

Peekskill City School District
Westchester County, New York

REQUEST FOR PROPOSALS
FOR A
STUDENT MANAGEMENT SYSTEM

October 18, 2006

Gregory J. Sullivan
Assistant Superintendent for Business & Administrative Services
Peekskill City School District
1031 Elm Street
Peekskill, NY 10566

Peekskill City School District
Request for Proposals – Student Management System

I. INTRODUCTION

A. General Information

The Peekskill City School District is requesting proposals from qualified software management and/or consulting firms to provide the District with a student management software system. The system must provide the reporting and student information required by the New York State Education Department. In addition, the system must support the overall mission of the District to effectively management its resources to enhance student performance.

There is no expressed or implied obligation for the Peekskill City School District to reimburse responding firms for any expenses in preparing proposals in response to this request.

To be considered, three (3) copies of a proposal must be received by the Assistant Superintendent for Business & Administrative Services by October 27, 2006. The Peekskill City School District reserves the right to reject any or all proposals submitted.

During the evaluation process, the Peekskill City School District reserves the right, where it may serve the Peekskill City School District's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Peekskill City School District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Peekskill City School District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Peekskill City School District and the firm selected.

It is anticipated that the selection of a firm will be completed by November 7, 2006. Following the notification of the selected firm, it is expected a contract will be executed between both parties by December 15, 2006.

B. Term of Engagement

The initial proposed contract period would commence January 1, 2007 and end June 30, 2007. Subsequent contracts would be subject to annual renewal as of July 1st with the concurrence of the Board of Education of the Peekskill City School District, and the availability of an appropriation.

The software management and/or consulting firm as well as the Peekskill City School District shall have the option to cancel the agreement for the annual renewals, provided that written notice is given to the other party by January 15th.

II. NATURE OF SERVICES REQUIRED

A. General

The Peekskill City School District is soliciting the services of qualified software management and/or consulting firms to provide the District with a student management software system. Listed below is a partial listing of the essential features the District will require of any student management system:

- A fully integrated WEB-BASED system where each module speaks to the other.
- All modules necessary for a comprehensive student management system including but not limited to attendance, grading, discipline, health, guidance and scheduling.
- Easy customization of basic to complex elements.
- User-friendly Health and Discipline Modules that can report state requirements.
- Easy extraction of data in a usable format (i.e..xls, cvs, pdf,)
- A report writing features that can be used by all level of users for various reporting needs. (IMPORTANT – accurate and customizable student transcript)
- Ability to easily extract data needed for State Reporting
- An integrated communication tool to allow parents access to their child's information and to alert parents for various reasons (i.e. attendance)

- A method by which we could track changes made by users
- A robust Scheduling module that includes a comprehensive conflict matrix
- Ability to connect to our current IEP program.
- Interfaces with Handheld devices
- As necessary, the district will consult with the software management and/or consulting firm regarding software, student management and reporting issues.
- From time to time, the district may request to meet with the software management and/or consulting firm for consultation or request assistance in the event of an emergency. The software management and/or consulting firm is expected to be readily available to meet with the district. In addition, the software management and/or consulting firm is expected to attend Board meetings or planning sessions as necessary. Such consultations and presentations shall be included in the base bid for services.

III. DESCRIPTION OF THE DISTRICT

A. Contact Persons

The software management and/or consulting firm's principal contacts with the Peekskill City School District will be Janice E. Reid, Manager, Educational Technology/CIO (914-737-3300), who will coordinate the assistance to be provided by District to the software management and/or consulting firm.

B. Background Information

The fiscal year of the Peekskill City School District is July 1 through June 30.

The Peekskill City School District serves a district of 4 square miles with a student population of 2,871. The 2006-2007 annual budget approved by the voters was \$62,631,174. The district has one Middle School, High School and four elementary schools. Currently, the district is building a new Middle School and making renovations to the High School and all elementary schools.

The Peekskill City School District has a total base payroll of approximately \$28.7 million covering about 473 employees.

The Peekskill City School District is governed by seven Board of Education members. The central administration is comprised of the Superintendent of Schools, the Assistant Superintendent for Business & Administrative Services, the Assistant Superintendent for Instruction, the Director for Pupil Personnel and the Director of Human Resources. The Middle School the High school and each elementary school have a building principal. The High School has two assistant principals; the Middle school and the Alternative Programs each have one assistant principal. The Directors of Special Education, Technology and Athletics serve the district at large.

