



BETHLEHEM
AREA SCHOOL DISTRICT

Request for Proposals

Student Information System (SIS)

and

Special Education Student Information System (SE SIS)

Proposals Due: December 22, 2022

TIME: 10:00 A.M.

The Bethlehem Area School District ("District") is seeking proposals for a student information system and special education information system, preferably from the same vendor. Two(2) complete copies of all files comprising the related proposal must be delivered to Frank Pearn, Business Manager, 1516 Sycamore Street, Bethlehem PA, 18017 on or before, December 22, 2022, no later than **10:00 a.m.**, E.S.T. Emailed proposals will not be accepted. Proposals received after 10:00 AM on December 22, 2022 will be marked with the date and time actually received and will be returned unopened. The Bethlehem Area School District is not liable for any costs incurred by those submitting Proposals.

Frank E. Pearn, Jr.
Business Manager

1.0 General Requirements for all Proposals

1.1 Preparation of Proposals

1. If any Respondent finds discrepancies in these specifications or is in doubt to the meaning of any part thereof, please e-mail sisproposals@basdschools.org. If it is deemed necessary, additional instructions will be issued to all Respondents in writing. Only these written changes will be binding. Oral or other changes, interpretations, or clarifications will be without legal effect.
2. All proposals must be prepared and submitted with the appropriate district forms included to be supplied as a part of these specifications. No other forms will be accepted. Additional pages that clarify proposals may be submitted with the proposal forms when they conform to these requirements.
3. Proposals must be typewritten or written with ink and must be signed by the Respondent on the enclosed form. Changes, alterations, or interlineations to any of the proposal documents are not permitted. Such changes may disqualify a proposal from consideration.
4. Proposals must show total prices. The proposal prices stated shall include any and all costs related to the purchase of software, training, support, and first-year maintenance.
5. Proposals must be submitted to the school district properly executed by the Respondent; if a partnership, it shall be executed by at least one of the partners; if a corporation, it must be executed by the president, vice-president, or other persons properly authorized to sign for the corporation and attested by the secretary or assistant secretary with corporate seal attached.
6. All quantities indicated are to be considered approximate only and are provided for Respondent information purposes only. No guarantee is given or implied as to the exact amount or number, which shall be required under the terms and conditions of this proposal. The district reserves the right to increase or decrease all estimated quantities.
7. Any reference to a particular manufacturer's product either by trade name or by limited description is solely for the purpose of more clearly indicating the minimum standard of quality desired, except where no substitute is requested.
8. It is the responsibility of the Respondent to indicate on the proposal form any variances between the submitted proposal and the district's specifications, no matter how slight. In the

absence of any notation to the contrary, it will be presumed that the vendor is responding and will provide the item as specified.

1.2 Submittal of proposals

1. Two(2) complete copies of all files comprising the related proposal must be delivered via e-mail on or before, December 22, 2022, no later than **10:00 a.m.**, E.S.T to Frank Pearn, Business Manager, 1516 Sycamore Street, Bethlehem PA, 18017. Any proposals received after that time shall not be opened by the school district. The school district will not be responsible for lateness of receipt due to mail delays.
2. Proposals are to be submitted bearing the name of the vendor and plainly marked with the proposal category and due date.

1.3 Prices

1. Proposals shall show unit, extension, and total prices. Should figures be irreconcilable, the lowest unit price shall prevail.
2. All prices shall be net delivered prices.
3. Proposal sheets may contain specific packaging units of measure. Any proposal where the packaging quantity differs from the specifications must be clearly indicated and an extrapolation made by the Respondent which would proportionately change the total proposal quantity and that total proposal price to reflect the difference packaging unit of measure being quoted. This shall be the responsibility of the firm or person(s) preparing and submitting the proposal. If no change is indicated, it shall be assumed that the proposal is on the quantity as indicated in the specification presented.

1.4 Taxes

1. The school district is exempt from all state sales tax and federal excise tax, and these taxes should not be included in proposals.

1.5 Proposal Awards

1. Awards will be made on the basis of the lowest responsible and responsive Respondent who meets the terms and conditions of this proposal.
2. The district reserves the right to reject any or all proposals in whole or in part, and may waive informalities, technicalities, and irregularities. Also, to award in any manner which appears from all consideration to be the most economical and advantageous to the school district.
3. The Invitation to proposal, proposal specifications, Respondent's response, awarded proposals, purchase orders, and any attachments shall constitute a binding contract.
4. Conditioned proposals or proposals which do not conform to these requirements may be rejected.

1.6 Invoicing and Payment

1. In the case where purchase orders are required, each purchase order is to be invoiced separately. The district purchase order number must appear on all invoices, packages, and correspondence. Also, please see Billing Support below for further information.
2. The school district reserves the right to pay invoices electronically or by credit card. The district is moving towards a paperless system as a way to streamline the procurement process. Therefore, credit card acceptance may be a determining factor in the evaluation and recommendation for award.
3. All payments are approved by the Board of School Directors which meets once a month. Invoices are typically paid in 45 days, but may at times span a 45 to 60-day period.

1.7 Scope of Services Requested

1. Student Information System and Special Education Information System - Please see pages 5 - 21 for specific needs, questions, and requirements.

1.8 Billing Support

1. Monthly consolidated billing that is easy to reconcile is required, along with available live customer support. Proposers shall submit examples of billing documents, and shall describe the available customer support including online billing and administrative access to District's account information. Clarity of content, readability and document appearance of the Vendor's billing information will be reviewed. District requires online access to all billing information, ordering information and billing statements.
2. Discounted billing is required by the District.

