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December 11, 2013

REQUEST FOR PROPOSAL

Curriculum Learning and Assessment System RFP # 13-006-651

Due Date: **January 3, 2014**
 1:30 P.M. local time
 Room #156

Bid Opening: **January 3, 2014**
 2:00 P.M. local time
 Room # 156
 Vendors may attend; however, no award will be made at this time.

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I. INSTRUCTION TO VENDORS

A. Scope

The Wayne County Regional Educational Service Agency (RESA), in partnership with Genesee Intermediate School District and Livingston Educational Service Agency is requesting proposals for a **Curriculum Learning and Assessment System**.

Electronic forms of all bid documents are available online at:

<http://www.resa.net/services/purchasing/rfp/>

If you experience problems in downloading the documents, contact, Charles Wolford of the Wayne RESA Purchasing Office. The phone number is 734-334-1511. The e-mail address is wolforc@resa.net.

B. Introduction

Wayne RESA, in partnership with Livingston ESA and Genesee ISD invite authorized VENDORS of Curriculum Learning and Assessment Systems to provide proposals for an optional-use contract to be considered by educational and governmental agencies for the purpose of providing competitive pricing and quality service for K-12 public educational institutions and select Educational agencies throughout Michigan as specified in Appendixes A, B and C.

The consortium partners envision a system that is based on two fundamental ideas.

- The ability to define and deliver curriculum in a robust, standards-based way that supports highly integrated and aligned instructional, assessment and reporting capabilities;
- The ability to warehouse (capture, store, retrieve, relate and report) extensive data (such as demographic, achievement, and school process) at a very detailed level for informed, data-based decision-making by users at all levels.

Contracts will cover the **Curriculum Learning and Assessment System** and may be used by all accredited public K-12 educational institutions serviced by Wayne RESA, Genesee ISD or Livingston ESA , as well as, other Michigan Educational agencies who will work independently to evaluate proposals. Administrators and teachers are the clients of the Curriculum Learning and Assessment System used by the staff in LEAs and ESA/ISDs agencies. Eligible entities, serviced by Wayne RESA, Genesee ISD or Livingston ESA, constitute approximately 300,000 students.

Management of contracts will be as follows:

- Wayne RESA will manage contracts for Wayne County Districts and any other Educational Agencies that choose to join the consortium
- Genesee ISD will manage contracts for Genesee districts
- Livingston ESA will manage contracts for Livingston districts

- 1. Selected Vendors will present a predetermined format of the product based on bid requirements to the evaluation committee as part of the bid evaluation process. Presentations will be scheduled between the hours of 9:00 A.M. and 4:00 P.M. on Thursday 01/09/2014 and Friday 01/10/2014.**

The selected vendor is required to sign a confidentiality agreement to protect the data supplied by the region's schools and agencies. The selected vendor will adhere to all provisions of the Federal Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. 123g), Michigan Education Code, and District policies regarding the protection and confidentiality of data. At all times, the vendor will consider all data collected in the course of their duties to be protected and confidential.

C. Proposal Process

1. Proposal must be prepared in compliance with provisions of this RFP. Failure to comply with all provisions of this RFP may result in disqualification of the proposal.
2. Proposals must be received by mail or delivery, by **1:30 P.M.**, local time on **January 3, 2014**. Bid Proposal Package must include the following:

Signature Page (Attachment #1), use as cover page.

Bid Proposal (Attachment #2), one (1) signed original and two (2) copies

Statement of Qualifications (Attachment #3)

Ethical Standards Affidavit (Attachment #4) **MUST BE NOTARIZED**

Conflict of Interest Affidavit (Attachment #5) **MUST BE NOTARIZED**

Certificate of Liability Insurance (Attachment #6)

Assurances and Certifications (Attachment #7)

Any proposal received after the time stipulated will not be considered, but will be recorded, filed and shall remain sealed/unopened. Proposals received by facsimile transmissions or electronic mail will not be considered valid unless also received by mail or delivery by the stated deadline.

