



Harrison County School District

REQUEST FOR PROPOSAL Student Information System [SIS]

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Project Scope

Harrison County School District (“HCS D”, Customer) is in the process of seeking a new **Student Information System**. HCS D invites you to submit a proposal to provide this system. It is the intent of HCS D to purchase from the Vendor that successfully meets all the product specifications and services described in this request that best meet the needs and budget of HCS D.

Qualifications of Vendors

HCS D intends to work only with a Vendor that satisfies and furnishes evidence It has the requisite qualifications, capital, experience, facilities and ability to successfully complete the scope of work described herein. HCS D reserves the right to make such an investigation as it deems necessary to determine the qualifications and ability of any Vendor.

Instructions to Vendors Submitting Proposals

1. The Harrison County School District will accept un-priced sealed proposals until **2:00 P.M. WEDNESDAY, FEBRUARY 26, 2020**, online at www.centralbidding.com. Submissions will be evaluated, and qualified vendors will be invited via e-mail notification to bid online **FRIDAY, MARCH 6, 2020** to submit priced proposals via reverse auction. The Electronic Reverse Auction will be held **WEDNESDAY, MARCH 12, 2020 starting at 10:00 AM**.
2. Proposals or alterations by paper, fax, telephone or email **WILL NOT** be accepted.
3. If the Harrison County School District Administrative Office Building is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods or other natural disasters (the “Force Majeure Events”), which closure prevents the review of proposals at the advertised date and time, all proposals received shall be reviewed the next business day that the district shall be open and at the previously advertised time. The new date and time of the proposal viewing, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a proposal shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. The district shall not be held responsible for the receipt of any proposals for which the delivery was attempted and failed due to the closure of the district offices because of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its proposal by CENTRAL BIDDING at the new date and time.

Prices

1. Only one bidder will be awarded for all items listed in the following equipment schedules.
2. Proposal prices, unless otherwise specified, shall be net, including transportation and handling charges fully prepaid by the Bidder.
3. All proposals must be firm prices, free of any escalator clauses.
4. Prices should include all applicable taxes, as Harrison County School District is a tax-exempt governing authority, tax exemption letter furnished upon request.
5. While it is the intention of the Harrison County School District to purchase the specified quantities, the right is reserved to accept proposals based on individual line item or by total price whichever is deemed to provide the maximum benefit to the district. The right is also reserved to omit any item or reduce quantities as necessary to bring the total cost within budgetary provisions.

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Proposal Addendum

1. Any interpretation of the documents will be made by written addendum only issued by the office of the Assistant Superintendent and a copy of such addendum will be posted on the district website and on www.centralbidding.com. The district will not be responsible for any other explanation of the proposed document.
2. As per Mississippi Code of 1972, as amended; SEC. 31-7-13. Bid requirements and exceptions; (iv) No addendum to bid specifications may be issued within two (2) working days unless such addendum also amends the bid opening date to a date not less than five (5) working days after the date of the addendum.

Proper Execution

1. All proposals must be submitted in accordance with Section 31-7-13 of Mississippi Code of 1972 as amended and must be properly executed and signed by a responsible officer or employee of the Bidder.
2. Proposals should be checked before submission for accuracy and correctness since the Harrison County School District **WILL NOT** be responsible for any errors for which the Bidder is responsible.
3. The district reserves the right to reject bids from Bidders who submit incomplete bids that do not specifically adhere to the bid instructions herein.

Certification of Independent Price Determination

By signing the PROPOSAL FORM the Bidder certifies, in connection with procurement, that to the best of their knowledge and belief:

- A. The prices in their proposal have been arrived at independently, without consultation, communication, or agreement, for restricting competition; as to any matter relating to such prices with any other Vendor or Bidder.
- B. Unless otherwise required by law, the prices have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the Reverse Auction specified on page 1 of the BID INSTRUCTIONS, directly or indirectly with any other Vendor or Bidder.
- C. No attempt has been made or will be made by the Bidder to induce any other Person or Bidder to submit or not to submit a proposal for restricting competition.

Proposal Withdrawal and Modification

1. No proposal withdrawals will be accepted by telephone, fax or email.
2. If a Bidder withdraws his proposal, all documents shall remain in the possession of the Harrison County Board of Education, marked as withdrawn, and included in the permanent file for the project.
3. No proposal shall be withdrawn for a period of thirty (30) days following the bid opening date, unless otherwise provided for by law.

Reverse Auction

1. The Reverse Auction process is open to the public for viewing at www.centralbidding.com. The Harrison County School District contracted vendor, CENTRAL BIDDING, will document a summary of each bidder's proposals. Harrison County School District staff will answer questions to the extent possible prior to the reverse auction process. Any information provided in the proposal which contains trade secrets, or confidential commercial or financial information and which bidder does not wish to be disclosed other than for purposes of evaluating it must be clearly labeled on each sheet as confidential.

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2. All disclosures of proposal information to interested parties will be made in compliance with Harrison County School District policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 25-61 of the Mississippi Code.

Right to Reject Proposals

The Harrison County Board of Education reserves the right to reject any and/or all proposals or any groups thereof and waive any defect or informality in any proposal or procedure.

Proposal Acceptance

1. If Harrison County School District accepts a proposal in response to this request, it will accept the proposal of and award the proposal to the lowest and best responsive bidder meeting specifications, price and other factors considered. The lowest proposal may not always be the best. Other factors to be considered include but are not limited to conformity to the specifications; quality; bidder's ability to provide service, maintenance, and training; past performance of bidder; financial standing and status of the bidder.
2. Unless otherwise stated in the PROJECT SPECIFICATIONS all proposals shall be binding for thirty (30) days following the acceptance of the proposal by the Harrison County Board of Education.

Billing/Ordering

1. All items or services shall be billed to the individual department(s) to which they are delivered or performed, unless otherwise specified in the PROJECT SPECIFICATIONS.
2. All invoices are due in the Administrative Office Building of the Harrison County School District, 11072 Hwy. 49 Gulfport, Mississippi 39503, on or before the last day of each month. If they are not received by that date payment will not be made until the following month.
3. Payment of above described invoices shall follow regularly scheduled meetings of the Harrison County School Board which meet two times per month.
4. No negotiations, decisions or actions shall be executed by any bidder because of any discussions with any District employee. Only transactions that are on a Harrison County School District purchase order may be considered official.