1.9 Pricing Format

1. Proposal must specify all taxes, fees and surcharges, including any fees, taxes or surcharges, paper statement fees, special taxes, PA Gross Receipts Tax, Universal Service Fees, Universal Service Administrative Fees, regulatory recovery fees, property taxes, etc. Proposals must include all costs that the District will be invoiced.
2. The District will not pay any such fees or charges over the course of the agreement that are in addition to the single postal-rate price provided in the contract. This is done for budgeting purposes, but also so an apples-to-apples comparison can be done of Vendor proposals. Any proposal that does not meet this requirement will have points deducted in the proposal evaluation and will be required to submit a revised proposal with this information included.
3. Vendor must propose pricing that does not include any up-front, non-recurring charges (NRC). All charges must be rolled into the monthly recurring charges (MRC). Vendor must propose pricing on a per-site basis and may not propose one lump MRC to cover all sites.
4. Vendor must also include alternate pricing with up-front, non-recurring charges (NRC) in their proposal. Any proposals including alternate pricing must separate from other up-front charges.
5. Vendors may be asked to provide a breakdown of charges.

1.10 Timeline for system implementation and rollout

1. Please see below for *Anticipated Project Timeline*.
2. Vendor shall provide a project manager to assist with conversion of services and must identify that individual in their proposal.
3. Weekly status meetings must be held between the Project Manager and District for the duration of the project.

2.0 Project Information

2.1 Anticipated Project Timeline

October 2022- November 2022	Focus Group Meetings & RFP Distribution
December 2022 - March 2023	Vendor Proposals, Demonstrations and Followup Questions
April 2023	Vendor recommendation and School Board Approval
April 2023 - March 2024	Data Migration, System Setups, and Administrator Training
March 2024 - August 2024	Adjusted system setups and Staff Training
August 26, 2024	Go Live of Core SIS and Special Ed SIS

2.2 Project Background and Goals

The Bethlehem Area School District is a large, urban school district of approximately 13,000 PK-12th grade students operating 22 schools and three non-instructional buildings. The District employs approximately 2,000 teachers, administrators, and support staff. Table 1 below lists the district's buildings with student and staff counts.

Table 1 - District Buildings with Student and Staff Counts as of November 4, 2022

Name of Building	Students	Staff
District Office - Education Center	NA	75
Elementary School - Asa Packer	342	43
Elementary School - Calypso	202	35
Elementary School - Clearview	385	52
Elementary School - Donegan	416	80
Elementary School - Farmersville	365	55
Elementary School - Fountain Hill	500	87
Elementary School - Freemansburg	353	49
Elementary School - Governor Wolf	462	58
Elementary School - Hanover	225	30
Elementary School - James Buchanan	263	36
Elementary School - Lincoln	322	50
Elementary School - Marvine	256	48
Elementary School - Miller Heights	340	47
Elementary School - Spring Garden	511	71
Elementary School - Thomas Jefferson	232	34
Elementary School - William Penn	242	37

Middle School - Broughal	501	91
Middle School - East Hills	1048	118
Middle School - Nitschmann	778	92
Middle School - Northeast	734	120
High School - Freedom	1750	207
High School - Liberty	2647	274
Out of District Placements	373	NA
Preschool Programs	100	6

The District has approximately 2,800 special education students and 1,000 second language students.

The District has used the same web-based systems for student information for approximately 17 years, however, many staff feel these systems are no longer meeting the needs of the district. Below is a list of the major features/modules used in the current SIS.

Table 2 - Current SIS Features/Modules Used

Alerts/Notes/Notifications	Attendance	Discipline
Graduation Requirements	Medical	Parent and Student Portal
Scheduling	State & Federal Reporting	Test Scores
Ad Hoc Report Writer	System Administration	Security
Report Cards/IPRs	Teacher Portal/Gradebook	Transcripts

The District has several system integrations with the current SIS. Table 3 lists most of the major integrations with the current SIS.

Table 3 - Major Integrations with Current SIS

Active Directory/Azure	Clever	Schoology	TransFinder
Sapphire SchoolNurse	TLC	Blackboard ParentLink	Special Education System - IEPPlus
PrimeroEdge	SchoolCafe	Ellevation	Naviance

The current SIS is on-premise running in a virtual environment that allows direct SQL access. BASD's technical staff maintains the SIS and provides support services to the District. Several members of the technical team are SQL-qualified and use their SQL competencies to move data between eSchoolPlus and the integrated application in Table 3 above. The technical staff also develop complex reports across SIS modules for different user groups using the current ad hoc report writer, Cognos, as a delivery vehicle and interface.

The primary goal of the Bethlehem Area School District's Request for Proposals is the selection, implementation, and operation of a Student Information System and Special Education Information

System that will meet the District’s current and future needs. More importantly is the selection of a Vendor/Partner who will grow with the District’s needs and provide functionality beyond the initially defined product lifecycle.

The District’s Goals Include:

- Deliver a system on-time and within budget that will serve the District well for 10 or more years.
- Streamline the District’s core administrative student management processes.
- Eliminate administrative activities that add no value, such as redundant keying and reconciliation of data, and allow for greater staff efficiency and return on effort.
- Integrate special education and ESOL information of students within these groups viewable by both administrators and teachers.
- Integrate health alert information of students viewable by both administrators and teachers.
- Provide appropriate, complementary and comprehensive query, reporting and decision support tools.
- Provide a system that meets all state and federal reporting requirements.
- Improve the District’s ability to make decisions based on reliable and timely data.
- Acquire a system that operates on a platform that is scalable and efficient to manage and operate over time.
- Provide the ability to interface with third-party software used in classrooms.

