

INVITATION TO RESPOND
RFI-1420JA
STUDENT INFORMATION SYSTEM AND GRADEBOOK
DECEMBER 5, 2013 10:00AM

The Gwinnett County Board of Education is soliciting competitive sealed requests for information from qualified suppliers for purchasing **STUDENT INFORMATION SYSTEM AND GRADEBOOK** as listed on the attached response forms.

SEALED responses will be received, subject to the terms and conditions as specified in the attachment, in the Purchasing Department for Gwinnett County Public Schools, which is located in the Instructional Support Center at 437 Old Peachtree Road, NW, Suwanee, Georgia 30024, **NO LATER THAN 2:00 PM ON DECEMBER 4, 2013.** IF THE RESPONSE IS HAND DELIVERED, PLEASE LEAVE THE RESPONSE WITH THE RECEPTIONIST AT THE FRONT DESK.

The opening, which is not open to respondents, will be at 10:00 AM on December 5, 2013.

Questions related to this RFI should be addressed to Ms. Jane Allred and submitted via e-mail to [bid RFP questions@gwinnett.k12.ga.us](mailto:bid_RFP_questions@gwinnett.k12.ga.us). The deadline for all questions is November 15, 2013.

RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE WITH THE FOLLOWING INFORMATION **MARKED CLEARLY ON THE OUTSIDE OF THE PACKAGE:**

- COMPANY NAME
- RFI NUMBER
- OPENING DATE AND TIME OF THE RFI

NO FAXED RESPONSES WILL BE ACCEPTED.

ALL BIDDING OPPORTUNITIES ARE NOW POSTED ON OUR WEB PAGE at www.gwinnett.k12.ga.us. Under the **About** Menu, find **Organized for Success**, and select **Business & Finance**. Under **Purchasing**, select **Bids/Purchasing Opportunities**, then select **CURRENT BIDDING OPPORTUNITIES**. Please note that any bids posted may, at any time, have changes made to them. Please check our site periodically to note any changes. Tabulations to these bids will also be posted once an award has been made. Please allow up to two full weeks after bid before checking on bid results.

**GWINNETT COUNTY
BOARD OF EDUCATION**

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**THE MISSION OF
GWINNETT COUNTY
PUBLIC SCHOOLS**

*is to pursue excellence
in academic knowledge,
skills, and behavior
for each student,
resulting in measured
improvement against
local, national, and
world-class standards.*

437 Old Peachtree Road, NW
Suwanee, GA 30024-2978
678-301-6000
www.gwinnett.k12.ga.us

It is the policy of Gwinnett County Public Schools
not to discriminate on the basis of race, color, sex,
religion, national origin, age, or disability in any
employment practice, educational program, or
any other program, activity, or service.

2010 Winner of



We look forward to receiving your response and appreciate your interest in working with Gwinnett County Public Schools.

Sincerely,

Jane Allred
Buyer
Gwinnett County Public Schools

Student Information System and GradeBook

Request for Information # RFI-1420JA

I. PURPOSE

Gwinnett County Public Schools (GCPS) is conducting a review of Student Information System (SIS) and GradeBook products. The purpose of this Request for Information (RFI) is to collect responses from vendors with solutions that could provide comprehensive support to schools and district administration in the area of student information management.