Damage or Loss

1. Any damage or loss to Harrison County School District property because of any action by the successful Bidder in the execution or performance of any item or service in this proposal, shall be repaired to the satisfaction of the Harrison County Board of Education designee, at the Bidder's expense, within a reasonable time set forth by the Harrison County Board of Education designee.
2. The successful Bidder shall hold the Harrison County Board of Education, Harrison County School District, its Officers, Agents and Employees harmless from liability of any nature or kind whatsoever, because of use of by publisher or author, manufacturer or agent of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article, environment-sensitive material, or appliance furnished or used under this proposal.

Delivery

1. Delivery is to be made to one (1) central location in the District.
2. It is understood that the Bidder agrees to deliver all items prepaid (F.O.B. Destination) to points of receipt. All related cost for delivery is to be borne by the Bidder and should be included in their bid.

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3. Any items requiring unpacking and/or assembly and/or installation WILL BE UNPACKED, ASSEMBLED, INSTALLED AND SET IN PLACE AND MADE FULLY OPERATIONAL BY THE SUCCESSFUL BIDDER AT THEIR OWN EXPENSE, at the time and place designated by the Harrison County School District, unless otherwise stated in the bid specifications.
4. Under no circumstances will the Harrison County School District assume any responsibility in connection with deliveries of the bid items.
5. If the successful Bidder fails to deliver by the specified delivery date or a reasonable time thereafter, giving acceptable reasons for delay, the Harrison County School District reserves the right to cancel the portion which he has failed to deliver within the specified time and/or to purchase it elsewhere, charging the increase in price and cost of handling, if any, to the Bidder.

District Contacts Regarding this RFP:

Mitchell King, Assistant Superintendent – mking@harrison.k12.ms.us

Dr. Laretta Marks, Director of Student Services – lmarks@harrison.k12.ms.us

Amy Dupree, Student Information Specialist – adupree@harrison.k12.ms.us

1.0 PROPOSAL SPECIFICATIONS

1.1 INTRODUCTION

It is understood that this is not a competitive bid, but rather a request for proposal for a new student information system for Harrison County School District.

1.2 DISTRICT BACKGROUND

Harrison County School District is a Mississippi Statewide Accountability **A RATED** School District.

The Harrison County School District is the fourth largest district in student population in the State of Mississippi. The district is comprised of all areas outside the municipalities located in Harrison County.

Within this area of approximately 450 square miles are nine unique communities, each with a rich cultural heritage and diverse population. While this district is large and diverse, the community school concept is maintained and promoted. There is a total of twenty-two schools serving approximately 14,600 students in this neighborhood-type setting.

Students attend grades kindergarten through twelve, receiving a broad range of services including Special Education, Gifted Education, and Title I provision. Based upon Average Daily Attendance, the student-teacher ratio in the Harrison County School District is 17:1.

The Harrison County School District is a fast-growing, fully accredited, progressive school district that maintains its closeness to parents through a variety of organizations and a spirit of parent-school-community involvement.

The Harrison County School District strives daily for excellence in education through meeting the needs of the whole child.

Our rigorous instruction includes accelerated classes in all schools. We offer a variety of dual-credit and advanced-placement classes that allow students to earn college credits while attending high school.

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Our flexible course offerings accommodate both college-bound and career-bound students. Students may earn industry certification at the high school level that will allow them to pursue a career immediately after graduation. Our district offers graduation tracks that are traditional, early exit, and fast track.

We support our faculty and district employees by providing continual high-quality professional development and learning opportunities.

2.0 GENERAL INFORMATION

HCSD is looking for a student information system that can support core student management processes, offers a cutting-edge process and work-flow management online student registration solution. The Student Information System selected must include an embedded gradebook solution and the ability to generate official final documents such as customized student report cards and student final transcripts. The goal of the RFP is to consolidate as many processes as possible into one integrated system solution. Appendix A includes the current HCSD systems identified for interfacing with the SIS proposal.

3.0 CHECKLIST

(*By checking "ALT", bidder offers an Alternate Item and must attach specifications of item offered.)

3.1 Registration

ITEM#	YES	ALT*	PROJECT SEPECIFICATIONS	VENDOR NOTES
1			Vendor-Hosted solution, not stored in the "public cloud", available 24/7/365	
2			Customizable to District's processes with District logo	
3			Must not require any additional software licensing or hardware specifications	
4			SSL encrypted and student data must always be transmitted encrypted and stored on secure servers	
5			Allow for an unlimited number of administrative users	
6			Retain relevant imported data from the district SIS to pre-fill online forms and to compare year to year data changes	
7			Pre-populate the online forms with data extracted from the SIS	
8			Support workflow management – allow data to be reported to appropriate district departments (transportation, health, student services, etc.) for review	
9			Automatically flag records based on pre-defined criteria EX. Health alert, change of address, ELL, MVP, etc.	
10			Administrative users manage flagged records for communicating to families and internally with staff	
11			Provide unlimited email templates to communicate with families regarding the online enrollment process	
12			Provide custom communication templates and allow users to create their own communication templates	
13			Assign access rights to both individual users and groups of users	
14			Field and document level permissions Ex. Medical information, Releases, Custody, IEP, etc.	
15			Allow on demand email/print communications to groups of families based on assigned flags. Ex. Missing documentation for registration	
16			Automatically reformat/correct data provided by the families via the online forms into a consistent format prior to importing to SIS	
17			Allows exports of any of the data in CSV, TAB OR XML format	
18			Provide online help and how-to videos for administrative users	
19			Provide an unlimited number of pre-defined report forms	

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20			Pre-populate the online forms with data extracted from the SIS	
21			Allow parents to schedule appointments with school personnel to bring in required documentation. Allow school personnel to manage the available time slots, reschedule, etc.	
22			Support printing within the application for families and school personnel	
23			Address validation, address auto complete, school locator based on address	
24			Allow changes in workflow, data collection process and the online forms to accommodate ongoing field changes within the SIS and other district information and policy needs	
25			Update, format current and new data gathered on families automatically	
26			Provide a unique login ID for each family/parent/guardian	
27			Provide a user-friendly interface that will include simple form fields, check boxes, radio buttons, etc. with one-click submission upon completion of required fields	
28			Username and password protected	
29			Access to forms from multiple computers, off-site access, mobile devices	
30			Family forms mobile responsive, on any internet enabled device	
31			Allow parents to save online registration to return to it later	
32			Allow families to save and/or print after submission	
33			Obligate parents to complete required fields before submission	
34			Secure forms so that only legal parent/guardian can access student information	
35			Provide real time support to families using the online forms	
36			Online forms available in multiple language options (Spanish, Chinese Vietnamese, etc.)	
37			Parents can access password reset functionality	
38			Solution is used by other districts in Mississippi	
39			Solution fully developed and ready to deploy	
40			Adhere to all guidelines of Family Educational Rights and Privacy Act (FERPA) guidelines	
41			Committed to the Student Privacy Pledge sponsored by SIIA	
42			What browsers and versions are supported by your solution?	
43			Does the system exchange information nightly? Periodically throughout the day: Instantaneously or a combination of these processes?	
44			Does the system accumulate data over time, or does it start new each year?	
45			Is the system able to report to school admin about missing registration information?	