2.3 Vendor Information

<i>Corporate Overview</i>
<ol style="list-style-type: none">1. Please state the year the company started in the business of selling school solutions?2. How many new school contracts does the company average annually?3. Please list and briefly describe any strategic partnerships of the company, e.g. Amazon Web Services.4. Please list your total revenues in the previous four years:<ul style="list-style-type: none">● 2018● 2019● 2020● 20215. How many total employees does the company have in each of the following categories:<ul style="list-style-type: none">● Research & Development● Help Desk & Support● Application Development● Implementation● Regulatory (State/Federal) Reporting● Training6. Specify the number of public sector vs. private sector clients.7. Indicate whether the business is publicly held or private.8. Indicate if the company incurred an annual operating loss in the last 5 years.9. What is the current staff turnover rate for your company?

10. What is the vendor's customer retention rate?
11. What is the vendor's percentage of annual revenues reinvested into research & development?

References

1. District Name
2. Year of product installation
3. List of products installed and operational, including SIS modules outside of the base product
4. Number of students in school district
5. Number of school buildings
6. Estimated number of EC – 12 SIS school district users
7. Web address
8. Customer address
9. Contact name, title and contact information for a customer involved in the selection and implementation of the SIS
10. Contact name, title and contact information for a customer involved in the daily use of the SIS

3.0 SOFTWARE - Primary Student Information System Core Functionality

The Bethlehem Area School District is asking for proposals to provide an integrated enterprise Student Information System. The proposed Student Information System must include, but not be limited to, the following components, which are organized into nineteen (19) sections below. Please provide a response to each item with detailed information and examples.

Alerts/Notes/Notifications

1. Explain in detail what type of alerts/notes/notifications are available in the system.
2. Are there student identifying alerts (Special Ed, English Learner, Medical, etc.) that are:
 - a. Customizable
 - b. Security/Access based
 - c. Alerts listed in their own field for export/import into different systems
3. Is there functionality for categorizing student alerts/notifications?
4. Is there a way to make some alerts critical?

Attendance

1. Explain in detail how attendance works.
2. Is there functionality that allows a student badge to be swiped when late to school and that information is received by the system?
3. Is there functionality for quick entry of students who are late to school and the ability to provide a pass to class? If so, explain

4. Is there daily or period attendance tracking? Both types are required. Some buildings record attendance daily, others record attendance by period,
5. Can multiple attendance notifications be configured based on specific criteria?
6. Can discipline incidents be automatically created based on specific attendance criteria?
7. Can student daily absences be calculated across buildings and/or district-wide?
8. Is there a report displaying teachers who have not taken daily attendance? If so, can the system remind those teachers via email or a system warning that they forgot to take attendance?

Discipline

1. Explain in detail how discipline works.
2. Are referrals and incidents separate?
3. Does electronic referral functionality from teachers to administrators exist?
4. Is there classroom behavior functionality for teachers? If so, are administrators able to see across teachers/courses a student's behavior/discipline events across teachers/courses?
5. Can teachers view administrative actions taken on a referral or incident?
6. Do all PA regulatory fields for an Incident exist on one screen?
7. Can we require fields when completing an incident?
8. Is there a student referral letter and/or report that can be provided to students and parents after a referral or incident has been recorded in the system?
9. Is there a way for school administrators to easily track/see behavior patterns across groups of students? Or a way to integrate with SWIS <https://www.pbisapps.org/products/swis>

General

1. Is the system hosted by the company to the client or is it on-premise at the client location?
2. Is the system completely web-based? If so, what browsers are supported?
3. Is the system sold based on licenses or subscription? If by licenses, is the count based on student enrollment?
4. What is the largest school district using the system? What is the smallest school district using the system?
5. Is the client able to make any system field required?
6. Is the client able to access SQL Management Studio and SQL tables and select/update/insert/delete data in every table?
7. Is the client able to create new tables in the database, e.g., for storing data outside of the SIS for reporting purposes?
8. For validation tables within the SIS, is the client able to create new district-defined validation tables that can be made visible within the SIS for district-defined fields?
9. Is there access to a back-end database, so that automated routines can be configured to extract data based on the student's enrollment record creation date, e.g. to create Active Directory logins for new students?
10. Is there the ability to export extracted data in a customized format for use with other systems? "Customized" means the ability to concatenate fields, strip or extract characters from fields, etc.

11. Is robust screen-specific, context-sensitive online help and documentation available while in the system?
12. Are there online checklists the client can create to assist end-users with annual, complex tasks?
13. Is there integration with Clever, Schoology, Sapphire SchoolNurse, PowerSchool Enrollment?
14. Is there an ad-hoc report writer available? If so, does it have a predefined framework/view and can SQL queries be injected into reports and can it be accessed directly within the system?
15. Does the system support the OneRoster standard? If so, what version?
16. Is there a dedicated PA state reporting module? Is it supported by the PA vendor state reporting team?
17. What are the hardware (computer and printer) and browser requirements to interact with the system?
18. Is there a test environment that clients can access to test updates or new features before they are applied to the production environment? Is there a limit to how often the test environment data may be refreshed, and is there extra cost for refreshing it?
19. Can letters be set up in the system for various topics that merge student data into them?
20. Can file attachments associated with a particular student be uploaded to the system?
21. Is there the ability to send letters from the system from windowed envelopes (where the address is placed in the envelope window)?
22. Is there any functionality for electronic signatures?
23. We currently (unfortunately) have almost 225 buildings set up in eSchool, each with full setups, to track non-pub buildings for transportation, to track charter students, IU students, etc. We want to eliminate these extra buildings. How can we track non-pub, charter, etc. students within a *single* building, while still: 1) providing bussing-to addresses for non-pub students for Transportation, 2) providing reports of which students are in Charter buildings, and 3) scheduling IU students into courses in our BASD buildings?

