Agreement Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the successful Bidder in the finalization of the contract.

b. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

**2.** Payments and Other Provisions

For contracts with the State to cover Conforming Districts, the Contractor will be paid on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from this RFP. Per student charges will be based on the most recent October 1 attending count available for the Conforming District and will be provided by the Department to the Contractor. Contract payments for non-conforming districts or for functionality above the Departments required functionality, will need to be negotiated contracts with individual districts at the time of contract negotiations.

# **PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

1. Appendix A – Proposal Cover Page
2. Appendix B – Debarment, Performance and Non-Collusion Certification
3. Appendix C – Eligibility to Submit Bids
4. Appendix D – Qualifications & Experience Form
5. Appendix E – Cost Proposal Form
6. Appendix F – Submitted Question Form
7. Appendix G – LEA Sizes and Identification of Conforming Districts
8. Appendix H – Proposed Services
9. Appendix I – Maine Business and Economic Impact Consideration

**APPENDIX A**

**State of Maine**

**Department of Education**

**PROPOSAL COVER PAGE**

**RFP# 201809193**

**District Level Student Information Systems**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Organization Name:** | |  | | |
| **Chief Executive - Name/Title:** | |  | | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |
| ***(Provide information requested below if different from above)*** | | | | |
| **Lead Point of Contact for Proposal - Name/Title:** | | |  | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder’s proposal.
* No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
* The above-named organization is the legal entity entering into the resulting agreement with the Department should they be awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**State of Maine**

**Department of Education**

**DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION**

**RFP# 201809193**

**District Level Student Information Systems**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
   1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
   2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
   3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
   4. *Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default*.
3. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification may result in the disqualification of the Bidder’s proposal, at the discretion of the Department.**

|  |  |
| --- | --- |
| Name (Print): | Title: |
| Authorized Signature: | Date: |

**APPENDIX C**

**State of Maine**

**Department of Education**

**ELIGIBILITY TO SUBMIT BIDS**

**RFP# 201809193**

**District Level Student Information Systems**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

Using the form below, provide a brief description of a project that meets one of the following requirements:

1. A project that shows the Bidder’s system to meet Ed-Fi Alliance certification as evidenced by: <https://techdocs.ed-fi.org/display/EDFICERT/Registry+of+Ed-Fi+Certified+Products>

OR

1. A description and documentation of state specific Ed-Fi certification and full implementation. Also include an attachment of a written and signed statement of commitment to obtain Ed­Fi Alliance Student Information Systems for ODS / API certification within 1 year after Master Agreement is signed

|  |  |
| --- | --- |
| **Student Information System Production Implementation** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Project Name/Reference No:** |  |
| **Implementation Date:** |  |
| **Description of Implementation** | |
|  | |

**APPENDIX D**

**State of Maine**

**Department of Education**

## QUALIFICATIONS & EXPERIENCE FORM

**RFP# 201809193**

**District Level Student Information Systems**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

## For each of the following please limit your response to no more than one page per topic unless otherwise indicated. Each proposal shall specifically address all the following topics. Please refrain from submitting general marketing materials which do not explicitly respond to the questions below. Ensure each response is clearly identified with your organization’s name and follows the respective topic headings below:

1. **Organization Overview:**

Provide an Executive Summary as to your company's history, experience and services as they relate to the services proposed.

Include size, length of time in business, in- house capabilities, location of your principal offices, and number of full and part-time employees.

Define the attributes that distinguish your company from the competition. Share your business development philosophy, including the types of clients you specialize in representing. Provide the total number of employees compared to the total number of clients you represent.

Describe any specific restructuring, mergers and/or downsizing with your firm that has occurred during the past three years or is anticipated in the next three years, noting potential impacts to the services contemplated by this RFP. Provide information relating to company bankruptcies or reorganizations due to financial hardship.