3. When submitting a bid proposal, use only the forms provided in the bid packet. Electronic versions may be found on the Wayne RESA (hereinafter RESA) web page at: <http://www.resa.net/services/purchasing/rfp/> .
4. ALL submitted documents must be typed or computer generated. No hand written documents will be allowed. This includes, but is not limited to, Attachment #1, Attachment #2, Attachment #3, Attachment #4, Attachment #5, Attachment #6 and Attachment #7.
5. Bid only the items as specified. No alternates will be accepted unless one or more of the following applies:

- Item has been discontinued.
- Item is about to be discontinued.
- Changes in the law, rules, regulations or other legal mandate that disallow the use of a specified product.

6. Address Proposals to: Charles Wolford
Wayne RESA Purchasing Department
Purchasing Department; Proposal #132-006-651
33500 Van Born Road
Wayne, MI 48184-2497
7. Proposals will be opened publicly in a manner to avoid full public disclosure of contents; however, names of the Vendors and the bid amount will be read aloud.
8. Before submitting a proposal, each Vendor shall make all investigations and examinations necessary to ascertain conditions, requirements and obstacles, if any exist, affecting the operation of the proposed services. Failure to make such investigations and examinations shall not relieve the successful Vendor from the obligation to comply, in every detail, with all provisions and requirements of the RFP nor shall it be a basis for any claim whatsoever for alteration in any term or payment required by the Agreement.
9. Inquiries regarding the technical specifications of this RFP may be directed to:
Kurt Rheume
Manager of Student Systems, Administrative and Instructional Technologies
734-334-1630
Email: RheumK@resa.net
- Requests for information relating to procedural issues should be directed to:
Charles Wolford
Purchasing Consultant
734-334-1511
Email: wolforc@resa.net
10. If a Vendor discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, they shall immediately notify RESA of such error in writing and request modification or clarification of the document. Modifications will be made by issuing a revision and will be given by written notice to all parties who have received this RFP from RESA's Purchasing Department as well as being posted on the Wayne RESA website. The Vendor is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the RFP prior to submitting the proposal or it shall be deemed waived.
11. Products and services which are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Vendor, shall be included in the proposal.
12. No allowance will be made after proposals are received and opened, for oversight, omission, error or mistake by Vendor.

13. All proposals and any accompanying documents become the property of RESA and will not be returned.
14. RESA will not be liable in any way for any costs incurred by Vendors in the preparation of their proposals in response to this RFP nor for the presentation of their proposals and/or participation in any discussions or negotiations.
15. RESA reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
16. Receipt of proposal materials by RESA or submission of a proposal to RESA offers no rights against RESA nor obligates RESA in any manner.
17. RESA reserves the right to waive minor irregularities in proposals. Any such waiver shall not modify any remaining RFP requirements or excuse the Vendor from full compliance with the RFP specifications and other contract requirements if the Vendor is awarded the contract.
18. Proposal must be signed by an officer of the Vendor who is legally authorized to obligate the Vendor to a contract.
19. All proposals shall be a matter of public record subject to the provisions of Michigan law.

D. Evaluation of Proposals and Award

2. All Vendors, by submitting proposals, agree that they have read and are familiar with all the terms and conditions of the RFP and will abide by the terms and conditions thereof.
3. RESA, at its sole discretion, shall determine whether particular Vendors have the basic qualifications to conduct the desired service for RESA. In determining whether a Vendor possess the basic qualifications to operate, RESA may consider, but not be limited to, the following: (a) Vendor's general reputation for performance and service; (b) Vendor's longevity of service (number of years) and previous experience in operation of public assembly facilities; (c) Years of continuous business; (d) Vendor's financial condition.
4. Proposals will first be examined to eliminate those that are clearly non-responsive to stated requirements.
5. **Selected Vendors will present a predetermined format of the product based on bid requirements to the evaluation committee as part of the bid evaluation process. Presentations will be scheduled between the hours of 9:00 A.M. and 4:00 P.M. on Thursday 01/09/2014 and Friday 01/10/2014.**
6. Award shall be made to the most responsible Vendor, whose proposal is determined to be the most advantageous to partnerships, taking into consideration the terms and conditions set forth in this RFP. A valid and enforceable contract exists when an agreement is fully executed between each of the partnership agencies (RESA, Genesee ISD and Livingston ESA) and the Vendor.