Grading/Report Cards - Admin Side

1. Explain in detail how grading and reports cards are handled.
2. Can standards-based grading be done?
3. Can free-text comments be entered on report cards by teachers?
4. Is there a comment bank available to teachers who do not wish to enter free-text comments?
5. Can course-sections be weighted with different levels for the GPA, e.g., an unweighted level where grade A = 4.0 versus a weighted level where grade A = 4.3?
6. Can multiple grading scales be set up - ABCF, OSN, P/F, 4321, etc.
7. Can customizable interim progress reports and report cards be set up? What can be customized? Are we able to customize existing and create new forms for interim progress reports and report cards and if so, via what forms program?
8. Can interim progress reports and report cards be translated into multiple languages, especially Spanish?
9. Can both primary and secondary teacher names print on Report Cards? If so, can secondary teacher names that show on report cards be controlled? If so, can we control which secondary teacher names show on report cards?
10. Can customizable transcripts be set up and be translated into multiple languages, especially Spanish? What can be customized? Are we able to customize existing and create new forms for transcripts and if so, via what forms program?
11. Can rank be calculated and appear on-screen, on report cards, and on transcripts?

12. Can two types of GPA (weighted, non-weighted) be calculated and appear on-screen, on report cards, and on transcripts?
13. Is there an option to report quintiles instead of or in addition to GPAs?
14. Can honor roll be calculated and appear on-screen, on report cards, and on transcripts?
15. Can athletic eligibility be calculated and reports be distributed to coaches?
16. Is there a missing grade submission report/notification for report cards for teachers and office?
17. Can both regular report card grades and report card competency grades be trailed easily when students transfer between sections within a building, or between buildings within the district?
18. Is there an integration with Google Classroom assignments and grading?
19. Is there an integration with Schoology assignments and grading?
20. Is there an integration with a learning management system for assignments and grading? If so, which learning management systems?
21. Is there a screen where an administrator can see all of a student's classroom assignments and scores (from the teacher module) within the SIS?
22. We currently upload Cyber and HS Vo-Tech grades each marking period. Also, HS Vo-Tech grades are numeric due to their SIS, while our BASD HS grades are primarily alpha. How would we import these grades?

Graduation Requirements/Career Pathways

1. Explain in detail how graduation requirements/career pathways are handled.
2. Is there online tracking of graduation requirements and credits earned towards graduation? If so, is it on one screen? Does it identify earned versus pending credit separately?
3. Is there an ability to track different graduation requirements for different groups of students? If so, how is this done?
4. Can graduation requirements and credits include an option for non-course based requirements, such as Community Service Hours completed? Can it award credit for the number of Community Service hours completed over four years?
5. Is there an area of the system to keep track of a student portfolio of work completed towards a particular career pathway?
6. Can graduation requirements print on the transcript?
7. Can we track Career Readiness across levels, including whether the student met a factor and also upload the student's corresponding documentation? For example, at elementary photocopies that the student was taught a topic.

Medical

1. Explain in detail how medical information is handled.
2. How much medical information can be integrated from Sapphire SchoolNurse?
3. Can medical alerts be integrated from Sapphire SchoolNurse and viewable by both administrators and teachers? If not, can medical alerts be entered in the system?

Mobile Applications

1. Explain in detail the mobile applications available with the system.
2. Do these three apps or components exist?

- a. Administration - Provides immediate access to student course, discipline, grade, and assignment information of all their children.
- b. Guardians/Parents - Provides immediate access to course, discipline, grade, and assignment information of all their children.
- c. Students - Provides immediate access information to courses, assignments, and grades.

Registration/Demographic

1. Explain in detail how registration, entry/withdrawal, and all aspects of student demographics are completed.
2. Is there an integrated online enrollment module for new student enrollment, ongoing parent demographic updates including address/phone, and annual back-to-school parent form updates? If so, does it create an online student folder where external documents can be uploaded via the software?
3. How are siblings linked together?
4. Is there an ability to track custom/district-specific data screens and fields? What type of format options are there (columns, spacing, etc) ?
5. Can lockers be assigned by homeroom? Is there a utility to mass assign them by homeroom?
6. Is there student activities/groups tracking? Is there an ability to take attendance for those participating in the activities/groups?
7. Is there student activities/groups tracking? Is there an ability to take attendance for those participating in the activities/groups?
8. Is there address verification/zoning/grid codes? Can a student's building be assigned based on their street address? Can zoning and grid codes be overridden?
9. Is there address/phone history for students, guardians, and other contacts?
10. Can file attachments for a student record be uploaded, e.g. custody agreement? If so, can viewing of these attachments be limited by security permissions?
11. How are special ed students and ESOL students identified in the system?
12. Is there a location to keep students notes that can be displayed prominently for admins and teachers?
13. Can appointments be set up between principal and student, or between guidance counselor and student?
14. Are there notification triggers or alerts (new students, students added to course, etc.)? Can specific notifications be configured to go to office staff and/or teachers?
15. Is there date tracking for student programs and disabilities?
16. Can we create our own date-tracked programs for students, e.g., for a student's curriculum, or for a new state program?
17. Is there a form of mass communication with parents/students, e.g. email or text from admin as well as from teachers?
18. Can a student ID have a leading zeros (character field)?
19. Can the bus number, stop, pick up time, and drop off time be received, stored, and displayed for each student?