1. **Experience in Student Information Systems:**

Describe in detail your experience and qualifications performing the scope of work described in this RFP. Provide a description of recent (within the last three years) student information system experiences, including sizes of districts served, number of production implementations, longest contract, number implementations and number of states in which districts submit data from your system for state reporting,

1. **Experience in Ed-Fi:**

Please provide a short narrative demonstrating your experience with Ed-Fi technology, operational data stores, APIs, and State reporting using Ed-Fi. Indicate whether or not your organization has obtained Ed­Fi Alliance Student Information Systems for ODS / API certification. If your organization has not obtained this certification, attach a written statement of commitment to obtain Ed­Fi Alliance Student Information Systems for ODS / API certification within 1 year after Master Agreement is signed, and indicate which state specific Ed-Fi certifications your organization has achieved.

1. **References:**

Provide a minimum of four (4) K-12 educational client references for which that have contracted similar services from you within the last three years. The Evaluation Team will contact all references. References that are no longer in business cannot be used. Inability to reach the reference will result in that reference being considered non-responsive.

Complete the tables below

|  |  |
| --- | --- |
| **Contract One** | |
| **State or District Name:** |  |
| **Address:** |  |
| **Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Contract Name:** |  |
| **Contract Start:** |  |
| **Contract End:** |  |
| **Brief Description of Contract** | |
|  | |

|  |  |
| --- | --- |
| **Contract Two** | |
| **State or District Name:** |  |
| **Address:** |  |
| **Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Contract Name:** |  |
| **Contract Start:** |  |
| **Contract End:** |  |
| **Brief Description of Contract** | |
|  | |

**APPENDIX D (continued)**

|  |  |
| --- | --- |
| **Contract Three** | |
| **State or District Name:** |  |
| **Address:** |  |
| **Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Contract Name:** |  |
| **Contract Start:** |  |
| **Contract End:** |  |
| **Brief Description of Contract** | |
|  | |

|  |  |
| --- | --- |
| **Contract Four** | |
| **State or District Name:** |  |
| **Address:** |  |
| **Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Contract Name:** |  |
| **Contract Start:** |  |
| **Contract End:** |  |
| **Brief Description of Contract** | |
|  | |

**APPENDIX E**

**State of Maine**

**Department of Education**

**COST PROPOSAL FORM**

**RFP# 201809193**

**District Level Student Information Systems**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

Instructions: Bidders must provide the information requested below.

SIS Core Functionality Pricing Structure:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Modules** | **Rate per Student** | | | | |
| 0-499 | 500 – 999 | 1000 – 1999 | 2000-3999 | 4000+ |
| Licensing | $ | $ | $ | $ | $ |
| Hosting | $ | $ | $ | $ | $ |
| Support | $ | $ | $ | $ | $ |
| Maintenance | $ | $ | $ | $ | $ |
| **Total Rate Per Student** | **$** | **$** | **$** | **$** | **$** |

**APPENDIX F**

**State of Maine**

**Department of Education**

**SUBMITTED QUESTIONS FORM**

**RFP# 201809193**

**District Level Student Information Systems**

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
|  |  |
|  |  |
|  |  |
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|  |  |
|  |  |
|  |  |

*\* If a question is not related to any section of the RFP, state “N/A” under “RFP Section & Page Number”.*