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46			Does the solution house from data within the system and be capable of generating reports from the data without the need for a separate report generation product?	
47			Will the solution automate workflow without the need for sending documents as an email attachment?	
48			Will the workflow be set up by the provider and require nor district manual scripting or programming to achieve the required outcome?	
49			Will the solution allow administrators to label users (i.e. by job title) in the workflow environment so that changes in personnel do not require multiple forms to be revised?	
50			Does the system provide for an unlimited number of online forms?	
51			Does the system allow for a variety of data fields – text fields, date fields, radio buttons, drop-down menus?	
52			Can any field be designated as a ‘required field’ by the District?	
53			Can some field be locked as “read-only” as designated by the District?	
54			Dose the system offers conditional logic. Can it show or hide fields based on certain conditions?	
55			Can the system also disseminate district documents as PDF files for families?	
56			Can the system collect and process payments electronically and provide a reconciliation statement and/or CSV?	
57			Can the system allow for the district t export or archive as PDF, the cumulative registration record?	
58			Is the creation and maintenance of additional forms/data elements from year to year, managed, supported and developed by solution specialist rather that District resources?	
59			Does the system allow for scanned documents and photographs of items that will be pre-named with a standard convention, like the student ID and form type?	
60			Does the system allow for direct document scan/upload to be associated with student record without purchase of additional hardware from vendor?	
61			Can the system protect any field or protect any uploaded document by privileges? EX. Immunization records, IEP, Birth Certificates, etc.	
62			Does the system capture electronic signature on District registration documents/forms without the purchase of additional hardware?	
63			Does the system have structured screen layouts and navigation to assure intuitive user interaction and simplicity?	
64			Does the system require the purchase of any additional hardware, scanners, etc.?	

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65			Does the system connect families, so no duplicate data entry is required for each child in the family?	
66			Does the system offer single entry for all data points? Users should never have to enter the same information twice.	
67			Does the system provide data validation at the data entry point to ensure accuracy and proper format of all data collected?	
68			Does the system offer password self-reset functionality?	
69			Does the system use United States Postal validation?	
70			Does the system offer new feature enhancements at no cost, as included in service fee?	
71			Does the solution provide a seamless, API based integration with SIS to update student data and create new records in real time?	
72			Does the solution provide customizable, dedicated tools and user interfaces for processing SIS data most efficiently?	
73			Does the system provide review and approval tools and process to ensure data integrity and no data duplication?	
74			Does the solution identify potential matches before creating new student/contact records, in order to prevent duplicate records from being created?	
75			Is unlimited phone and email support available for families, school and district staff included at no additional charge?	
76			Is there an online Help Center for families to “self-help” on simpler questions?	
77			Can families submit support tickets?	
78			Are comprehensive extended support hours available?	
79			Does the system allow districts to make multiple revisions to their solution at no additional charge – are revisions expected/suggested not only at the start of a project but also throughout the life of the project?	
80			Do you provide a dedicated Project Manager for an implementation?	
81			Does the firm provide an installation and start-up, an implementation schedule, a recommended calendar or schedule for training, any materials to support follow-up training?	
82			Does the vendor provide an experienced implementation team lead and a direct point of contact not just help desk support, in effect managing and following the implementation process and provide support in a timely manner?	
83			Are school administrators provided with password reset/look up or families?	
84			Are online help functions inherent throughout the system as a reference for district staff? (Standard help screens, as well as help specific to district customizations and workflows are included.)	

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85			Does the company provide a custom project plan with deliverables and dates at kick-off?	
86			Is training included? In-person, webinars?	
87			Is the solution scalable to include the following? (optional features/modules)	
87 a.			Applications/School Choice/Lottery	
87 b.			Specialized Program Applications	
87 c.			Staff Registration /Re-enrollment	
87 d.			Athletic Registration – Fall, Winter, and Spring	
87 e.			Payment Management Services	
87 f.			School Locator Option	

3.2 General and System Admin

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			System in completely 'web-based' for all end user tasks/functions	
2			System supports District self-hosting	
3			System supports all major browsers (Internet Explorer, Firefox, Chrome, Safari) without the need for ANY browser 'plug-ins'	
4			System automatically adjusts the system design when accessed by smartphones and tablets to ensure ease of use from any device	
5			System has ability to add, track, report, import and export on custom district tables and fields crated by the district	
6			System has ability to mass change/add/replace values in different modules through the system and is not limited to student demographics	
7			System has ability to create custom lists, access selected students (by grade, Special Ed Classification, School, etc.) and be able to generate various reports/exports based on these lists.	
8			System has ability to change the amount of time before a staff user is logged off.	
9			System can be accessed via a mobile device for administrators and teacher access via responsive design mobile site or app compatible with iOS and Android.	
10			System has ability to maintain calendar of days school is in session and can update this calendar for the district during the school year as needed (i.e. inclement weather days). Changes must take immediate effect.	
11			System has ability to create/change individual user permissions and/or assign permissions based on role and/or groups	

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12			The system must allow access to the database using SQL Developer Tools, ODBC, JDBC	
13			System allows the district to create test, development, and training environments with duplication of data from production system with no added cost.	
14			System must have a year-end process to automatically promote students, make the next year schedules active and still provide access to previous years information without the need to access 'archived' data.	
15			System maintains all previous data; data is not overwritten. For example, when changing an address or phone number, the previous address or phone number is "end-dated" and the new address or phone number added so that a history of all changes is preserved.	

