

North Providence School Department
Student Information System Software
December 19, 2024

**NORTH PROVIDENCE SCHOOL DEPARTMENT
REQUEST FOR PROPOSAL**

STUDENT INFORMATION SYSTEM SOFTWARE

DECEMBER 19, 2024

BID OPENING DATE: Wednesday, January 8, 2025
10:00 AM, Local Time

North Providence School Department
Student Information System Software
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Student Information System Software

The North Providence School Department is accepting sealed bids for a **Student Information System Software**.

Bids for a **Student Information System Software** are due at the Office of the Superintendent of the North Providence Schools, 1820 Mineral Spring Avenue, North Providence, RI 02904 by Wednesday, January 8, 2025 by 10:00 AM. Bids received after that time will be returned to the sender. All bids will be publicly opened and read at that time. Bids for **Student Information System Software** should be placed in a sealed envelope and labeled **Student Information System Software**.

Specifications are available at the Office of the Superintendent, North Providence School Department, 1820 Mineral Spring Avenue, North Providence, RI 02904, between the hours of 9:00 AM to 3:30 PM. or by email at comptroller@npsd.12.ri.us. The School Committee reserves the right to reject any or all proposals, to waive irregularities in any proposal, or to accept any bids or proposals deemed in the best interest of the North Providence School Department.

Lisa Casinelli
Finance Director

North Providence School Department
Student Information System Software
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The North Providence School Department (NPSD) is seeking proposals for a comprehensive, integrated student information system (SIS) that can successfully provide the products and services described in the Request for Proposals (RFP).

NPSD seeks an SIS vendor that can provide, implement and support Pre-K-12 student information systems that are fully compliant with the NPSD and the RI Department of Education's data requirements.

The NPSD requires a vendor that offers a core system in conjunction with the possible third-party solution(s) that will be configured and integrated to provide the full range of system functionality to meet the requirements in this RFP. The solution must have proven state of the art technology that will provide the ability to plan, control and account for NPSD's student information activities and requirements.

Goal and Objectives

In support of the RFP, the proposed SIS shall enable the district to meet the following objectives:

1. Provide end-users, decision-makers and stakeholders at all levels with easy, flexible, dynamic and user-friendly access to student information management functions.
2. Improve the efficiency of business processes and operations by reducing or eliminating paperwork, current manual processes, duplicate data entry and inefficient/unintuitive system interactions.
3. Improve service delivery to students and parents through transparent access to student data, facilitation of easy interactions with district teachers and staff, and greater language accessibility.
4. Facilitate the transfer of student information across and between districts, state agencies, and the Rhode Island Department of Education.
5. Further the goal of integrated access to district information resources through better system interoperability and the reduction/elimination of parallel and shadow information systems.
6. Improve community/parent engagement through an easy-to-use mobile application which interacts with the SIS in languages other than English.

INSTRUCTIONS

1. Vendors must submit sealed proposals in an envelope clearly labeled with the above captioned item or work. The proposal envelope and any information relative to the proposal must be addressed to the **Finance Director**, 1820 Mineral Spring Ave., North Providence, RI 02904. Any communications that are not competitive sealed proposals (i.e., product information or samples) should have “**NOT A PROPOSAL**” written on the envelope or wrapper.
2. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
3. Proposal responses must be in ink or typewritten.
4. The price or prices proposed should be stated both in **WRITING** and in **NUMERALS**, and any proposal not so stated may be rejected.
5. Proposals **SHOULD BE TOTALED WHEN APPLICABLE**. Do not group items: price each item individually. Awards may be made on the basis of *total* proposal or by *individual items*.
6. Each responder is required to state in their proposal their full name and place of residence; and must state the names of persons or firms with whom he is submitting a joint proposal. All proposals **SHOULD BE SIGNED IN INK**.
7. One original proposal, one hard copy and **one electronic** copy saved on a standard memory stick shall be submitted.
8. The NPSD intends to select a vendor shortly after receipt of the RFP responses. Work on the project must commence as soon as possible after contract execution. The system must be operational by July 15, 2025.

GENERAL CONDITIONS

Bids for furnishing a **Student Information System Software** are due at the Office of the Superintendent of the North Providence Schools, 1820 Mineral Spring Avenue, North Providence, RI 02904 by **Wednesday, January 8, 2025 by 10:00 AM**. Bids received after that time will not be considered and will be returned unopened to the vendor.

North Providence School Department
Student Information System Software
December 19, 2024

The bid is to be submitted in a sealed envelope, marked with the bidder's name and the statement, **Student Information System Software.**

Services must not commence without the express written consent of the North Providence School Committee or designee.