*\*\* Add additional rows, if necessary.*

**APPENDIX G**

**State of Maine**

**Department of Education**

**LEA SIZES AND IDENTIFICATION OF CONFORMING DISTRICTS**

**RFP# 201809193**

**District Level Student Information Systems**

# **LEA Sizes and Identification of Conforming Districts**

Attending Enrollment Counts from October 1, 2017

|  |  |  |
| --- | --- | --- |
| **LEA Name** | **AttendingEnrollment** | **Conforming District** |
| Acadia Academy | 172 |  |
| Acton Public Schools | 248 | \* |
| Airline CSD | 34 |  |
| Alexander Public Schools | 44 |  |
| Andover Public Schools | 21 |  |
| Appleton Public Schools | 137 |  |
| Arthur R. Gould Sch--LCYDC | 40 |  |
| Athens Public Schools | 127 |  |
| Auburn Public Schools | 3624 |  |
| Augusta Public Schools | 2689 |  |
| Baileyville Public Schools | 328 |  |
| Bangor Public Schools | 3681 | \* |
| Bangor-Region 4 | 599 | \* |
| Bar Harbor Public Schools | 359 |  |
| Baxter Academy for Technology and Science | 400 |  |
| Beals Public Schools | 63 |  |
| Biddeford Public Schools | 2691 | \* |
| Blue Hill Public Schools | 270 |  |
| Boothbay-Boothbay Hbr CSD | 497 |  |
| Brewer Public Schools | 1698 |  |
| Bristol Public Schools | 182 |  |
| Brooklin Public Schools | 62 |  |
| Brooksville Public Schools | 63 |  |
| Brunswick Public Schools | 2350 |  |
| Brunswick-Region 10 | 233 | \* |
| Calais Public Schools | 678 |  |
| Cape Elizabeth Public Schools | 1605 |  |
| Castine Public Schools | 55 |  |
| Caswell Public Schools | 41 |  |
| Charlotte Public Schools | 39 |  |
| Chebeague Island Public Schools | 26 |  |
| Cherryfield Public Schools | 124 |  |
| Cornville Regional Charter School | 221 |  |
| Cranberry Isles Public Schools | 12 |  |
| Cutler Public Schools | 63 |  |
| Dayton Public Schools | 128 |  |
| Dedham Public Schools | 193 |  |
| Deer Isle-Stonington CSD | 318 |  |
| East Machias Public Schools | 204 |  |
| East Millinocket Public Schools | 256 |  |
| East Range CSD | 26 |  |
| Easton Public Schools | 249 |  |
| Eastport Public Schools | 180 |  |
| Edgecomb Public Schools | 81 |  |
| Education in Unorganized Terr | 104 |  |
| Ellsworth Public Schools | 1542 |  |
| Eustis Public Schools | 83 |  |
| Falmouth Public Schools | 2103 |  |
| Fayette Public Schools | 74 |  |
| Fiddlehead School of Arts and Sciences | 133 |  |
| Five Town CSD | 690 |  |
| Frenchboro Public Schools | 3 |  |
| Georgetown Public Schools | 61 |  |
| Glenburn Public Schools | 432 |  |
| Gorham Public Schools | 2724 | \* |
| Great Salt Bay CSD | 447 |  |
| Greenbush Public Schools | 137 |  |
| Greenville Public Schools | 206 |  |
| Hancock Public Schools | 221 |  |
| Harmony Public Schools | 65 |  |
| Harpswell Coastal Academy | 195 |  |
| Hermon Public Schools | 1256 |  |
| Hope Public Schools | 180 |  |
| Houlton-Region 2 | 184 | \* |
| Indian Island | 110 |  |
| Indian Township | 126 |  |
| Isle Au Haut Public Schools | 5 |  |
| Islesboro Public Schools | 91 |  |
| Jefferson Public Schools | 200 |  |
| Jonesboro Public Schools | 60 |  |
| Jonesport Public Schools | 129 |  |
| Kittery Public Schools | 1042 | \* |
| Lamoine Public Schools | 122 |  |
| Lewiston Public Schools | 6200 |  |
| Lincoln-Region 3 | 164 | \* |
| Lincolnville Public Schools | 216 |  |
| Lisbon Public Schools | 1288 |  |
| Long Island Public Schools | 17 |  |
| Machias Public Schools | 548 |  |
| Machiasport Public Schools | 46 |  |
| Madawaska Public Schools | 431 |  |
| Maine Academy of Natural Sciences | 178 |  |
| Maine Connections Academy | 406 |  |
| Maine Virtual Academy | 390 |  |
| ME Sch of Science & Mathematics | 149 | \* |
| Medway Public Schools | 114 |  |
| Milford Public Schools | 309 |  |
| Millinocket Public Schools | 511 |  |