3.3 Security

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			Role based permissions	
2			Staff can access multiple roles, within multiple schools with a single sign-on	
3			Secure transactions using "HTTPS" SSL 256-bit or better encryption	
4			System must have a security audit log that can be enabled for any field in the system for current year and historical years and include Date/Time/User ID/IP Address and the original values of records modified	
5			System must have the ability to show/hide certain fields from an assigned "Role" for privacy issues	
6			System fully supports the encryption of data at rest	
7			System includes the administrative capabilities to view user authentication session status including user, type, time, platform, and source TCP/IP address	
8			System supports an API that allows data encryption of student information when transited between systems	
9			Describe how the system meets compliance regulations for data security	
10			System has the ability for the district to change the amount of time before a user is automatically logged off	
11			System can create/change individual user permissions and/or assign permissions based on generic security roles.	
12			System can integrate seamlessly with Active Directory (LDAP integration)	

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3.4 Demographics

ITEM #	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			Support recording student demographics, including but not limited to, name, date of birth, gender, address, ID, grade level, lunch status, bus number, etc.	
2			Store multiple relationships and emergency contacts for students, including phone numbers and email addresses	
3			Check for students already registered in the system during new enrollment process	
4			Ability for administrators to attach documents and files directly to a student's core record	
5			Robust search function. BE able to search by any student demographic field, such as but not limited to zip codes, street address, ethnicity, race, grade, school, ELL, Free and Reduced Eligibility, etc. for active and/or inactive students in the district	
6			Ability to assign alerts/flags on student such as legal, medical, etc. and be able to customize permissions of who can see this information	
7			Ability to register/enroll and track students who attend out of district schools but are the responsibility of the district	
8			Allow copying of student data between families if necessary (i.e. copy address and contacts between siblings) as well as support blended families where members of the family have different address and contact information yet are still marked as part of the family	
9			Ability to pre-enroll students. Display students as "registered" until enrollment is completed.	
10			Ability to validate a student's address to confirm address accuracy and format, and identify if address is inside boundary of school or district	
11			Automatically create a student ID or allow staff the ability to manually populate student ID on new student entry	
12			Batch/individually import student photographs as needed	
13			Fully support recording Staff demographics, including but not limited to name, date of birth, gender address, staff ID	
14			Ability to import/export staff information into the system including but not limited to, first name, last name, staff ID, birth date, gender	

3.5 Attendance

ITEM #	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			System supports attendance codes, daily or period attendance, and positive or negative attendance on a school-by-school basis	

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2			System supports the following types of attendance modes within the same school: meeting attendance, daily attendance, time-based attendance, interval attendance	
3			System provides visual tools to immediately view daily and meeting attendance, with drill-down access to students in attendance categories	
4			System provides daily “homeroom” attendance	
5			System has ability to take Period-by-Period attendance with a daily code calculation	
6			System has ability to calculate attendance for a single day and report total number of students absent – reporting by school and by district	
7			System has ability to display attendance from previous years for each student	
8			System has ability to mass change attendance (field trips, early dismissal, etc.)	
9			System has ability to query absences using greater than criteria for district – high absences	
10			System has ability to make notes/comments for student absences	
11			Generates letters for students with high absences	
12			Query attendance for a defined range	
13			System has calendar details of student attendance	
14			System has ability for Teacher attendance – simplified entry using frequently used absences tardy codes	
15			System has ability to take attendance using seating chart that can be created/designed by teacher to reflect the layout of classroom	
16			System has ability for teachers to take attendance from a combined list for multiple sections that meet with the teacher at the same time	
17			System has ability for attendance clerks/ office to list teachers who have not taken attendance	
18			System has ability to use a mobile device to take attendance	
19			System has ability to change attendance codes as needed	
20			System has ability for teachers to enter comments on attendance that can be seen by the office	
21			System has ability to display and report a list by school showing students absent for the day and their contact information for notification to parents	
22			System has ability to display to teacher taking period attendance if student was marked absent for the day	
23			System has ability at the administrator level to clear out attendance for a period time, a student, a period, etc.	
24			System has ability to run reports, sorted/filtered on user’s needs. (Homeroom, Student, Number of Absences, Number of students’ tardiness, by grade level, etc.)	

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25			Attendance view provides instantaneous overview of aggregated attendance codes. Ability to report on teacher attendance status.	
26			Must support MS Dept. of Education 63% attendance rule and U.S. Dept of Education 50% attendance rule – calculate automatically based on student’s schedule of instructional minutes.	

3.6 Scheduling

ITEM #	YES	ALT*	MINIMUM PROJECT SPECIFICATIONS	VENDOR NOTES
1			System must be able to create a Student Schedule and view/print the schedules on demand.	
2			System must have a Master Schedule creator/build showing Course, Course Number, Class Name, Term, Meeting Period, Teacher, Room, Class Capacity and students assigned to the class and the ability to print, export, save this data for archival purposes.	
3			Student Schedule has ability to add classes, drop classes, and transfer classes	
4			System has ability to detect conflicts with teachers and rooms	
5			System has ability to capture course requests for the next school year online through the parent/student portal or import the data	
6			System has a next school year master schedule for staff to begin working on scheduling any time during the active year	
7			System has place holder for teachers not yet hired and the ability to convert placeholder to a staff member once hired	
8			System has ability to schedule multiple teachers to a class with specified role, start and end dates. Has ability to designate teacher of record.	
9			System has a district course catalog with the ability to add courses, fees, prerequisite rules, availability by year, availability by school, course equivalencies, and must have lockdown abilities.	
10			System allows for development of schedule options/multiple draft master configurations	
11			System allows for Team Scheduling – classes taught by a team of teachers.	
12			System has flexibility for middle school, high school schedule configurations.	
13			System allows for different bell schedules on different days of the week (Middle school follows a different bell schedule than elementary students for the K-8 Schools)	
14			System allows for the ability to rename classes/courses without affecting historical data.	

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15			System has ability to have students with schedules at multiple buildings in district.	
16			Ability to schedule multiple term lengths within a single student schedule (i.e., full year courses, semester courses, single quarter courses, etc.)	
17			System has an interactive on-screen master scheduler with the ability to drag and drop classes/students	
18			System must have ability to print schedules for teachers.	
19			Schedule must have the ability to View and interact with Scheduling Matrix.	
20			Ability to assign homerooms in next year environment.	
21			Automatic Schedule build for individual students as an option for walk-in scheduling process.	
22			Master schedule build can rank students to load, allowing for faster and more accurate student schedules (example: Seniors first)	
23			Must be able to define pre-requisite rules for courses that automatically prevent students from requesting courses they don't qualify.	
24			Pre-requisite rules must have the ability to reference historical data that includes letter grade, percent grade, average percent grade, and credit hours.	
25			Pre-requisite rules has ability to include teacher recommendations and concurrent requests.	
26			Pre-requisite rules can be combined using logical relationships including "any of" and "none of".	
27			Pre-requisite rules can consider grades from current enrollments as completed, historical grades.	
28			Pre-requisite rules can include test scores, elective track information, and other school or district defined elements.	
29			Automatically balances special program student enrolment across regular education course selections.	
30			Allows an administrator to automatically and instantaneously create future teacher course assignments based on the current year's master schedule.	
31			System can automatically and instantaneously create a new master schedule from any selected previous year schedule.	
32			Multiple bell schedule can exist in a single school.	
33			Master schedule can be built in stages using locked records.	
34			Students can submit alternative course requests.	
35			Multiple global substitutes can be defined for each course so that the system can automatically cascade through the substitutes to assign one to a student for whom the primary request cannot be fulfilled.	