7. Any response that takes exception to any mandatory items in this RFP may be rejected and not considered.
8. Each partner ESA/ISD reserves the right to accept or reject in part or in whole any or all proposals submitted.
9. Each partner ESA/ISD reserves the right to request in writing clarifications or corrections to proposals. Clarifications or corrections shall not alter the Vendor's price contained in the cost proposal.
10. Each partner ESA/ISD reserves the right to negotiate further with the successful vendor. The content of the RFP and the successful Vendor's proposal(s) will become an integral part of the contract, but may be modified by the provisions of the contract.
11. By submission of proposals pursuant to this RFP, Vendors acknowledge that they are amenable to the inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection process.
12. A proposal in response to an RFP is an offer to contract with each partner ESA/ISD based upon the terms, conditions, and scope of work and specifications contained in the RFP.
13. RESA has the right to use, as RESA determines to be appropriate and necessary, any information, documents, and anything else developed pursuant to the RFP, the proposal and the contract.
14. Vendors must submit proposals that are complete, thorough and accurate. Brochures and other similar material may be attached to the proposal.
15. All proposals must be valid for 90 days from the proposal submission date.
16. Proposals received after the specified date and time for proposal submission shall not be considered, but will be recorded, filed, and shall remain sealed/unopened.

II. SPECIFICATIONS

A. General

Specifications are intended to define the level of quality and performance of the requested service and not to be restrictive. All variations from the specified items shall be fully explained and included with the bid. Manufacturer names and manufacturer product numbers shall be used in all cases. All prices quoted shall be on a per pupil basis. The determination of the Bid Evaluation Committee as to what alternates are equal shall be final and conclusive.

Each bid shall include:

- Attachments **1 through 7**, properly completed
- State the time necessary to complete the project
- Model and feature numbers of product quoted
- A plan for data conversion
- A plan for installation

B. CURRICULUM, LEARNING AND ASSESSMENT SYSTEM SPECIFICATIONS

Wayne RESA, in partnership with, Livingston ESA, and Genesee ISD invite authorized VENDORS of Curriculum, Learning and Assessment Systems to provide proposals for an optional-use contract to be considered by educational and governmental agencies for the purpose of providing competitive pricing and quality service for K-12 public educational institutions and select governmental agencies as specified in Appendix A, B and C.

Management of contracts will be as follows:

- Wayne RESA will manage contracts for Wayne County School Districts
- Livingston ESA will manage contracts for Livingston County School Districts
- Genesee ISD will manage contracts for Genesee County School Districts

Selected vendors will be notified on January 6, 2014 about the time and predetermined format to present the product based on bid requirements to the evaluation committee as part of the bid evaluation process. Presentations will be scheduled between the hours of 9:00 A.M. and 4:00 P.M. on January 9 and 10 to two different groups.

The selected vendor is required to sign a confidentiality agreement to protect the data supplied by the region's schools and agencies. The selected vendor will adhere to all provisions of the Federal Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. 123g), Michigan Education Code, and District policies regarding the protection and confidentiality of data. At all times, the vendor will consider all data collected in the course of their duties to be protected and confidential.