20. At the time of registration entry for new student records, is there “near matching functionality” (a duplicate student check) based on the student’s first name, middle name, last name, and date-of-birth match?
21. Can student records be deleted (not just inactivate students)?
22. Can student records be combined if a student has multiple ID’s?
23. Does the system create unique usernames for students at registration? If so, how does the system store usernames and email addresses for use in data exports? Can student usernames be linked to Active Directory?
24. Student Data Reporting: Is there an ability to build, save, and deploy highly flexible search criteria, including database fields from demographics, scheduling, attendance, discipline, mark reporting, etc., including searches for blank and/or missing fields? Is there an ability to search on non-student data such as staff information, master schedule? Are there any canned reports like Records to other LEAs? Is there a canned report/process that can provide transfer grades/classwork for students transferring to another LEA?
25. Student Contact Structure: Is there 1 record per contact that allows a parent/guardian to sign on to the Parent Portal once and provides access to all associated students?
26. Is there multiple/flexible phone number and email tracking for parents and for students, with ability to designate primary phone, primary email, whether phone can accept text messages, etc.?
27. When a student is entered in the system, is the student immediately active for head count reports, attendance, schedules, teacher assignments, etc.? Or ~~or~~ does the student become active on their entry date?
28. How would our transgender student names be handled for legal name versus preferred name, as well as gender versus gender identity for:
 - a. Student screens for administrators in the SIS, teachers in the teacher module, and students/parents in the parent portal and mobile apps?
 - b. The PIMS Student/Snapshot templates?
 - c. Reports throughout the system, especially transcripts. For example, could schedules print the preferred name, while transcripts print the legal name?
29. New students may be registered at either our buildings, or our ELS Office, depending on the student’s home language. Is there a way for either the ELS Office to be notified when second-language students are registered at our buildings, or to prevent/stop second-language student registrations at our buildings?

Reporting

1. Explain in detail if there is an ad hoc report writer available?
2. Explain in detail if there are data dashboards of summary information for quick reference by Administrators and how they work?
3. If there are data dashboards of summary information, is there an ability to drill down into reports to see the raw data i.e. the students and the associated information?
4. Is there filtering on specific student groups (gifted, special education, race/ethnicity, english language services (ELS), economic status, etc.)
5. Is there an ability to create and copy frameworks for various assessments?
6. Is there custom reporting?
7. Is there an ability to view all assessment scores at one time for a specific student?

8. Is there an ability to create reports based off of marking period grades, including course and student competencies?
9. Is there functionality for parents/teachers/admins to view student assessment scores in a portal or mobile app?

SAP/MTSS/RTI

(Student Assistance Program/Multi-Tiered System of Supports)/RTI (Response to Intervention)

1. Is there a module for SAP/MTSS/RTI tracking? If so, explain in detail.
2. Is there an ability to date track events?
3. Are there intervention workflows/notifications?
4. Can administrators and teachers access all SAP/MTSS/RTI student interventions/progress?

Scheduling

1. Explain in detail how both mass scheduling of students and individual student scheduling happens.
2. Is there functionality for a central/district course catalog?
3. Can secondary teachers for a course be identified along with primary teachers?
4. Can primary and secondary teacher assignments be date-tracked for PIMS, with a percentage of responsibility for PVAAS?
5. Are there options for tracking Student Teachers (interns) on courses who are not Secondary Teachers, who don't have full permissions and whose names don't print on report cards?
6. Is there functionality for multiple rotations in cycle days, e.g. M-F or 6-day cycle?
7. Can students be "resolved" out of certain cycle days or marking periods of a course, e.g., if they only take days 1/3/5 of a day 1-6 course? If so, how is the student's course credit adjusted?
8. Is there functionality for multiple marking periods within a single building, e.g. marking periods, trimesters, etc.?
9. Is there functionality for multiple bell schedules? If so, do they also tie to student attendance?
10. Is there functionality for multi-building scheduling? If so, can courses from all buildings print on a single student's report card?
11. Is there reporting on unfilled student schedules (periods where the student doesn't have a course-section)? If so, is there an on-screen version quickly viewable?
12. Is there a building-wide scheduler?
13. Is there individual student schedule add/drop functionality? If so, are there timestamps of who made the add/drop?
14. Is there a master schedule builder or whiteboard functionality?
15. After a building is scheduled, but we need to change/move a section or teacher, what is the process? Do we have to rerun the entire building, or is there an easier way to move sections in the master schedule after students are scheduled?
16. Is there the ability to easily mass update master schedule sections, and is the data backed up before the mass update so it can be easily restored if there's an issue? E.g., if we want to mass update all English courses to a certain department or credit amount.
17. When running the scheduler to schedule the entire building, what does the error/log file report look like, and how helpful is that report for determining the effectiveness of the scheduler? It's currently difficult for us to gauge how much of the building is truly scheduled, and which

students or patterns of students still need to be scheduled. What post-scheduler reports are available?