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36			System must provide the ability to schedule students in a school they're not yet enrolled in but will be enrolled in the next year.	
37			Automatic walk-in schedule tool utilizes constraints such as close section at maximum enrollment.	
38			System must provide the ability to define and automatically process multiple course relationship types such as load co-requisites, load post-requisites and load prerequisites.	
39			System must provide the ability to prevent selected students from being scheduled together.	
40			System must provide the ability to prevent a selected student and teacher from being scheduled together.	

3.7 Grading

ITEM #	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			System must have teacher gradebook for classroom grades, assignments, test scores, etc.	
2			System has ability to calculate a final grade based on report card grades from previous grading periods, including final exam with flexibility of weighting grading periods and final exams.	
3			System has ability to create and store different standard based grading period grades by grade level with comments.	
4			System must have ability to create report cards and progress reports utilizing letter and numeric grades.	
5			System has ability to link grading to transcripts including courses in progress. Include final average, final exam, mid-term average.	
6			System collects numeric and alpha grades. Comments (free form and preset) on classroom grades and report cards.	
7			System has ability to set up various grading systems and scales within gradebook – and assign to individual schools, grade levels, courses, sections or students within the district.	
8			System has ability to customize grading categories.	
9			System has ability to customize seating chart that can be sorted by data points (grades, heterogeneous grouping, homogeneous grouping, etc.)	
10			System has ability to generate a grade verification report for any grading period.	
11			System has ability to customize report cards template with school logo and any additional modifications.	
12			Ability for teachers to access teacher tools from remote locations (devices outside of district network).	
13			Provide analytical tools to students to quickly inform about areas for improvement.	

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14			Provide analytical tools to teachers to quickly inform about instructional needs of class or individual students.	
15			Gradebook is available on any platform: desktop, mobile, tablet, etc.	
16			Teachers can do identical work (create assignments, create sections, grade assignments) by sections or by all common course sections at once.	
17			District can push out categories and grade scales and lock.	
18			System can track and report various test scores such as PSAT, SAT, ACT, etc.	
19			System has ability to message parent/guardian based on student performance.	
20			System has ability to customize length of grading period.	
21			System has ability to share the gradebook with co-teachers, student teachers, etc.	

3.8 Discipline

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			System has ability to create discipline infraction and disposition codes banks. All discipline infraction and disposition codes are provided to users as menu items during data entry.	
2			System has ability to track discipline/behavior events, participant types (students, non-students), administrative actions, detailed comments, date, time, location, person reporting incident, weapons used, person referring the incident, student role in the incident, resolution, resolution date, resolution end date, comments.	
3			System must have the ability to track the date the action was initiated, the action type, name of staff responsible for the referral, whether student was suspended, and the type of suspension.	
4			System has ability to associate a behavior attendance actions with a behavior action step (suspension).	
5			If the student was suspended or expelled, provide the ability to track the date range of the suspension or expulsion, the type of suspension, the number of days of suspension, the current status of suspension, an indication of the student' s eligibility to return to school and the date of eligibility.	
6			Must provide expulsion and suspension information to the new school when a student transfers to another school within the district.	
7			Single-point-of-entry of discipline information so once a discipline activity is entered into the system, the	

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			information can be used by others without having to be reentered.	
8			System has ability to add/change items in discipline management setup lists.	
9			System has ability to flag discipline infractions and discipline as state coded infractions and dispositions and report state coded infractions and dispositions.	
10			System has ability for administrators/staff to be able to manage discipline incidents	
11			System has ability for staff to enter discipline referrals.	
12			System has ability to categorize types of offenses.	
13			System has ability to recode type and length of consequence(s)/disciplinary intervention(s) for each student involved in the incident.	
14			System has ability to record the building, room location of the offense.	
15			System has ability to identify incident participants by type (student, victim, etc.)	
16			System has ability to identify participants by any demographic category (race, gender, etc.)	
17			System has ability to record incident type by category (theft, vandalism, etc.)	
18			System has ability to record if student participant was arrested.	
19			System has ability to record different actions/responses for each incident participant.	
20			System has ability to enter incident once for multiple participants.	
21			System has ability to include tracking of both positive (witness reported allegation) and negative discipline/behavior events.	
22			System has ability to assign unique incident number to each record entered and should not be editable.	
23			System has ability to add/assign a staff member at school level as a disciplinary action administrator.	
24			System has ability to support the recording of an unlimited number of students participating in each discipline/behavior event.	
25			System has ability to support an unlimited number of infractions for each student participating in each event.	
26			System has ability to assign demerits to each participant based on infraction.	
27			System has ability to remove set number of demerits based on set number of days without a discipline referral.	
28			System has ability to prevent state coded infractions being assigned a non-state coded disposition. (MS only allows state code infractions and state coded dispositions, ex.	

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			Infraction: Theft must have disposition of one of the following: Alt School, Suspension, Expulsion, Corporal Punishment or In-School Suspension)	
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3.9 Health

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			System has ability to track immunization requirements and compliance.	
2			System has ability to provide a graphical view to quickly determine immunization compliance.	
3			System allows student to be marked exempt from immunization.	
4			System allows user comments on immunizations.	
5			System documents and tracks health related events, screenings, and conditions for a student (or group of students) to denote each health visit for each student and the details of the visit including visit type, visit date, visit time, resolution, resolution date, medications administered, and comments.	
6			System maintains a record of student visits to the school health office.	
7			System allows district to configure health pages to be FERPA data security compliant.	
8			System provides the option to set an alert flag for health concerns.	
9			System supports entry of unlimited number of student screenings such as vision, hearing, scoliosis, height, weight or any other district-defined screenings.	
10			System must maintain access to the student health log for an unlimited historical period of years.	
11			System must have security appropriate for confidential health data	
12			System has ability to allow alerts to be viewed by staff in accordance with district defined access permissions.	
13			System has ability to manage medication inventory. Allow school health official to enter/add medications; over the counter and prescribed medications (name, dosage, date and prescribing doctor, and quantity) – As medication is dispensed, inventory is reduced to show remaining quantity of medication).	
14			System has ability to generate reports based on any health-related data points and student demographic data points. (By health condition, screening, grade level, etc.)	
15			System has ability to allow district to setup medication code banks for ease of entry by menus when recording medication.	