The prices quoted will be for three (3) years with two (2) one-year options. Vendors must include all costs associated with the Scope of Service for all five (5) years.

All bid prices must be guaranteed for a minimum of forty-five (45) days from the date of the bid opening, unless otherwise stated by the vendor.

The North Providence School Department (NPSD) reserves the right to waive any and all informalities and to award the contract on the basis of the lowest qualified evaluated bid proposal.

No proposal will be accepted if made in collusion with any other responder.

A responder who is an out-of-state corporation must qualify or register to transact business in this State, in accordance with R.I. Gen. Laws, as amended, Sections 7-1.1-99, 7-1.1-105, 7-1.1-106.

The North Providence School Department is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.

In case of error in the extension of prices quoted, the unit price will be given.

The contractor will not be permitted to either assign or underlet the contract, nor assign legally or equitably any moneys hereunder, or its claim thereto without the previous written consent of the School Committee.

The North Providence School Committee reserves the right to reject any or all bids, or to accept any bid.

REFERENCES

The service provider must submit at least six (6) references from school districts where the Proposer has provided student information system software in the last five (5) years.

BASIS FOR AWARD

The School Department shall award the contract to the lowest responsive and responsible bidder. Factors other than price will be used in determining the lowest responsible and responsive bidder. Those factors include: demonstrated experience in the type of services required, professional background, quality of previous work performed, experience, community relations, and expertise of the proposer.

The School Committee reserves the right to reject any or all proposals, to award partial proposals, to waive irregularities in any proposal or to accept any bids or to accept that proposal deemed in the best interest of the North Providence School Department. The quality of performance of previous contracts or services is an important component as is the ability of the bidder to provide future expansion of services

INSURANCE

The Contractor is responsible for proper insurance. The Contractor shall purchase and maintain insurance, which will protect them from claims arising out of or resulting from activities under this contract, whether those activities are performed by the vendor, by any subcontractor or by anyone directly or indirectly employed by any one of them or by anyone whose acts may be liable.

Bidders must submit proof of coverage under the Workers' Compensation insurance system of the State of Rhode Island or other similar benefit acts.

Bidders shall submit a valid certificate of insurance naming **The Town of North Providence and the North Providence School Department** as an additional insured. All coverage shall be on an "occurrence" form with minimum acceptable coverage as follows:

- Commercial General Liability:
- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate
- \$1,000,000 Products and Completed Operations Aggregate
- \$1,000,000 Personal & Advertising Injury
- \$500,000 Business Automobile Insurance

The company providing the insurance and bonds shall be a duly authorized insurance company with a rating of or greater than "A-" as rated by the A.M. Best Co., must be listed on the Department of Treasury Circular #570, must be satisfactory to the North Providence School Department and authorized to do business in the State of Rhode Island.

If the North Providence School Department permits the Contractor to use any of the schools' equipment, tools or facilities, such use shall be gratuitous and the Contractor shall release the Schools from any responsibility arising from claims for personal injuries, including death, arising out of the use of such equipment, tool, or facilities, irrespective of the condition thereof or any negligence on the part of the North Providence School Department in permitting their use.

PROPOSER RECORDS

The Proposer shall maintain records in accordance with all applicable laws.

CONDITION OF SERVICE

No claim for extra compensation shall be entertained for services performed.

LAWS AND REGULATIONS

All applicable Federal and State laws, municipal ordinances and the rules and regulations of authorities having jurisdiction over the proposed work shall apply to the contract throughout, and they will be deemed included in the contract the same as though herein written out in full.

QUALIFICATIONS OF BIDDERS AND SUB-BIDDERS

The North Providence School Department may make such investigations as deemed necessary to determine the ability of the bidder and all sub-bidders to perform the services. The bidder or sub bidder shall furnish to the North Providence School Department information and data for this purpose as the North Providence School Department may request. The North Providence School Department reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder or sub-bidders, fails to satisfy the North Providence School Department that the service provider(s) is/are properly qualified to carry out the obligations of the contract and to complete the work.

DISCREPANCIES, OMISSIONS, AND/OR QUESTIONS

Before submitting a proposal, bidders shall carefully examine the specifications and further inform themselves as to all existing conditions

North Providence School Department
Student Information System Software
December 19, 2024

concerning the solicitation. Should a bidder find any discrepancies in or omissions from the specifications or have any doubt as to their meaning, the bidder shall notify the North Providence School Department, in writing, via email (Financedirector@NPSD.k12.ri.us). Questions will not be answered verbally and all questions and answers/clarifications will be provided to all bidders of record. Questions will not be accepted after 2:00 pm on Monday, January 8, 2025.