C. PRODUCT FEATURES AND REQUIREMENTS

1. Product features are identified in Attachment 2. They are divided in to four areas and in each area specifics about *Automation*, *Reporting* and *User Interface* are required. The list contains a column for the priority and a brief description of the feature. Areas include:
 - a. Item Bank

- b. Score Analysis
- c. System Management
- d. Test Delivery

2. Please respond to each item with the following legend

Response	Description
X	"Out of the Box" features upon configuration and without customization such that implementation will not be affected by future upgrades.
A	Available using reports included or possible with proposed reporting utilities.
E	Requires third party application, included in this proposal and has an existing integration in a production customer implementation.
C	Requires customization of base functionality that could affect upgrades to a future release.
F	Not currently a feature but is scheduled to be part of a future release within 12 months of this response.
N	No solution provided in this response

D. Indemnity, Release, Insurance and Security

1. Evidence of Vendor Insurance Coverage

The Vendor shall provide RESA at the time the Bid Proposal is submitted, Certificates of Insurance and/or policies, acceptable to RESA, as listed below:

- Certificate of Liability Insurance (Attachment #6) properly executed. Individual certificates of insurance and/or policies may be required prior to work commencing.

2. Insurance Requirements

During the performance and up to the date of final acceptance of the work, the Vendor must effect and maintain insurance hereafter listed below:

- a) The Vendor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers Liability Coverage at limits of \$100,000 per person, \$500,000 aggregate, in accordance with all applicable statutes of the State of Michigan.
- b) The Vendor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions:
 - 1) Contractual Liability;
 - 2) Products and Completed Operations;
 - 3) Per contract aggregate.

- c) The Vendor shall procure and maintain during the life of this contract, Motor Vehicle Liability Insurance, including applicable no-fault coverage, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- d) The following shall be Additional Insureds on Commercial General Liability Insurance and Vehicle Liability: Wayne County Regional Educational Service Agency, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers.

This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage is primary, contributing or excess.

3. Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "Sixty (60) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to Charles Wolford, Purchasing Consultant, Wayne RESA, 33500 Van Born Road, Wayne, MI 48184."
4. If any of the above coverages expire during the term of this contract, the Vendor shall deliver renewal certificates and/or policies to Wayne RESA at least ten (10) days prior to the expiration date.
5. Indemnification and Hold Harmless – The Vendor shall indemnify and hold harmless RESA, its officers, agents, and employees from:
 - a) Any claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of the Vendor, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract.
 - b) Any claims, damages, penalties, costs and attorney fees arising from any failure of the Vendor, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
 - c) RESA will not indemnify, defend or hold harmless in any fashion the Vendor from any claims arising from any failure on the part of the vendor, its employees or suppliers, regardless of any language in any attachment or other document that the Vendor may provide.
 - d) The Vendor shall reimburse RESA any expenses incurred as a result of the Vendor's failure to fulfill any obligation in a professional and timely manner under the Agreement.

E. Default and Termination

1. In the event the Vendor shall default in any of the obligations or conditions set forth in the Agreement or their performance does not meet established criteria, RESA may notify the Vendor of such default in writing.

2. Written notice referred to in this article shall be deemed delivered upon presentation to any person designated by the Vendor as the manager or, in the case of notice by the Vendor, the Associate Superintendent of Administrative & Financial Services or by mailing the same certified or registered mail to the address for the Vendor in the proposal, or the address for RESA in the case of notice by the Vendor.
3. Failure on the part of RESA to notify the Vendor of default shall not be deemed a waiver by RESA of RESA's rights on default of the Vendor and notice at a subsequent time will have the same effect as if promptly made.
3. Upon receipt of notice of default from RESA, the Vendor shall immediately correct such default. In the event the Vendor fails to correct the default to the satisfaction of RESA, RESA shall have all rights accorded by law, including the right to immediately terminate the Agreement. Such termination shall not relieve the Vendor of any liability to RESA for damages sustained by virtue of any default by the Vendor.
5. The Vendor agrees that, in the event either party deems it necessary to take legal action to enforce any provision of the Agreement, and in the event RESA prevails, the Vendor shall pay all expenses of such action including RESA's attorney fees and costs at all stages of the litigation.
6. The parties may mutually terminate the contract/agreement that results from this proposal at any time. Either party may terminate the contract/agreement with cause given a sixty (60) day notice to the other party.
7. Termination of the Agreement by RESA upon default by the vendor shall be sufficient grounds for the forfeiture of any bonds, if required to be posted by the Vendor, and the bonds shall so specify.