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16			System has ability to track immunization compliance verification by who verified immunization compliance and date verified.	
17			System has ability for staff to upload documents (ex. State Immunization Compliance form, Physician orders, etc.) to attach to student record.	
18			System has ability to track dispose/return to parent unused medication at end of year with a report for parent and school health official signatures and date.	
19			System has ability to show/display and report a daily log of office visits scheduled and as they occur. (Scheduled medication dispensing, emergency, etc.) including date, time, student name, enrollment status, activity (what occurred during office visit), Nurse notes, Record status (Complete, or pending), display student's schedule.	
20			System has ability to show students schedule to locate student during the day.	
21			System has ability to mass manage, screenings, immunizations, etc.	
22			System has ability to set up, schedule, and log medical procedures (catheterization, colostomy care, insulin pump care, nebulizer care, tube feeding, or any other district defined medical procedure) to be used as a menu option for entry during office visits.	
23			System can allow completion online, and print district defined reports including but not limited to: Anaphylaxis Emergency Action Plans, Asthma Emergency Action Plan, Authorization for OTC Medications, Authorization for Administration Rx Medications, Authorization to Release Medical Information, Health Report, etc.)	
24			Is system compatible and/or able to integrate with Mississippi Immunization Information Exchange (MIIX)?	
25			System allows unlimited number of student forms -without having to delete previous forms (i.e. EAP's, IHP's, etc.)	
26			Does the system allow for changes/updates during the year and does the system automatically alert the nurse on update has been made?	
27			System easily generate letter for low medications, fever policy, etc.	
28			System provides a bank of dietary restrictions that can easily be exported in Hartland Payment Systems - Websmartt application.	

3.10 Data Exchange & Access

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			System has API that allows for Single Sign ON (SSO), data transfer and embedded content from third party products.	

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2			System allows for scheduled imports/exports of data to be automatically 'put' and 'get' files to FTP, SFTP and NFS file shares.	
3			System has access from the administrative portal to database tables/fields for import/export purposes and support the following formats: CSV, TXT, HTML, AND PDF.	
4			System includes the licensing in the purchase price and the annual maintenance/support cost.	
5			System provides easy historical access to Attendance, Student Schedule, Master Schedule, Behavior/Discipline Incidents, Grades, etc. for prior school years, without having to leave the system.	
6			System stores historical grades, class rank, honor roll.	
7			System can calculate weighted GPA, unweighted GPA, grading period GPA, and cumulative GPA.	
8			System has ability to secure access to all historical data including view, edit and/or no access.	
9			System has ability to generate transcripts for historical records imported from other systems.	
10			System has ability to customize transcript templates including school logo and any additional modifications.	
11			System can retrieve, update, and produce report cards/transcripts from previous school years.	
12			System maintains and displays school enrollments including entry and exit dates and code and enrollment comment.	
13			System has ability to generate student transcript for both active and inactive students.	
14			System has ability for selected users to update historical grades, classes, GPA calculations and recalculate GPA for an individual student when updating data.	
15			System has ability to add classes completed at schools outside of the district into historical data.	
16			System has ability to create class rank based on weighted or un-weighted GPA.	
17			System must be able to import historical transcript data from existing system and produce a single, unified transcript for a student.	

3.11 Reporting

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS GENERAL REQUIREMENTS	VENDOR NOTES
1			System has ability to create all reports without the use of external software or 3 rd party applications.	
2			System has an end-user report generator to create simple lists and reports with student data.	

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3			System has a robust report builder that is included as part of the system and can create drag/drop reports, pivot tables, form letters, mailing labels, etc.	
4			System has visual display for critical functional areas, including attendance, discipline, health, and grades.	
5			System has ability to create ad-hoc data exports using PDF, Excel, CSV and other file formats.	
6			User-created reports can be exported as a report template and shared with other entities for import into their system.	
7			System includes an enterprise-class ad-hoc reporting tool with the following capabilities:	
8			<ul style="list-style-type: none"> Includes ready-to-run reports for demographics, grades, attendance, test scores, discipline, and health 	
9			<ul style="list-style-type: none"> System administrators can create additional custom reports and data sets 	
10			<ul style="list-style-type: none"> Supports graphs, pivot tables, conditional cell highlighting and row filtering 	
11			<ul style="list-style-type: none"> Supports the creation of calculated data based on other fields in the report table 	
12			<ul style="list-style-type: none"> Supports grouping and aggregation of data in the report 	
13			<ul style="list-style-type: none"> Users can save their own versions of the report configuration 	
ITEM#	YES	ALT*	PROJECT SPECIFICATIONS ATTENDANCE REPORTS	VENDOR NOTES
14			System includes a visual attendance view that displays number of students absent by attendance category and provides student contact data.	
15			System generates report showing which teachers have not taken attendance (daily and/or period)	
16			System generates a class audit report that can be run for any or all teachers and provides a signature enabled document detailing the full attendance for all students in their classes over a user-selectable date range (i.e. weekly attendance report)	
17			System includes audit attendance report detailing attendance codes by day	
18			System includes a report detailing consecutive student absences absence code	
19			System allows for all attendance data to be exported	
ITEM#	YES	ALT*	PROJECT SPECIFICATIONS DISCIPLINE REPORTS	VENDOR NOTES
20			System includes a visual discipline view that displays reports for discipline incidents organized by behavior/infraction and disciplinary result/action with adjustable timeframe analysis	