OTHER

The successful vendor will need to complete a FERPA Data sharing agreement and a Cyber Security liability agreement with the NPSD.

SCHEDULE

Request for Proposals Issued	Thursday, December 19, 2024 at 10:00 am
Proposal Due Date and Opening	Monday, January 8, 2025 at 10:00 am
School Committee Meeting for potential contract award	Wednesday, January 22, 2025

North Providence School Department
Student Information System Software
December 19, 2024

- Specification

1. The proposed Student Information System (SIS) shall be entirely hosted by the Proposer. The Proposer shall provide both a detailed and a high-level overview of the system proposed and how it meets NPSD goals and objectives, along with a narrative explanation of the system's key features. Identify which features are included in the core product offering and which are offered as optional modules.
2. Provide a detailed description of how the Proposer will meet NPSD requirements of system customization and interoperability, reporting, scheduled import/export manager. System must have API compatibility and One Roster API compatibility
3. Provide a detailed description of how the Proposer's system will meet NPSD requirements relating to the community portal, specific to the availability of the portal natively in English (at minimum), and other languages (highly desired).
4. The Proposer must demonstrate capability and compliance with Rhode Island state data collection and reporting requirements. Proposer must demonstrate a proven track record of maintaining compliance with state/federal reporting requirements.
5. Provide an implementation plan, which shall include identification of tasks, timelines and resources including but not limited to installation, data conversion, customizations, training, external system integration and ongoing support. The transition plan shall assume a start date of March 15, 2025 and a "go live" date of July 15, 2025. Provide information regarding implementation methodology and the expected roles of both the Proposer and the District throughout the implementation process.
6. Proposer shall outline system integration methodology and the expected roles of both the Proposer and the District as it pertains to, but not limited to NPSD third party apps.
7. Proposer shall provide information on its post-implementation support model, including, but not limited to, all of the following: phone support, web support, expected/guaranteed response time. It is highly desirable that the Proposer provide online support (e.g., portal) and "how to" tools (e.g., knowledgebase; instructional video library).

Vendors must provide narrative responses to the following mandatory requirements to show the solutions being proposed to meet the objectives of this RFP. Vendors must be able to show the solutions meet all the following criteria:

Student Information System

1. Is accessible anytime, anywhere, and from multiple devices.
2. Includes robust reporting and data analytics tools to create custom reports and the ability to quickly and easily analyze data and trends over time (i.e. enrollment trends, attendance trends)
3. Supports integration and compatibility with a multitude of software vendors.
4. Includes a robust Parent and Student Portal.
5. Supports health screening and immunization tracking.
6. Includes a web-based teacher gradebook.

North Providence School Department
Student Information System Software
December 19, 2024

7. Allows for recording of staff and student demographics.
8. Allows for graduation and post-secondary progress tracking.
9. Includes accurate, updated attendance data and tracking.
10. Supports multiple language translation options.
11. Includes incident management capabilities.
12. Includes necessary tools to support state and Federal reporting
13. Supports CTE programs and tracking
14. Supports on-line and paper student enrollment processes
15. Supports e-Signatures on forms and documents where needed
16. Support for Special Populations (SPED)
17. Support for MTSS
18. Support for PLP's (Personal Literacy Plans)
19. Support for MLL Tracking
20. Has provisions for bus tracking
21. Has the ability to track student Free/Reduced Lunch plans
22. Has the ability to track 504 plans
23. Robust student schedule planning abilities
24. Student Locker assignment and locker combination tracking
25. Can demonstrate policies in place for timely resolutions to help desk calls, tickets, and bug fixes/programming requests.
26. Multi-language parent and community communications tools (school notifications, newsletters, etc.)
27. Contains a training environment and robust training materials that are updated in a timely manner as the software evolves.

North Providence School Department
Student Information System Software
December 19, 2024

- General Information and Proposal Submission Requirements

Minimum Qualifications Standards

1. Proposers shall have more than five (5) years of favorable experience developing, installing, managing, and supporting SIS services in public school environments.
2. Proposers shall have at least five (5) years experience providing SIS services in the State of Rhode Island.
3. Proposers shall provide a complete list of all current SIS customers in Rhode Island.
4. Proposers shall provide a minimum of 5 references from public school systems that the Proposer has successfully converted from an existing SIS to the proposed SIS. References shall include a one paragraph synopsis with dates of service, original SIS systems' name, contact address, email address and telephone number.

NOTE: Proposals that do not contain evidence of these minimum qualifying criteria shall be set aside and not evaluated further.