II. TERMS AND CONDITIONS FOR SUBMISSIONS

1. All responses must be delivered by **December 4, 2013, 2:00PM** (Eastern) to Ms. Jane Allred in the Department of Purchasing and Property Management which is located in the Instructional Support Center at 437 Old Peachtree Road, NW., Suwanee, GA 30024. Any questions may also be directed to Ms. Allred at (678) 301-6336.
2. Respondent acknowledges that Gwinnett County Public Schools (GCPS) is subject to the Georgia Open Records Act (O.C.G.A. § 50-18-70 through 50-18-76), and the documents submitted pursuant to this RFI may be subject to a public open records request. Accordingly, respondent must identify any material or documents that are confidential and clearly mark those items or documents at the time of submittal. If a request for records is made that includes information respondent has identified as confidential, GCPS will make reasonable efforts to contact respondent in sufficient time to allow respondent to take appropriate legal steps to protect the confidential information from disclosure. If as a result of the position taken by respondent regarding the confidentiality of the information Gwinnett County Public Schools is assessed any damages or fees, respondent shall indemnify Gwinnett County Public Schools for such damages or fees. If no documents or materials are identified and marked by respondent as confidential, respondent will be deemed to have consented to the release of the document or material, and to have waived any cause of action against Gwinnett County Public Schools resulting from the release of the documents or materials.
3. GCPS reserves the right without prejudice to reject any or all submissions. There are no expressed or implied obligations on the part of GCPS to reimburse responding vendors for any expenses incurred in preparing responses to this request.
4. This RFI is not a contract, not meant to serve as a contract, and does not constitute a promise to enter into a contract.
5. All documents and other materials submitted in response to this RFI will become the property of GCPS and will not be returned to vendor. Each response package must be submitted in a sealed envelope with **the company name, opening date and time, and**

RFI number printed on the outside of the envelope. Submit three (3) copies of each response package.

6. Vendor agrees to comply with all terms, conditions and requirements described in the RFI. Any failure by any responding vendor to so comply shall be grounds for rejection of that vendor's submission, as determined by GCPS in its sole discretion.
7. Responding vendor, nor anyone on its behalf (including its agents, affiliates, subcontractors and/or advisors), shall publish, distribute or otherwise disseminate any press release, advertising and/or publicity matter of any type or kind (collectively "advertising material") having any reference to GCPS, or this RFI unless and until such advertising material first shall have been submitted to and approved in writing by GCPS.
8. An individual who is authorized to represent the vendor contractually must sign the RFI. The signature must indicate the title or position the individual holds at the firm.

I THE UNDERSIGNED, ACKNOWLEDGE THAT I HAVE READ THE RFI DOCUMENT IN ITS ENTIRETY AND AGREE TO CONFORM TO ITS EVERY REQUIREMENT. I FURTHER ACKNOWLEDGE THAT FAILURE TO PREPARE, SUBMIT, OR EXECUTE THIS BID IN THE EXACT MANNER REQUESTED WILL BE JUST CAUSE TO REJECT ANY OR MY ENTIRE PROPOSAL.

COMPANY NAME: _____

BY: _____
(PRINT NAME)

(SIGNATURE)

ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

DATE: _____

THE ABOVE ACKNOWLEDGMENT MUST BE PROPERLY SIGNED AND FIRMLY ATTACHED TO YOUR RFI RESPONSE. THIS ACKNOWLEDGMENT BECOMES A PART OF YOUR PACKAGE AND WITHOUT IT YOUR

PROPOSAL IS NOT COMPLETE AND WILL BE SUBJECT TO REJECTION.

III. RFI REQUIREMENTS

All requirements are contained in the accompanying Word document named (eCLASS_SISandGradeBook_EvaluationInformation_20131028.doc). Vendors interested in a responding to this RFI should also download and thoroughly review the document. The document contains two (2) Excel spreadsheets that contain the SIS and GradeBook functional and non-functional/technical requirements. Specific instructions are contained in the document.

It is the desire of Gwinnett County Public Schools to have a single integrated SIS and GradeBook solution. However, the District does understand that the requirements contained in this RFI are extensive, and that it may not be possible for a single vendor to meet all requirements. Therefore, vendors are encouraged to identify and respond to those specific requirements that encapsulate a module or multiple modules of the entire solution that best showcases each vendor's core competencies. The functional requirements contain 33 functional areas that are listed in the table below. Vendors may choose to provide responses to one or more modules.

No.	Section	Requirement Area
1	GB	GradeBook
2	GR	General Requirements
3	STU	Student Demographics
4	ENR	Enrollment / Withdrawal
5	ATT	Attendance
6	CRS	Master Catalog
7	SCHD	Scheduling
8	GRD	Grade Reporting
9	PGM	Program Eligibility & Participation
10	CHS	Academic History / Transcript
11	GRAD	Graduation Requirements
12	AC	Academic Contract
13	RSK	At Risk
14	PROM	Promotion Standards
15	SS	Summer School
16	HLTH	Health
17	ATHL	Athletic Eligibility
18	504	504 Services
19	INTV	SST, RTI, ESOL, Mod Plan/TPP
20	ELL	Limited English Proficiency (ELL)
21	TTL1	Title I
22	GFT	Gifted
23	DIS	Discipline
24	THST	Test History
25	GRP	Extracurricular Participation