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21			System generates discipline letters	
22			System allows for all discipline data to be exported	
23			System generates report showing student demerit balances. Total number of demerits students have including demerits given and demerits removed for good behavior.	
24			System generates a report showing the number of students for each infraction by teacher, grade level, and school	
ITEM#	YES	ALT*	PROJECT SPECIFICATIONS GRADE REPORTS & TRANSCRIPTS	VENDOR NOTES
25			System has ability to produce a grade distribution report of grades issued by teachers. This report can be pulled by teacher, course, department, credit type, student, or a school-wide summary. The grade distribution must support both letter grades and percentage ranges and process for either the current marking period ("live" grades from the teacher gradebook) or any past grading period.	
26			System has ability to generate a list of students by the report card grades given, i.e. all students who have a specific grade, All A's and B's, grades lower than 60.	
27			System includes a flexible transcript reporting system that includes a variety of page design elements (boxes, lines, images, text boxes, etc.) in addition to the list of grades.	
28			Transcripts include the ability to report multiple GPA calculations, such as GPA by school year or GPA by subject area, in addition to any needed cumulative GPA calculations.	
29			Transcripts have ability to report student test scores.	
30			Transcripts have ability to report student achievements and awards.	
31			System includes an "at risk" dashboard that automatically analyzes students' grades and attendance data to determine an indexed score rating for each student and bands them into school-defined risk categories.	
32			Report cards are automatically and dynamically report on class period, course name, teacher, grade, attendance, teacher comment, and other items for all classes in a selected grading period.	

3.12 Technical

ITEM#	YES	ALT*	PROJECT SPECIFIATONS	VENDOR NOTES
1			System must support self-hosting	
2			System is fully web-based and utilizes a standard web browser for its user interface with 256-bit encryption	
3			System utilizes a scalable, industry-standard relational database management system (RDBMS), preferably SQL Server Management System or other enterprise-proven DB System that supports real-time user access to critical data	

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4			System utilizes a single, centralized relational database management system (RDBMS) for all schools within the district	
5			System relational database management system (RDBMS) includes integrated data backup and recovery tools	
6			System relational database management system (RDBMS) includes the use of multiple online log files for data recover, rollback capabilities and auditing	
7			System relational database management system (RDBMS) should enable locking of records to prohibit simultaneous updating by multiple users while still allowing multiple users to view the record.	
8			System utilizes a three-tier architecture or n-tier application model that separates processing into discrete tiers that have a clear separation between the various tiers for distribution between the client and the system	
9			System can support horizontal scaling to accommodate growth and workloads	
10			System can support vertical scaling to accommodate growth and workloads	
11			List the programming languages your system is based on	
12			System supports integration with LDAP for credential synchronization between directory services structure and system	
13			System supports Single Sign-ON (SSO) capabilities utilizing OpenID or SAML and can function as Service provider (SP) and defer to the district's Identify Provider (IdP) solution for user authentication	
14			System supports the use of non-production environment(s) with documented procedures on replicating data from the production instance to the non-production environment(s)	
15			System does not require any specific toolsets	
ITEM#	YES	ALT*	PROJECT SPECIFICATIONS CLIENT CONFIGURATION	VENDOR NOTES
16			System supports true mobile apps across both Android and iOS mobile devices	
17			System is fully compatible for end user access across both MAC OS X and Microsoft Windows based platforms	
18			System is fully compatible across all standard web browsers including Internet Explorer, Edge, Firefox, Chrome, and Safari	
19			System does not require any third-party plugins or application to be installed on the local client for full system functionality	
ITEM#	YES	ALT*	PROJECT SPECIFICATIONS GENERAL	VENDOR NOTES

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20			What response can be expected with the system?	
21			What is the current development cycle system / product updates (time between upgrades)?	
22			Does the system Support standard Simple Mail Transfer Protocol (SMTP) email messaging capabilities?	
23			System maintains detailed tracking of all types of staff members, including but not limited to teachers, administrative staff, volunteer staff, maintenance staff and other staff member types	
ITEM#	YES	ALT*	PROJECT SPECIFICAITONS SCALABILITY	VENDOR NOTES
24			System supports an unlimited number of students	
25			System supports an unlimited number of schools and support departments	
26			System supports an unlimited number of simultaneous users on the system	
27			System supports an unlimited number of registered users	
28			System supports unlimited number of saved historical database sets (years)	
29			System supports a student population larger than 15,000 – the SIS Vendor has current customer, who is fully implemented, using the current version of the specific system being proposed in the RFP, with a student count of at least 15,000	

3.13 Counseling

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			System provides method to assign counselors for one student or group of students	
2			System can automatically assign counselors to a group of students based upon multiple criteria, including grade level, range by last name, range by first name, and those students who have no counselor assigned	
3			System provides online access for the counselor to all student data, including grades, transcripts, schedules, behavior, assessments, and any other data based upon permissions	
4			System provides online access for the counselor to all student data, including grades, transcripts, schedules, behavior, assessments, any other information from all schools the student attended, for current and previous years	

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5			System allows counselors to create and maintain plans for students, such as student graduation plans, diploma track, and 504 plans	
6			System has ability to allow forms and documents used when counseling with students to be scanned/uploaded to the student's counseling screen	
7			System tracks phone calls made to parents, case managers, and any other person working with the student	
8			System records student visits to the counselor including the date, purpose, outcome, and other notes	
9			System allows counselor to view/print summary contact information (i.e. contacts, phone numbers, emergency contact information)	
10			System supports unlimited number of meetings between counselor and student.	
11			System allows counselors to search for only their assigned students within the database without creating search or query text	
12			System allows counselors to limit reports to only their assigned students within the database without creating search or query text	
13			System provides the ability to scan/upload signed parent and student forms to the student's counseling screen.	
14			System provides the ability to upload blank forms commonly used in the district/school for easy retrieval, such as college readiness forms, work permits, and any other forms used for counseling purposes	
15			System provides the ability for the forms to be formatted using Forms Document Format (FDF), which makes the forms interactive, without storing any information on the local drive.	
16			System allows the FDF form to pre-populate with the student and school information	
17			System allows the FDF form to be saved directly into the student's record	
18			System allows the FDF form to be modified and updated	
19			System allows the FDF form to be printed	
20			System provides an academic planner to define the requirements a student must meet for graduation or promotion	
21			System supports the definition of multiple academic plans per school	
22			System can mass assign a specific academic plan to a group of students	
23			System automatically updates the student's academic plan based upon the completion of courses by the student without manual intervention	