F. Taxes

Wayne RESA is exempt from all federal, state and local taxes. RESA shall not be responsible for any taxes that are imposed on the Vendor. Furthermore, the Vendor understands that it cannot claim exemption from taxes by virtue of any exemption that is provided to RESA.

G. Integration

All RFP documents and addendum, vendor's response to this RFP, subsequent purchase orders, and contract with the successful vendor contains the entire understanding between the parties.

III. APPENDIXES

Appendix A: Wayne County

District	2012 Student Count
Academy of International Studies	71
Allen Park Public Schools	3,791
American International Academy	275
Blanche Kelso Bruce Academy	475
Caniff Liberty Academy	278
Commonwealth Community Development Academy	246
Covenant House Life Skills Center Central	322
Covenant House Life Skills Center East	252
Covenant House Life Skills Center Southwest	268
Creative Montessori Academy	633
Crestwood School District	3,679
Detroit Academy of Arts and Sciences	1,040
Dearborn Academy	463
Dearborn Heights School District #7	2,847
Dearborn Public Schools	19,191
Detroit Community Schools	948
Detroit Public Schools	49,824
Ecorse Public Schools	1,027
Escuela Avancemos	64
Flat Rock Community Schools	1,897
Garden City Public Schools	4,762
George Washington Carver Academy	432
Gibraltar School District	3,751
Grosse Ile Township Schools	1,845
Grosse Pointe Public Schools	8,356
Hamilton Academy	492
Hamtramck School District	2,892
Harper Woods School District	1,514
Henry Ford Academy	525
HEART Academy	166
Highland Park Public School Academy	849
Hope Academy	795
Huron School District	2,471
Lincoln Park Public Schools	4,854
Livonia Public Schools	15,535
Melvindale-Northern Allen Park Schools	2,845
Michigan Educational Choice Center	1,269
Michigan Technical Academy	1,069
Muslin American Youth Academy (MAYA)	327
Nataki Talibah Schoolhouse of Detroit	333
Northpointe Academy	311
Northville Public Schools	7,408
Oakland International Academy	694
Plymouth-Canton Community Schools	18,189
Plymouth Education Center	1,344
Redford Union Schools	2,884
River Rouge School District	1,245

Riverview Community Schools	2,874
Romulus Community Schools	2,984
South Redford School District	3,259
Southgate Community Schools	5,035
Taylor School District	7,301
Trenton Public Schools	2,655
Van Buren Public Schools	5,224
Wayne-Westland Community Schools	12,180
West Village Academy	413
Westwood Community Schools	2,517
Wolverine Academy	152
Woodhaven-Brownstown School District	4,958
Wyandotte Public Schools	4,666

Appendix B: Livingston County

District	2012 Student Count
Brighton Area Schools	6402
Fowlerville Community Schools	2909
Hartland Consolidated Schools	5484
Howell Public Schools	7775
Kensington Woods High School	130
Pinckney Community Schools	3994

Appendix C: Genesee County

District	2012 Student Count
Atherton Community Schools	800
Beecher Community Schools	1661
Bendle Public Schools	1189
Bentley Community Schools	832
Carmain-Ainsworth Community Schools	4640
Clio Area Schools	3415
Davison Community Schools	5564
Fenton Area Public Schools	3546
Flint Community Schools	7445
Flushing Community Schools	4018
Genesee School District	825
Goodrich Area Schools	2064
Grand Blanc Community Schools	9092
Kearsley Community Schools	3246
Lake Fenton Community Schools	2053
Lakeville Community Schools	1543
Linden Community Schools	3226
Montrose Community Schools	1325
Mount Morris Consolidated Schools	2030
Swartz Creek Community Schools	4004
Westwood Heights Schools	950