26	PORT	Parent / Student Access
27	ATPR	Attendance Protocol
28	FEES	Collection/import of Fees
29	RPT	End User Report Writer
30	QRY	End User Query
31	DIST	District Procedures
32	LNDB	Lotus Notes Databases
33	APP	External Applications

IV. PROJECTED SCHEDULE OF EVENTS

Issue RFI	October 30, 2013
RFI Response Due Date	December 04, 2013 at 2:00pm
RFI Response Opening (Private)	December 05, 2013 at 10:00am



Gwinnett County Public Schools



RFI-1420JA

Student Information System and GradeBook

Evaluation Information

October 30, 2013

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Background

Gwinnett County Public Schools

Gwinnett County Public Schools (GCPS), located in the metro Atlanta area, is the largest school system in Georgia and continues to grow. The school district serves approximately 170,000 students each school year. One of every five Gwinnett County residents is a GCPS student.

***e*CLASS**

GCPS is developing a digital Content, Learning, Assessment, and Support System (*e*CLASS) to provide teachers and leaders with information they need to improve student learning.

*e*CLASS is a major initiative for GCPS. It has the potential to bring about improvements and innovations that will make GCPS schools more engaging because teaching and learning will be targeted towards individual students. It will open pathways to a rich array of content that expands the classroom exponentially. And *e*CLASS will give teachers access to instructional strategies that will best support every student's achievement, helping us to ensure that they graduate with the knowledge, skills, and expertise they need to succeed in college, work, and life in the 21st century.

Student Information System

One function of this initiative is to identify and implement a new Student Information System (SIS) that will provide the district with the ability to collect and manage student information from all schools and the central office.

GradeBook

Additionally, GCPS is also interested in identifying and implementing a new GradeBook that is integrated with the new SIS.

Key Information

General Requirements

The following general requirements have been identified to support the goals of the Gwinnett County Public Schools (GCPS) in their evaluation efforts of the new Student Information System and GradeBook.

The table below describes the required format and content for vendor information being requested as part of this review. The forms to be returned to GCPS are available elsewhere in this document. Use of the electronic forms will enable the vendor to electronically respond to and provide detailed comments for requirements.

No.	General Requirement	Description
1	Fit Gap Analysis	Includes primarily quantitative output derived from completion of the functional and non-functional / technical requirements matrices.
2	Scripted Demonstrations	Includes primarily qualitative output derived from participation in scripted demonstrations. <i>Note: Should vendor demonstrations be required, scripts will be provided to vendors prior to demonstrations.</i>
3	Vendor Profile	Includes one (1) complete “Vendor Profile” form. This form documents in detail the vendor's credentials and experience in implementing the proposed system.

Evaluation Criteria

GCPS will assess each RFI received based on the vendor functionality to satisfy GCPS’ requirements and the completeness of the vendor response. GCPS may, at its discretion, hold discussions and/or presentations with the vendor to explore the RFI and any approach the vendor may take to meet GCPS’ functional requirements.

Fit Gap Analysis

The following sections contain details about the fit gap analysis to be undertaken remotely by the vendors for the Student Information System and GradeBook. As part of this process, the vendor must add a response and/or comment stating how its system addresses each requirement.

Instructions

The vendor must respond to each requirement using one (1) of the six (6) options below.

Response Codes

The vendor will enter “CRB”, “CRC”, “NRB”, “NRC”, “CB”, or “CM” in the response code column to indicate:

"CRB"	Current Release Base	Requirement is included as standard feature of current base software package release.
"CRC"	Current Release Configure	Requirement can be met by configuring features in the current base software package release.
"NRB"	Next Release Base	Requirement will be included as a standard feature of the next software package release.
"NRC"	Next Release Configure	Requirement can be met by configuring features in the next software package release.
"CB"	Custom Built	Requirement can be met by developing custom features for the software package.
"CM"	Cannot Meet	Cannot meet the requirement.