| Monhegan Plt School Dept | 6 |  |
| Moosabec CSD | 78 |  |
| Mount Desert Public Schools | 180 |  |
| MSAD 27 | 864 |  |
| MSAD 46 | 1110 |  |
| MSAD 76 | 34 |  |
| Mt Desert CSD | 539 |  |
| Nobleboro Public Schools | 143 |  |
| Northport Public Schools | 121 |  |
| Orrington Public Schools | 422 |  |
| Otis Public Schools | 103 |  |
| Oxford-Region 11 | 533 |  |
| Pembroke Public Schools | 80 |  |
| Penobscot Public Schools | 69 |  |
| Perry Public Schools | 115 |  |
| Pleasant Point | 140 |  |
| Portland Public Schools | 7153 | \* |
| Princeton Public Schools | 137 |  |
| Rockland-Region 8 | 420 | \* |
| RSU 01 - LKRSU | 2090 | \* |
| RSU 02 | 2073 | \* |
| RSU 03/MSAD 03 | 1330 | \* |
| RSU 04 | 1449 | \* |
| RSU 05 | 1947 |  |
| RSU 06/MSAD 06 | 3552 | \* |
| RSU 07/MSAD 07 | 67 |  |
| RSU 08/MSAD 08 | 174 | \* |
| RSU 09 | 2684 |  |
| RSU 10 | 1780 |  |
| RSU 11/MSAD 11 | 2040 |  |
| RSU 12 | 962 |  |
| RSU 13 | 1641 | \* |
| RSU 14 | 3124 | \* |
| RSU 15/MSAD 15 | 1980 | \* |
| RSU 16 | 1715 | \* |
| RSU 17/MSAD 17 | 3446 | \* |
| RSU 18 | 2665 |  |
| RSU 19 | 1975 | \* |
| RSU 20 | 522 | \* |
| RSU 21 | 2346 | \* |
| RSU 22 | 2421 |  |
| RSU 23 | 745 |  |
| RSU 24 | 848 | \* |
| RSU 25 | 1072 | \* |
| RSU 26 | 794 |  |
| RSU 28/MSAD 28 | 741 |  |
| RSU 29/MSAD 29 | 1370 |  |
| RSU 30/MSAD 30 | 184 |  |
| RSU 31/MSAD 31 | 480 |  |
| RSU 32/MSAD 32 | 291 |  |
| RSU 33/MSAD 33 | 329 |  |
| RSU 34 | 1504 | \* |
| RSU 35/MSAD 35 | 2307 | \* |
| RSU 37/MSAD 37 | 650 |  |
| RSU 38 | 1221 |  |
| RSU 39 | 1559 |  |
| RSU 40/MSAD 40 | 1852 | \* |
| RSU 41/MSAD 41 | 620 |  |
| RSU 42/MSAD 42 | 412 |  |
| RSU 44/MSAD 44 | 724 | \* |
| RSU 45/MSAD 45 | 309 |  |
| RSU 49/MSAD 49 | 2066 | \* |
| RSU 50 | 669 |  |
| RSU 51/MSAD 51 | 2044 |  |
| RSU 52/MSAD 52 | 1945 |  |
| RSU 53/MSAD 53 | 706 | \* |
| RSU 54/MSAD 54 | 2770 |  |
| RSU 55/MSAD 55 | 1004 | \* |
| RSU 56 | 759 |  |
| RSU 57/MSAD 57 | 3014 | \* |
| RSU 58/MSAD 58 | 657 |  |
| RSU 59/MSAD 59 | 655 |  |
| RSU 60/MSAD 60 | 3055 | \* |
| RSU 61/MSAD 61 | 2068 | \* |
| RSU 63/MSAD 63 | 533 |  |
| RSU 64/MSAD 64 | 1060 | \* |
| RSU 65/MSAD 65 | 3 |  |
| RSU 67 | 972 |  |
| RSU 68/MSAD 68 | 721 |  |
| RSU 70/MSAD 70 | 463 |  |
| RSU 71 | 1554 | \* |
| RSU 72/MSAD 72 | 740 | \* |
| RSU 73 | 1447 |  |
| RSU 74/MSAD 74 | 641 |  |
| RSU 75/MSAD 75 | 2384 | \* |
| RSU 78 | 200 | \* |
| RSU 79/MSAD 01 | 1888 |  |
| RSU 80/MSAD 04 | 540 |  |
| RSU 82/MSAD 12 | 147 |  |
| RSU 83/MSAD 13 | 186 |  |
| RSU 84/MSAD 14 | 146 |  |
| RSU 85/MSAD 19 | 71 |  |
| RSU 86/MSAD 20 | 512 |  |
| RSU 87/MSAD 23 | 646 |  |
| RSU 88/MSAD 24 | 293 |  |
| Rumford-Region 9 | 158 |  |
| Saco Public Schools | 1786 |  |
| Sanford Public Schools | 3615 | \* |
| Scarborough Public Schools | 2938 |  |
| Sedgwick Public Schools | 104 |  |
| Snow Pond Arts Academy | 145 |  |
| South Bristol Public Schools | 65 |  |
| South Portland Public Schools | 2980 | \* |
| Southport Public Schools | 26 |  |
| Southwest Harbor Public Schools | 135 |  |
| St George Public Schools | 189 |  |
| Surry Public Schools | 121 |  |
| Tremont Public Schools | 125 |  |
| Trenton Public Schools | 120 |  |
| Vassalboro Public Schools | 415 |  |
| Veazie Public Schools | 137 |  |
| Waldo-Region 7 | 203 |  |
| Waterville Public Schools | 2168 |  |
| Wells-Ogunquit CSD | 1339 | \* |
| Wesley Public Schools | 6 |  |
| West Bath Public Schools | 127 |  |
| Westbrook Public Schools | 2863 | \* |
| Whiting Public Schools | 30 |  |
| Winslow Schools | 1190 |  |
| Winthrop Public Schools | 891 |  |
| Wiscasset Public Schools | 518 |  |
| Woodland Public Schools | 144 |  |
| Yarmouth Schools | 1628 |  |
| York Public Schools | 1729 |  |