Peekskill City School District
1031 Elm Street
Peekskill, NY 10566
(914) 737-3300 extension 343

CONTACT WITH BOARD OF EDUCATION MEMBERS OR PERSONNEL OF THE PEEKSKILL CITY SCHOOL DISTRICT OTHER THAN THE ASSISTANT SUPERINTENDENT FOR BUSINESS & ADMINISTRATIVE SERVICES OR THE MANAGER, EDUCATIONAL TECHNOLOGY/CIO REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS. ALL INQUIRIES RESULTING IN CLARIFICATION OF RFP SPECIFICATIONS OR PROCEDURES WILL BE RESPONDED TO IN WRITING. COPIES WILL BE DISTRIBUTED TO ALL PROSPECTIVE BIDDERS WHO HAVE SUBMITTED A "NOTIFICATION OF INTEREST".

- **Submission of Proposals:** The following material is required to be received by October 27, 2006 for a proposing firm to be considered:
 1. A technical Proposal and three (3) copies to include the following:
 - Title Page showing the RFP's subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.
 - A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period designated by the district, a statement why the firm believes itself to be best qualified to perform the engagement and pricing for the years ending June 30, 2009.
 - Detailed Proposal.
 2. A sealed dollar cost bid original in a separate sealed envelope marked as follows:

SEALED DOLLAR COST BID
PROPOSAL FOR
PEEKSKILL CITY SCHOOL DISTRICT
FOR
SOFTWARE MANAGEMENT AND/OR CONSULTING SERVICES
OCTOBER 27, 2006

Proposers should send the completed proposal and bid consisting of two separate envelopes to the following address:

Mr. Gregory J. Sullivan
Assistant Superintendent for Business & Administrative Services
1031 Elm Street
Peekskill, New York 10566

3. ***The bid must be received by 2 P.M. October 27, 2006. Late Bids will be returned to the proposer.***

B. Technical Proposal

- **General Requirements:** The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to provide a student management system to the Peekskill City School District in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the staff to be assigned to this engagement.

THERE SHOULD BE NO DOLLAR UNITS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

- The technical proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed dollar cost bid). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, listed below, must be included.
- Firm Qualifications and Experience: The proposal should state the size of the firm, the size of the firm's staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement. If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal for this engagement should be noted, if applicable.
- Partner, Supervisory and Staff Qualifications and Experiences. The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement.
- Membership & Participation in State Level Organizations. The firm is asked to provide a list of membership and committee level participation in professional organizations.
- Similar Engagements with Other Government Entities. For the firm's office that will be assigned responsibility for the engagement, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposals. The firm should also provide a list of all school district clients in the State of NY added in the last five (5) years and all school district clients in the State of NY dropped during the same period.

C. Sealed Dollar Cost Bid

- Total All-inclusive Maximum Price: The sealed dollar cost bid should contain all pricing information relative to performing the engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The first page of the sealed dollar cost bid should include the following information:

- o Name of Firm
 - o A Total All-inclusive Maximum Price for the engagement by year through December 31, 2009.
 - o Schedule of fees and expenses by staff level, i.e. partner, manager, senior, staff.
- Rates for Additional Professional Fees: If it should become necessary for the Peekskill City School District to request the auditor to render any additional services to supplement the services requested in this request for proposals then such additional work shall be performed only if set forth in an addendum to the contract between the Peekskill City School District and the firm. Any such additional work agreed to between the Peekskill City School District and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

VII. EVALUATION PROCEDURES

Proposals submitted will be reviewed and evaluated by the Board of Education, Superintendent of Schools, Assistant Superintendent for Business & Administrative Services and the Manager, Educational Technology/CIO.

Proposals will be evaluated based on they best meet the criteria outlined in Part II A of this request and the needs of the District for a comprehensive student management system. Firms meeting the criteria will have their proposals evaluated for both technical qualifications and price. Cost will not be the primary factor in the selection of an software management and/or consulting firm.

Final Selections

The Board of Education will select a firm based upon the recommendation of the administration.

It is anticipated that a firm will be selected by November 7, 2006. Following notification of the firm selected, it is expected a contract will be executed between both parties by December 15, 2006.

Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Peekskill City School District and the firm selected.

The Peekskill City School District reserves the right without prejudice to reject any or all proposals.