IV. ATTACHMENTS

Attachment #1	Signature Page
Attachment #2	Bid Proposal
Attachment #3	Statement of Qualifications
Attachment #4	Ethical Standards Affidavit (MUST BE NOTARIZED)
Attachment #5	Conflict of Interest Affidavit (MUST BE NOTARIZED)
Attachment #6	Certificate of Liability Insurance
Attachment #7	Assurances and Certifications

SIGNATURE PAGE

*This form must be returned, properly executed.
Please use this page as a cover sheet for your bid proposal.*

In compliance with your request for bid proposals, the undersigned proposes to furnish and deliver all labor, services, merchandise or materials in accordance with the accompanying descriptions, bid proposal form, and instructions to vendors.

That this bid proposal is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purchase, and is in all respects fair and without collusion or fraud; that no member of the Board of Education of the Wayne County Regional Educational Service Agency, Wayne, Michigan, nor any officer, employee or person whose salary is payable in whole or in part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, work or services to which it relates, or in any portion of the profits thereof; that all prices herein are net and exclusive of all federal, state and municipal sales and excise taxes; that said bidder clearly understands that Wayne County Regional Educational Service Agency will be the sole judge in determining the quality of merchandise as being equal to or in compliance with the descriptions.

Company: _____

Name: _____

Signature of above _____

Title: _____

Address: _____

Telephone: _____

Fax Number: _____

Date: _____

Are you a small business? yes _____ no _____

Are you a minority business? yes _____ no _____

If yes, list minority: _____

12/10/2013

Bid Proposal*Additional pages may be added*

Vendor: _____

Contact: _____

Address: _____

Phone Number: _____

Fax Number: _____

Vendor web site: _____

Vendor email: _____

Item Bank

Priority	Feature	Response	Comments
Automation			
1	Copy/Paste from MS Office - For item creation		
1	Multiple forms - Items & Distractors		
1	Test Level Permissions		
2	Ability for certain Administrators to mass delete tests		
3	Creating test - copy/paste images		
User Interface			
1	Create Common Assessments		
1	Michigan and national content expectations		
1	Multiple Question Types - Higher order, "Smarter Balanced Types", Interactive		

1	Supports Common Core Standards		
1	User Friendly item entry		
2	Link each item to one or more standards		
2	Provide for mechanism to provide feedback to item publisher		

Score Analysis

Priority	Feature	Response	Comments
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Automation

1	Access by student groups (filter groups)		
2	Automated Reports		
2	Emailed Reports		
2	NetTrekker or any online education resource integration		
3	Attendance Data linked to proficiency		
3	Incorporate lesson plans, linked to standards		
3	Provide student/parent letters		

Reporting

1	Ability for end user to create or customize graphical reports that aggregate and disaggregate by a variety of student characteristics		
1	Ability for longitudinal reporting over academic career		
1	Assessment Analytic reports		
1	Comparison of pre and post test data		
1	Disaggregate achievement results by district mobility		
1	Historical Scores for 3 or more years		
1	Interactive Reports - "Drill Down"		
1	MEAP Item Analysis with state averages, gaps		
1	Report achievement on any test over any past schedule snapshot		
1	Report over all standards for a student (not tests, standards), with trend analysis		
1	Report over multiple schedule snapshots on same report (with matching SY and/or mismatched SY)		
1	Reporting on multiple tablet platforms (not dependent on Flash)		
1	Unlimited Performance Bands		
1	User created custom report		

1	User Defined Scale Scores		
2	Small Slip report to provide students with responses scanned		
2	Student Progress over 3 years		

User Interface

1	Group students - need the ability to easily add students to groups such as a bottom or top 30% calculation, intervention group, reading group, etc. on an ad hoc basis (not just by demographics)		
1	Simple interface for common reports - [Present most frequently visited reports to user on home screen]		
2	Parent Interface		

System Management

Priority	Feature	Response	Comments
Automation			
1	Allow for addition of custom user roles and permissions		
1	Allow WCRESA and/or GISD to host		
1	Alternate Faculty Support - The Alternate would have some students assigned directly to them through classes where they are listed as the primary teacher. And, they also have classes where they are listed as an alternate/secondary teacher. They have access in MISTAR (Gradebook, Attendance, Profile, etc.) to all their students (both primarily and alternately/secondarily assigned.)		