**APPENDIX H**

**State of Maine**

**Department of Education**

**PROPOSED SERVICES FORM**

**RFP# 201809193**

**District Level Student Information Systems**

For each of the following please limit your response to no more than one page per topic or as indicated. Each proposal shall specifically address all the following topics. Please refrain from submitting general marketing materials which do not explicitly respond to the questions below. Ensure each response is clearly identified with your organization name, follows the respective topic headings below and addresses all bulleted items:

**Project Understanding**:

* + - Provide, in succinct terms, your understanding of the Project presented or the services required by this RFP.

**Proposed Services**

* + - Discuss the Scope of Services referenced above in Part II of this RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform. Do not just indicate that your solution meets the requirements.
    - Vendors that have existing contracts with LEAs for SIS systems must include in their proposal a plan to merge those contracts with the Master Agreement so the LEAs can take advantage of lower pricing.

**Data Migration**

* + - Describe your approach to data migration and conversion from legacy systems to your product and how the services will be provided. Describe the roles and responsibilities between your team and the district staff related to data conversion activities.

### Implementation and Transition (Gantt chart plus task description document of up to 2 pages allowed)

* + - Provide a realistic work plan for the implementation of the program through the first contract period. Work plan shall be in the format of a Gantt chart detailing the schedule, phase, components, and highlight key milestone dates. Work plans should include district onboarding, data conversion/migration, and training tasks. In addition to the Gantt chart, concisely describe each task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors. Work plans should include district onboarding, data conversion/migration, and training tasks.

### Maintenance and Support (up to 3 pages allowed)

* + - Discuss the how your organization will meet the customer service and training requirements in Part II, Section A.4 of this RFP.
    - Discuss how identification and correction of problems and defects identified during certification, pilot testing and production will be handled
    - Discuss available diagnostic tools and other supports for districts
    - Discuss your organization’s release management procedures
    - Discuss your organization’s strategy and commitment for ongoing compliance with Maine Department of Education Reporting Requirements
    - Discuss your organizations strategy for planned compliance with future Ed­Fi releases
    - Discuss Backup and Recovery will be managed with your product.
    - Discuss your organization’s approach to ongoing professional development and training for your product

**APPENDIX I**

**State of Maine**

**Department of Education**

**MAINE BUSINESS AND ECONOMIC IMPACT CONSIDERATION FORM**

**RFP# 201809193**

**District Level Student Information Systems**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

**Instructions**

Each Bidder is to complete the table in the excel spreadsheet below to quantify the Bidder’s investment in the State of Maine. Consideration of this information in making contract award decisions is required in accordance with Executive Order 2017-003, which states “Evaluators of competitive bids for goods and services shall give consideration to the investment in the State by business enterprises as a best-value criterion.