18. Is there functionality to quickly schedule elementary students into multiple courses at once instead of one course at a time, e.g. via a single request?
19. Are there next year course requests with the ability to import requests for rising 9th grade students currently enrolled at middle schools?
20. Are students able to enter their course requests in conjunction with teacher recommendations?
21. Explain inactive student tracking, reporting, automatic notification, workflow; management of students dropping/adding courses within a marking period, and interactions with mark reporting
22. Is there an easy transition between current and next-year scheduling environments, with minimal work required to build and maintain the next year environment? Can the next year scheduling environment be accessed during the current year in the live database?
23. Are there options for self-paced courses vs. traditional marking-period based courses for students?

Security

1. Explain in detail how user security is handled.
2. Does the software support multi factor authentication through Cisco Duo?
3. Is there role-based security for users? If so, is this screen level and field level?
4. Can user profiles, roles, and security resources be copied from one user to another?
5. Can system administrators impersonate users to assist troubleshooting efforts?
6. Can system administrators add/remove buildings and override buildings for user profiles?
7. Can system administrators see timestamps and last change user ID on all screens throughout the software?
8. Are timestamps and last change user ID one per screen, or shared across multiple, related screens?

Standardized Test Data

1. Explain in detail how test data i.e. scores from Keystones, PSSAs, SATs, ACTs, Advanced Placements are retained and viewed.
2. Is there an ability to upload State assessments?
3. Is there an ability to upload local assessments? What does that process look like?
4. Is there an ability to upload out-of-state assessments?
5. Is there a way to see a “complete picture” of a student’s assessments, scores, performance, and demographic indicators in aggregate, e.g., for an at-risk student?
6. Is there an ability to print specific assessments on transcripts, and are they customizable, as needs will evolve over time?
7. Is there functionality to define assessment setups and upload any assessment data (State or local)?
8. Is there a bank of predefined upload templates?
9. Are there predefined end-user reports for student assessment data, both for individual students and for entire tests/dates?

State and Federal Reporting

1. Explain in detail how PA State and Federal Reporting is accomplished.
2. Is there an extraction of data for state (PIMS) and Federal Reporting, including CRDC/OCR??
3. Is there data validation that can be run prior to extracting data, to correct errors?
4. Can historical PIMS student data be converted and stored with ability to see it onscreen for prior years within the current-year environment?
5. Is State and Federal reporting integrated with student, scheduling, discipline and attendance setup and maintenance screens?
6. Are there specific configurations for the Federal CRDC/OCR Reporting?

Student Fees

1. Explain in detail how Student Fees are handled.
2. Is there online billing functionality?
3. Is there online payment or ability to integrate with another online payment system?

Student/Parent Portal

1. Explain in detail the student/parent portal.
2. What does a student/parent portal display and is this configurable by the District?
3. Is there translation to multiple languages - Spanish, at a minimum?
4. Is there an ability to disable the student/parent portal over the summer if desired? Is there also the ability to enable parts of the portal, while hiding other parts such as student schedules?
5. Are there parent notifications if a student goes below a certain grade percentage, if a student is absent, or if a student is involved in a behavior incident?
6. Is there an ability to turn on/off information students/parents can see? If so, does this need to be done per building or is there a mass update that can be done?

System Administration

1. Explain in detail system administration.
2. Can students and setups in all buildings be accessed/updated from a district-wide level, or is a user required to switch to each individual building's environment?
3. Explain data upload/download functionality. Is it comprehensive, database-wide, including district-defined information, configurations/setups, and non-student information such as staff information, master schedule, etc.?
4. Is there enrollment code criteria to define/validate which student Entry Codes are allowed with certain prior Withdrawal Codes?
5. Is there functionality to mass update data based on criteria? Can mass updates be performed in all modules, e.g., registration, scheduling, etc.?
6. Can multiple calendars with varying membership days be set up and associated with a building? If so, can multiple calendars across buildings be mass updated when a weather day is called?
7. Is there functionality to mass copy setups for all modules between school years as well as between buildings?

8. Is there select/insert/update/delete accessibility to all back-end SQL tables, including any subordinate tables, date-tracked historical records, and district-defined data?
9. Is there an ability to register non-BASD students (Parochial, Charter, Cyber) at no extra cost?
10. Is there an ability to post files via SFTP (Secure File Transfer Protocol) from the vendor's hosted server?
11. Is there an ability to schedule and name nightly jobs (e.g. SQL Server Agent jobs)? Is there also the ability to “chain” jobs to execute upon successful completion of prior/dependent tasks?
12. Explain software updates as follows:
 - a. Frequency
 - b. Extra costs
 - c. Does vendor or customer install
 - d. Number of prior versions supported
 - e. Release Notes - availability and content

Teacher Module

1. Explain in detail how teachers work in the system.
2. Explain all student information that is seen and/or accessed by teachers?
 - a. Courses
 - b. Assignments
 - c. Grades
3. How do teachers take attendance?
4. Is there classroom behavior management tracking? If so, is there functionality that allows a teacher to escalate a particular referral to an administrator?
5. Can teachers take lunch counts? If so, can that information be emailed at a certain time to a designated cafeteria worker?
6. Are there notification triggers or alerts when a new student is entering into the building and or scheduled into a teacher’s course?
7. Are there seating charts that allow the teacher to organize it in the manner their room is set up?
8. Explain the gradebook functionality and reports available to teachers, as well as how this interacts with any student/parent portal or mobile app.
9. Can teachers have a standards based gradebook?
10. Can teachers choose to have a traditional total points or weighted gradebook, and can't that differ per course-section?
11. Can teachers designate assignments for a subset of students in the class? If so, does the student/parent portal reflect assignments only for students to whom the assignment is given?
12. Can teachers designate an assignment as self-paced and without a due date? If so, at what point in time does the assignment score calculate into the student’s overall class average?
13. Is there an integration with Google Classroom assignments and grading?