Comment Reference



Any indicated comments must be entered into the comment box.

Note: A comment is required if the following response codes are selected:

- “NRB” Next Release Base: must include the release version number / identifier.
- “NRC” Next Release Configure: must include the release version number / identifier.
- “CB” Custom Built: must include a brief explanation.

Documents

The functional and non-functional / technical requirements documents are embedded below.

Document Description	Document	Document Description	Document
Functional Requirements document	 eCLASS_FunctionalR qmts_04302013_BAS	Non-Functional / Technical Requirements document	 eCLASS_SIS_NONFU NCTIONAL_MASTER_

Vendor Profile

The following array of questions constitutes the vendor profile and must be answered with as much completeness as possible.

Vendor Information

This segment of questions provides insight into the vendor's background.

Company Name:	
Street Address:	
Country / Province:	
City:	
State:	
Postal Code:	
Telephone:	
Fax:	
Toll Free Telephone:	
Contact Person for Demonstrations:	
Year Founded:	
Ownership: <ul style="list-style-type: none">- Sole Proprietorship (SP)- Partnership (PA)- Non-Profit (NP)- Government (GO)- Corporation (CO)	
Number of Employees:	
Name of Proposed Product/Service:	
Number of Total Proposed Product(s) Installations:	
Number of Active Installations for Proposed Product(s):	
Other Products/Services Offered:	

Other Questions

This segment of questions provides insight into several important facets of the vendor's offering.

1. Transition Plan: Please describe general plans for transitioning current data, user accounts, etc. into the new systems.

2. Technology Support: Please describe (or transcribe) your company's technology support offerings. You may refer to the Non-Functional / Technical document (see "Support Requirements") for additional details.

3. Release Cycle: Please describe your product's software upgrade release cycle.

4. Pricing: Please provide a description of the standard pricing of your product. The description must include your pricing model (per server, per student, etc.), professional services fees (roles and per hour rates), support and maintenance options and fees, and any third party software fees. Also include estimated pricing for the entire solution. Please feel free to attach separately if more space is needed.

References

The vendor must provide references from at least three (3) of its current (within the last 3 years) customers with similar operations as the requirements outlined within this evaluation. At least one (1) reference must be for a completed system that is installed in a school district with a student population of 170,000 or more.

District Name	
Address	
Contact Name and Title	
Contact Email Address	
Contact Telephone Number	
Dates of Implementation Performance (Start / Finish)	
Number of Students in the district	
Number of Students in the SIS / GradeBook	
Number of Employees	
Number of Persons Using the Application Today	
Number of Schools in the district	
Number of Schools using the SIS / GradeBook	
Application Version in Production	
List the modules/features currently fully implemented	

**Directions to Instructional Support Center (ISC)
Gwinnett County Public Schools
437 Old Peachtree Road
Suwanee, GA 30024
678-301-6000**

Directions from Atlanta Area:

I-85 North;

Take exit number 109, Old Peachtree Road;

Turn right on Old Peachtree Road, NW. about 1.5 miles;

ISC will be on left.

Directions from I-85 South toward Atlanta:

I-85 South to exit number 111, GA-317 N / Suwanee;

Turn left onto Lawrenceville-Suwanee Road, NW;

Turn right onto Old Peachtree Rd, NW about 1.1 miles;

ISC will be on right.

Directions from Hwy 29:

Hwy. 29 to Langley Drive;

Langley Drive to W. Pike Street;

Turn left onto W. Pike Street which becomes Duluth Highway.

Straight on Duluth Highway to Lawrenceville-Suwanee Rd;

Turn right onto Lawrenceville-Suwanee Rd. to Old Peachtree Rd.;

Turn left onto Old Peachtree Rd., NW about 1.1 miles;

ISC will be on right.

Directions from Hwy 78:

Hwy. 78 towards Snellville to Scenic Hwy/Hwy.124;

Turn onto Scenic Highway / Hwy. 124 towards Lawrenceville,
to Sugarloaf Parkway;

Turn left onto Sugarloaf Parkway to N. Brown Rd.;

Turn right onto N. Brown Road; to Old Peachtree Rd.;

Turn right onto Old Peachtree Rd. about 1.4 miles;

ISC will be on left.