1	Assessment file imports & data cleanup through web-based tool		
1	Automated data refresh with ability to flag errors in a log file and continue to process the data file without halting the process		
1	Connect with Synergy/MISTAR in (near) real-time		
1	Import ACT retests		
1	Import AIMSweb		
1	Import All Michigan state assessments		
1	Import assessment data for 20,000 students in <10 minutes		
1	Import EXPLORE		
1	Import NWEA		
1	Import PLAN		
1	Import Star Math & Star Reading		
1	Industrial-strength mass item, standard, & test deployment tools (ability to import/export)		
1	Integrate with MISTAR/Synergy grade book in (near) real-time		
1	Migrate current item banks		

1	Migrate Current Scores			
1	Migrate Current Assessments			
1	Push assessment scores to MISTAR/Synergy grade books			
1	Releases and builds Quality Assurance Testing completed on latest internet browsers - IE, Firefox, Chrome, & Safari			
1	Single Sign-on from MISTAR/Synergy menu			
1	Update roster data every 10 minutes or more frequently			
1	Track deletion of tests and scores. Should track date and userid, test schedule date and test name.			
2	Detailed activity logging for online tests			
2	Easy import for new data sets			
2	Easy to add User Defined Fields for student data			
2	Import (Scantron/GlobalScholar) Ed Performance tests			
2	Import AP tests			
2	Import assessments from publishers (i.e. ExamView, IMS QTI)			
2	Import ITBS/CogAt			

2	Import SAT		
2	Import Terra Nova		
3	Import Student Groups from SIS		
3	Pull MISTAR behavior data		
3	Pull MISTAR/Synergy attendance data		
3	Push assessment scores to Learning Management System (Moodle & Blackboard)		
3	Push standards to Learning Management System (Moodle & Blackboard)		
4	Import IB tests		
4	Push assessment scores to SIS		
4	Push standards results to MISTAR standards & benchmarks		
5	Pull MISTAR gradebook results into assessment system		
5	Pull standards & benchmarks results from MISTAR		
5	Support for Web Services consumption		
5	Support for Web Services production		

5	Support of Ed-Fi implementation in Michigan		
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Reporting

3	Supports SBAC Results		
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User Interface

1	Admin users must be able to share rescourses (items, tests, etc) created by other users (resources they did not create)		
2	Custom Michigan Help		
2	Customizable demographic fields for integration from MISTAR/Synergy		
3	Allow for private-label branding (e.g. CLASS A Logo in banner)		
3	Support for multiple languages (Arabic, Spanish)		

Test Delivery

Priority	Feature	Response	Comments
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Automation

1	Clicker Integration		
1	Document Scanner Integration		
1	Plain paper answer sheet scanning solution		

1	Test based style sheets - (Format entire paper test with a few clicks)		
2	Easy to define "data map" for custom flat file test import		
3	Pull LMS quiz/test scores into assessment system		
3	Allow options for passwords associated with on-line assessments, e.g., fixed for elementary and new each time for secondary		
5	Import results from automated essay-scoring software		

Reporting

1	Page break logic to prevent widows and orphans		
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User Interface

1	Manual score entry by teachers/administrators on computer		
1	Manual score entry on mobile device platforms		
1	Online Assessments		
1	Online testing on multiple mobile device platforms (not dependent on Flash)		
3	Student assignment submission portal / portfolio (or integration with)		
5	Native mobile apps for staff & students		