4.0 Software - Primary Special Education System Core Functionality

General
<ol style="list-style-type: none">1. Do you have a full-featured, robust special education student information system that can store data on 3,000 special education students? If no, then please identify a vendor you partner with for this functionality.2. Is the client able to make any system field required?3. Is the client able to access SQL Management Studio and SQL tables?4. Is robust, screen-specific, context-sensitive online help and documentation available while in the system?5. Can the system integrate with the primary student information system? If so, explain how it does this and if data is unidirectional or bi-directional?6. Are forms accessible for non-Special Education staff, such as a classroom teacher being able to view an IEP, GIEP, or 504 plan for a student in their homeroom?7. Can system checks be run to verify that all required fields are not missing (including regulatory fields) in forms?8. Does the system issue obvious warnings when state forms have incomplete information?9. Is there an ad-hoc report writer available? If so, does it have a predefined framework/view and can SQL queries be injected into reports?10. Is there a dedicated PA state reporting module supported by a vendor state reporting team?11. What are the hardware (computer and printer) and browser requirements to interact with the system?12. Is there a test environment that clients can access to test updates or new features before they are applied to the production environment?13. Is there the ability to attach/upload documents to a student's file?
Forms and Process
<ol style="list-style-type: none">1. Explain in detail how forms and form workflow are completed.2. Are all Pennsylvania specific forms available in multiple languages, especially Spanish? This means, is it translating not just the template form, but the body of the form?3. Are all Federal specific forms available in multiple languages, especially Spanish?4. Is a manifestation form available?5. Can previous data be populated to all forms?6. Is there functionality for pulling assessment information, e.g. PSSA, into forms?7. When a meeting date is changed, does that carry over to related services and durations?8. Is there a canned goalbank? If so, can customized goals be written?9. Explain progress monitoring functionality.10. How are caseloads tracked?11. Are Case Managers able to view the schedules, grades, report cards, attendance, and discipline for students they manage but may not teach?
Progress Monitoring
<ol style="list-style-type: none">1. Explain in detail how progress monitoring works?2. Is there an ability to create graphs?

3. Is there an ability to input the data from weekly progress monitoring sessions?

Security

1. Explain in detail how security works?
2. Does the software support multi factor authentication through Cisco Duo?
3. Is there role-based security? If so, is this screen level and field level?
4. Can system administrators impersonate users to assist troubleshooting efforts?
5. Can system administrators add/remove buildings and override buildings?
6. Can system administrators see timestamps and last change user ID on all screens?
7. Are timestamps and last change user ID per screen or shared across multiple, related screens?

Medicaid/Access Reporting

1. Explain in detail how the Medicaid/Access processing works.
2. Is there an automatic upload of Medicaid/Access information to State agencies?

State and Federal Reporting

1. Explain in detail how PA State and Federal Reporting is completed?
2. Is there functionality to identify individual costs per student for Special Ed Act 16?
3. Is there discipline integration from the primary SIS per student? If so, does that populate Table 9A?

5.0 Services

Data Conversion

1. Explain how to convert years of prior year data from PowerSchool eSchoolPlus.
2. Explain how to access historical converted data.
3. Explain how to convert years of prior year data from PowerSchool IEPPlus.
4. Explain how to convert years of prior year forms for special education students from PowerSchool IEPPlus.
5. Ability and how to convert years of prior year assessment data PowerSchool's PerformanceTracker.
6. Explain if current reports created in IBM Cognos Analytic tools can be transferred to new system(s).
7. How many years of data may we convert for both our SIS and Special Ed systems?

Implementation

1. What is the timeline for implementation and what milestones must be met?
2. What work is assigned and to what client staff members should it be assigned to?
3. Are third-party contractors used for any part of the system implementation or training? If so, explain.

4. How would our support cases be managed during implementation? Would they go through the regular support channels?
5. Will there be one project manager from the vendor and how often will meetings occur?
6. Will one individual from the vendor be responsible for the entire system implementation? If not, how many individuals from the vendor will be involved?

Integration and Interface Development

1. Explain how both the student information system and special education information system will integrate with other systems, e.g. API.
2. Explain how client customization requests are handled and how long it takes.
3. Are there annual maintenance/support charges for system customizations?
4. Are third-party contractors used for any part of the system integration or interface development? If so, explain.

Ongoing Support and Maintenance Services

1. Is there a company online service desk portal for entering SIS/SE SIS help tickets? If so, are clients able to contact the company service desk via telephone?
2. Is there chat support capability that provides an immediate touchpoint and opens a ticket simultaneously?
3. Does the vendor service desk ticket system allow all of our organization's tickets to be viewed by each client user who has access (versus only that user's tickets)?
4. Explain how system updates are completed by the vendor and how often.
5. Are company support staff and engineering teams located in the United States?
6. Does the vendor provide and maintain a searchable knowledge base of product support materials made available to its client base?
7. Does the company have any local, regional, or national user groups established? If so, please explain.
8. Does the company have a Client Advisory Board that routinely meets to review upcoming system changes, etc.?
9. Does the company have a regulatory team that routinely meets with clients to review upcoming State or Federal regulatory changes? If so, please explain.
10. Does the company offer annual conferences? If so, please explain.
11. Does the company have quality control and regression testing for any proposed changes/updates/upgrades to the system?
12. Does the company have 24/7 end-user support? If not, what is the procedure for clients in an emergency?