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24			System accommodates a combination of criteria the students must meet for the academic plan, including minimum GPA, specific course requirements, test requirements, and credit requirements by department	
25			System can automatically give course requests to students for the following year based upon the student successfully passing courses defined in their academic plan	
26			System enforces pre-requisites and co-requisites when given course requests to students for the following year based upon the student successfully passing courses defined in their academic plan	
27			System provides a color-coded method to easily view the student's progress towards the completion of the academic plan without needing to generate a report	
28			System provides teachers access to the academic plans for their students so they can monitor progress	
29			System provides the option for the academic plan to be made available on the online portal for the students and parents/guardians to access in real time	
30			System provides an interactive calendar with the ability for counselors to schedule meetings with students, staff, and parents/guardians	
31			System allows meetings to be given a start and end time	
32			System allows the counselor to define meeting location	
33			System allows the option to mark the meeting as recurring and to define the recurrence pattern	
34			System allows the option to include attachments for the attendees to access before the meeting begins	
35			System sends messages to the meeting attendees with the meeting information directly through the system, without needing to access an external email system	
36			System tracks who attended the meeting and automatically updates a contact log	

3.14 Support

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			System provides an online portal where customers can view software releases status, reported problem resolution status, current documentation, and training schedule	
2			System provides a central client support help line to be available during district business hours	
3			System provides a toll-free number to log issues as well as an online support portal	
4			System provides online help functions including: <ul style="list-style-type: none"> The ability for authorized users to initiate online support requests 	

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			<ul style="list-style-type: none"> • Access to online help documentation for all authorized users • Tip sheets • Procedure documentation • Frequently asked questions relevant to the implemented solution 	
5			System provides a technical support contract to the district	
6			System develops a service level agreement (SLA) which defines all support parameters, including but not limited to, hours of supplier support availability, supplier response times to client calls, and supplier resolution times	
7			System provides ongoing training classes available via the web with a trainer and as recorded classes	
8			System provides online help for every function within the system	
9			System makes user guides accessible to all users	
10			System allows any section of the user guide to be printed	
11			System provides online video tutorials	
12			System provides online video simulations in which the user can “practice” completing tasks	
13			System provides online discussion boards in which users can discuss topics with other SIS users	
14			System provides online help documentation for interactive use	
15			System provides the ability to search for specific help topics	
16			System provides the option to print the help text	
17			System provides the ability for authorized users to edit the pre-programmed help text to support district policies	
18			System provides the ability for authorized users to create new help articles to outline district policies and procedures	
19			System provides the ability for authorized users to link help to outside URL’s for further description, video content, or district defined policy documents	

3.15 Student Intervention

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			System provides a warehouse for multiple types and sources of student-centric data: State Summative Assessment Results, Local Assessments, Student Grades, GPA, Attendance, Discipline, etc.	
2			System supports single or multiple interventions per student fields for intervention to include, but not limited to name of intervention, persons responsible, duration of intervention, frequency of intervention	
3			System provides identifiers (or “flags”) for student performance which will result in students being	

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			identified as eligible for intervention and/or at risk of failure or drop-out	
4			System support creation of performance metrics (pre-determined key performance indicators based on student data)	
5			System provides comprehensive Student Profiles comprised of comprehensive student data sets	
6			System provides longitudinal displays of student, teacher, school, district and state performance over time	
7			System allows users to save student list results of queried reports as student watchlists	
8			System offers an early warning system intervention monitoring system data store	
9			System provides multiple levels of access to the system (teacher, school, district, and state) to be controlled by district	
10			System allows comparison of data sets (teacher, school, subgroup, district, state, race, etc.)	

3.16 Portal and Mobile

ITEM#	YES	ALT*	PROJECT SPECIFICATIONS	VENDOR NOTES
1			System must have a powerful Online Parent/Student Portal that allows flexible security of parents/student's access and their ability to see classroom/gradebook grades, attendance, report cards, interims, assignments, student schedule with affiliated teacher information	
2			System must have the ability to display Classroom/Gradebook Grades and current marking period average for the student for each class	
3			Parent and Student portal must be available in multiple languages, including but not limited to English, Spanish, Traditional Chinese, Simplified Chinese, Arabic, Italian, Hindi, Japanese, Korean, Russian, Vietnamese, French	
4			System provides a self-service password or email recovery for parents and students.	
5			System has ability to generate custom portal "Welcome letters" for new parent/student account setup to distribute by paper and/or email.	
6			System must have the ability for students to make course requests for the upcoming school year in the student portal.	
7			System must have the ability to turn access off to parents/students during summer months or maintenance periods.	

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8			System must have the ability to turn off portal features for individual schools. (i.e. Disable display of schedules prior to the start of a school year)	
9			System can create multiple parent accounts for each student	
10			System provides the ability to email teachers through Parent Portal	
11			System has ability to submit/update parent contact information for verification/approval by a district administrator	
12			System enables parents to merge multiple student accounts into one parent login account with multiple students associated (single sign-on for parents)	
13			System has ability to submit recurring email updates to parent(s) automatically that include attendance, grades and school/district announcements	
14			System must have a free mobile app (iOS, Apple Watch, and Android) for parents and students to access all student related information made available in the parent/student portal.	
15			Mobile app provides instant push notifications for attendance or grade changes.	
16			Provides access to an integrated family calendar; fee transactions and balance; standards grade view; grade history from previous years; a display of weekly student schedules	
17			System has ability for parents to register student for upcoming school from within the parent portal without signing into separate system	
18			System has ability for students to submit course requests for upcoming school year based on student's grade level and prerequisites defined in the graduation plan for high school students	

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To: All Prospective Vendors



4.0 Appendix A

HCSD uses the following programs. The student information system will have the ability to integrate with each of these programs.

DragonFly – Athletic Health Record

Follett Destiny – Library Media Center

Mississippi Student Information System (MSIS) - State Reporting

NWEA – The Northwest Evaluation Association - Testing

Renaissance Learning

SchoolMessenger – the notification system for staff and students

STAR Reading STAR Early Literacy and STAR Math

Transfinder – Bus tracking and routing

WebSMARTT - Heartland

January 17, 2020
 To: All Prospective Vendors



4.1 Appendix B

HCSD proposed timeline.

Friday, February 7, 2020	RFP Available
Wednesday, February 26, 2020	Unpriced Proposals Due
Friday, March 6, 2020	Electronic invitations sent to bidders
Thursday, March 12, 2020	Electronic Reverse Auction
Monday, March 23, 2020	Recommended Vendor Presented to Board of Ed for approval
April 2020	Project Kick-Off with Vendor
April 2020	Contract Signed
April 2020	Configuration of System Begins – Implementation – Data Uploaded
May 2020	Training (System Admins, HS Scheduling, Administration, Admin Assistants, Registrars, Clerks, Teachers, etc.)
May-June 2020	Go Live – Registration
June-August 2020	Training – all departments
August 2020	Go Live - SIS