Response Options

X	"Out of the Box" feature upon configuration and without customization such that implementation will not be affected by future upgrades.
A	Available using reports included or possible with proposed reporting utilities.
E	Requires third party application, included in this proposal and has an existing integration in a production customer implementation.
C	Requires customization of base functionality that could affect upgrades to a future release.
F	Not currently a feature but is scheduled to be part of a future release within 12 months of this response.
N	No solution provided in this response

Bid Pricing

Cost	Item
	Cost for Base Bid (per pupil; items identified as "X" above)
	Cost for third party applications bid (if any; items identified as "E" above)
	Cost for customization, if necessary (items identified as "C" above)

VENDOR STATEMENT OF QUALIFICATIONS

Company Name: _____ Phone Number: _____

Company Address: _____ Fax Number: _____

_____ Contact Name: _____

_____ Contact Title: _____

Company website: _____ Email: _____

Number of years in business: _____

Company's financial rating: Duns or Bank reference (or the name and address of bank where company's commercial account is located):

List three (3) current or recent **EDUCATIONAL** clients for reference purposes.

Client Data	Description and Date of Service
Name:	
Address:	
Phone Number:	
Contact Name:	
Name:	
Address:	
Phone Number:	
Contact Name:	
Name:	
Address:	
Phone Number:	
Contact Name:	

Signature: _____ Title: _____ Date: _____

Wayne RESA
33500 Van Born Road
P.O. Box 807
Wayne, MI 48184-2497
734-334-1300
www.resa.net

Charles Wolford
Purchasing Consultant
734-334-1511
Fax 734-334-1662
wolforc@resa.net

ETHICAL STANDARDS AFFIDAVIT

State of _____

County of _____

Contractor, after being first duly sworn, affirms that by its employment policy, standards and practices it does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, national origin, age or sex and that it is not in violation of and will not violate any applicable laws concerning the employment of individuals with disabilities.

Contractor understands that it shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.

Contractor also understands that it shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award or a subcontract or order.

Contractor also understands that it shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a metropolitan government contract upon the agreement or understanding for a contingent commission, percentage or brokerage fee, except for the retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

Contractor represents that it has not retained anyone in violation of the foregoing.

Contractor also understands that a breach of ethical standards could result in civil or criminal sanctions and/or debarment or suspension from being a seller, contractor or subcontractor under metropolitan government contracts.

And further, contractor sayeth not.

Contractor

Sworn to and subscribed before me, a notary public in and for the above state and county, on this

_____ Day of _____, 20____.

Notary Public

My commission expires: _____

Attachment #5
RFP 13-006-651

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CONFLICT OF INTEREST AFFIDAVIT

This affidavit is required by state law and complies with the State of Michigan, Act No. 232 of Public Acts of 2004, Enrolled House Bill No. 5376, Sec. 1267, paragraph 3, sub-paragraph (d), as listed below:

- (3) The advertisement for bids (and proposals) shall do all of the following:
 - (d) State that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive of the public school academy. A board, intermediate school board, or board of directors shall not accept a bid that does not include this sworn and notarized disclosure statement.

CHECK ONE OF THE TWO BOXES BELOW.

List and describe all existing Conflicts of Interest. *(Attach an additional page if necessary.)*

To the best of my knowledge, no conflict of interest exists.

Print name of bidder: _____ Signature: _____

Name of Company: _____ City: _____ State: _____

NOTARY - State of _____

County of _____

Sworn to and subscribed before me, a notary public in and for the above state and county, on this

_____ Day of _____, 20____.

Notary Public _____

My commission expires: _____

Assurances and Certifications

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for from participating in this transaction by any Federal department of agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the MDE.

Assurance Regarding Access to Records and Financial Statements

The applicant hereby assures that it will provide the pass-through entity, i.e., the Wayne County Regional Educational Service Agency, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with Section 400 (d) (4) of the U.S. Department of Education Compliance Supplement for A-133.

Iran Economic Sanctions Act

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Wayne RESA as a Michigan public entity is required to follow Public Act 517 of 2012.

Date _____

Signature _____