Training

1. What method will be used for training, i.e. online or on-premise?
2. How long will each training session last?
3. Will training sessions be recorded and made available to the client?
4. Please explain your typical/general training method per Module as included in the Implementation costs. For example, for Scheduling: how many sessions are there and on what topics (Setup, Maintenance, Reports, etc.) ? Or is there only one 3-hour training session

included to cover everything in that Module, and customers must purchase additional add-on training as needed?

6.0 Costs

Please provide an attached spreadsheet that must include the complete costs of the system purchase, including, but not limited to:

- Application software license fees
- Data conversion/migration costs
- Modification costs if denoted to satisfy a requirement
- Implementation, Training & Consulting Services costs
- Annual software maintenance cost for five years
- Estimated Travel Costs
- 3rd Party Software costs
- Hardware costs
- Ongoing software update/upgrade costs

PROPOSAL SUBMISSION FORM
COMPLETE AND SUBMIT WITH PROPOSAL

Bethlehem Area School District
Education Center
1516 Sycamore Street
Bethlehem, Pennsylvania 18017

We, the undersigned, herewith propose and agree to furnish the Bethlehem Area School District (District) any one or all of the items that we have priced, at the prices recorded on the attached Invitation to proposal Price Forms.

This proposal is subject to all the terms of the conditions, specifications and other documents incorporated herein, and we hereby agree to acknowledge purchase orders executed by the District, and to furnish such item or items as may be awarded to us.

We understand that the District reserves the right to reject any or all proposals not deemed satisfactory or to select one or more items from proposals recommended by the District.

The undersigned Respondent certifies to having read the "Advertisement", "Invitation to proposal", "proposal Proposal", "General Conditions", "Specifications", and "Bulletin(s)", if any, all of which with such purchase orders as shall be executed by the District, constitute the contract documents, and offers to furnish the supplies as specified the District in exact accordance with these specifications and conditions at the unit prices stated on the attached forms.

We have filled in the appropriate blank.

INDIVIDUAL _____ (SEAL)
Name of Individual trading as (Trade Name)

PARTNERSHIP _____ (SEAL)
Name of Partnership trading as (Name of Partnership)

CORPORATION _____ (SEAL)
Name of Corporation

Mailing Address _____

Telephone Number _____

Email Address _____

Signature _____

Type Name of Above _____

Title of Responsible Officer _____

Date _____

ANTI-DISCRIMINATION CLAUSE
(Section 755, Pennsylvania School Code)

1. In accordance with the provisions of the Pennsylvania School Code, the Contractor agrees:
 - a. That in the hiring of employees for the performance of work under this contract, or any subcontractor hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason or race, creed, color, discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform work to which the employment relates;
 - b. That no Contractor, subcontractor, or any person acting on behalf, shall in any manner discriminate against or intimidate any employee hired for performance of work under this contract on account of race, creed, or color;
 - c. That there may be deducted from the amount payable to the contractor under this contract, a penalty of five dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of the contract; and,
 - d. That this contract may be canceled or terminated by the Bethlehem Area School District and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.

Initial

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this proposal. According to the Pennsylvania Anti-proposal Rigging Act, 73 P.S.. §§ 1611 et seq., governmental agencies may require Non-Collusion affidavits to be submitted together with proposals.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the Respondent who makes the final decision on prices and the amount quoted in the proposal.
3. proposal rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself/herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the Respondent with responsibilities for the preparation, approval or submission of the proposal.
4. In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an affidavit must be submitted separately on behalf of each party.
5. The term "complementary proposal" as used in the Affidavit has the meaning commonly associated with that term in the responding process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.
6. **Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.**

NON-COLLUSION AFFIDAVIT

Contract/proposal No. _____

State of _____

County of _____

I state that I am _____ of _____
(Title) (Name of firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation communication, or agreement with any other contractor, Respondent, or potential Respondent.
2. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a Respondent or potential Respondent, and they will not be disclosed before the proposal opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from responding on this contract, or to submit a proposal higher than this proposal, or to submit an intentionally high or noncompetitive proposal or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
5. _____, its affiliates, subsidiaries, officers,
(Name of Firm)
directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to responding on any public contract, except as follows:

I state that _____ understands and acknowledges that the _____ (Name of Firm) above representations are material and important, and will be relied on by the **Bethlehem Area School District** when recommending for award the items for which this proposal is submitted.

I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the **Bethlehem Area School District** of the true facts relating to the submission of proposals for this contract.

Print Name of Authorized Person & Company Position

Signature of Authorized Person

Sworn to and subscribed before
me this _____ day of _____, 20__.

Notary Public

My commission expires _____

SUBMITTALS CHECKLIST

To help ensure that you include all the submittals necessary to complete a thorough evaluation of your proposal proposal, we suggest that you use this checklist as a reminder to yourself, by placing a check in each box in the **Verified** column indicating that the items are completed and/or enclosed with your proposal proposal packet.

Verified	Description of Submittal
<input type="checkbox"/>	<u>Completed and signed Proposal Submission Form</u>
<input type="checkbox"/>	Proposal
<input type="checkbox"/>	Non-Collusion Affidavit
<input type="checkbox"/>	Anti-Discrimination Clause
<input type="checkbox"/>	Completed Request for Taxpayer Identification Number and Certification Form W-9 (New Vendors Doing Business With The School District For The First Time, OR If Your Company Has Had A Change of Address, Name, Etc.)