Request for Information

Student Information System

CISD

Calhoun Intermediate School District
17111 G Drive North
Marshall, MI 49068
www.calhounisd.org

Table of Contents

Calhoun Intermediate School District
An Educational Service Agency
17111 G Drive North, Marshall, MI 49068 / P 269.781.5141 / F
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1

Overview

The Calhoun Intermediate School District, CISD, is interested in a web-based Student Information Systems, SIS, to replace our existing system. This system(s) should allow the CISD to deliver application and support to our constituent districts in the areas of student records management, grade book, scheduling, food service, and transportation.

The CISD is currently using Zangle to deliver these services to over 23,000 students across Calhoun and Branch counties. The CISD provides application and application support to 18 local school districts and two Career Technology Centers.

Objectives

The CISD is searching for a SIS that supports:

- Collaborative efforts between districts including custom reporting and data exchange
- Meeting individual district needs
- Facilitating communication flow between the districts and its constituents

RFI Process

The CISD will be using the results of this RFI to inform the development of a Request for Proposal in the future. The CISD will not attempt to procure any services or products through this RFI. The RFI process is merely a vehicle to gather information relative to a SIS that may be available nationally and locally.

All material and responses related to this RFI will be the sole property of the CISD. The CISD reserves all rights to duplicate and distribute in its entirety or parts any information included or referenced in your response.

RFI Requirements and Submission

Your organization must complete **all** questions in the RFI Response section and Appendix A.

Response must consist of **only** the answers to the questions or information requests set forth in the RFI. If it is necessary to include additional information, please provide the information as a separate file in PDF format.

All responses must be within this document template and delivered in PDF format, except for Appendix A which must remain in Microsoft Excel format.

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2

You may not make any modifications/changes to columns, rows, or existing content in Appendix A with the exception of the two columns, RESPONSE and EXPLAIN, provided for your response. The RESPONSE column is data bound and you must choose from one of the drop downs that have been provided, while the EXPLAIN column can contain free text for additional information. Manipulating or changing the appendix in any other way, including but not limited to: deleting/removing rows or changing a question will automatically disqualify your response.

All responses must be clearly marked and delivered electronically in one zip archive to sisreviewer@calhounisd.org with a subject "SIS RFI Response".

The CISD reserves the right to reject any responses not deemed to be complete or to comply with any section of this RFI.

RFI Timeline

All RFI responses must be received by 9:00 AM Eastern Standard Time on March 18, 2011. The CISD reserves the right to reject any responses received after the due date and time.

Activities	Date
RFI is issued to vendors	**February 28, 2011**
RFI response due from vendors	**March 18, 2011 at 9:00 AM EST**
Vendor Showcase for invited responders	**April 18, 2011**

RFI Showcase

The Calhoun Intermediate School District will be hosting a vendor showcase in the Battle Creek, MI area on April 18, 2011. We will be inviting vendors to present the highlights of their product to a diverse group of users including: superintendents, technology directors, teachers, counselors, principals, food service directors, and transportation directors. Each vendor will have 30 minutes to provide an overview/highlight of their product and then 10 minutes for questions and answers.

Not all vendors will be asked to present; however, only those responding to the RFI will be considered.

RFI Questions

All questions regarding this RFI should be e-mailed to sisreviewer@calhounisd.org, no other methods of contact will be accepted. All questions with their corresponding answer will be posted to the web site www.calhounisd.org/sisrfi within three business days. It will be the vendor's responsibility to review this page for all questions and responses.

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3

All submitted questions must take the form:

RFI Page Number or Appendix – RFI section or Appendix Reference Number – Question

Two example questions in acceptable format would be:

Page 2 – Overview – What SIS is the district currently using?

Appendix A – B.1 – Can this information be provided in a report that is accessible by the teacher?

RFI Response

Please indicate the key feature areas that you are responding to (check all that apply):

☐ Student Records Management

☐ Grade Book

☐ Scheduling

☐ Food Service

☐ Transportation

Company Profile

Please supply a narrative description of your organization as it relates to the following:

1. Organizational history

2. Proof of financial viability

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4

3. Corporate structure

4. Number of years in business

5. Number of years providing proposed products

6. Number of employees

7. Number of employees dedicated to the products you are proposing

8. Number of employees in Michigan

9. Number of employees actively engaged in product development

10. Number of current clients overall who have been customers 2 or more years

11. Number of clients/districts in Michigan
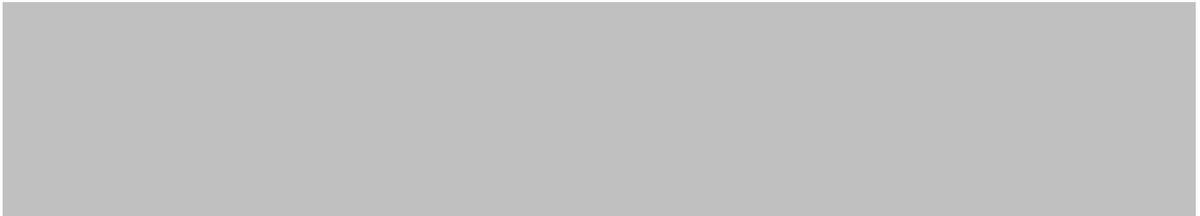
    a. Please list three if applicable

12. Number of years working in Michigan

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5

13. Brief profile of senior management

14. Any other pertinent information regarding your business

15. Any business relationship/partnership pertinent to your response

16. List the types of value added services you offer

17. List the minimal technical requirements for district devices (hardware, software, and user interface)

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6

Respondents

Please complete the following tables regarding company contact information. This information will be used to for any follow-up contact.

If chosen, would you be willing/available to present at our vendor showcase? ☐ YES   ☐ NO

Primary Contact			
Company			
Name		**Title**	
Address		**Telephone**	
E-mail		**Fax**	

Alternate Contact			
Company			
Name		**Title**	
Address		**Telephone**	
E-mail		**Fax**	

Cost Analysis

Please provide a summary of the cost structure for all products, including any price break points, one time, and ongoing costs.

Appendix A: Feature List

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7