



Platte County
TRADITION. PRIDE. VISION.

Platte County R-3 School District

Student Information System

Request for Bid & Agreement

October 26th, 2022

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Notice to Bidders

The Platte County R-3 School District will receive proposals from bidders electronically **November 8 by 10:00 am**. Any contract that may be awarded in response to this Notice to Bidders shall be selected and offered at the complete and sole discretion of the Platte County R-3 School District. The Platte County R-3 School District reserves the right to reject any or all bids and to waive informalities or irregularities in bids.

Each bid shall contain proposal forms included in this request for bid. **Bids shall be emailed to:**

Platte County R-3 School District
Student Information System
Mr. Curtis Nower (nowerc@platteco.k12.mo.us)
Mr. David Dixon (dixond@platteco.k12.mo.us)

Platte County R-3 School District
998 Platte Falls Road
Platte City, MO 64079

Bids received after the bid **November 8 by 10:00 am** will not be considered. Any questions related to this RFP or bid requirements, please contact Curtis Nower via email at nowerc@platteco.k12.mo.us.

Platte County R-3 School District
REQUEST FOR BID
Student Information System

TAB 1

Bid Requirements:

SCOPE: Platte County School District is seeking a Student Information System to deploy PK-12 in order to replace Tyler SISK12.

The District is seeking proposals for:

1. Deployment of a student information system for use in the 2023/2024 school year.
 - a. System implementation must be in place before 07/01/2023.
 - b. A project manager must be assigned to the account, and provide a timeline for implementation and training.
 - c. The system must be fully compliant with the state of Missouri, and enable reporting to the MSIP 6 standard.
2. Support
 - a. Email and phone support that lines up with Platte County R3's business hours with a responsible turnaround time.
 - b. Full, detailed documentation for all stakeholders (can be digital)
 - c. Server must be "cloud based" and completely managed by the firm. PCR3 will not host the server.
3. Key Integrations (the system must integrate with the following software partners)
 - a. Google for Education
 - b. Internal Active Directory
 - c. Transfinder Plus
 - d. Tyler SISFin
 - e. Frontline Education HR Management
 - f. Illuminate Education (including DNA, Fastbridge, and EduClimber)
 - g. Canvas by Instructure
4. Carryover of Data
 - a. Three years of legacy data, and content for the next school year (e.g. the master schedule for 2023).
 - b. An archive for Platte County R3 to store transcripts
 - c. All staffing data from 2022-2023 must carry over to the new system
5. Mobile Application for students, parents, and staff.
 - a. Information must be easily accessible across both IOS and Android Applications
 - b. Academic information, attendance, and financial balances should be easily accessible from this platform.
 - c. The applications must allow for the payment of any financial obligations via the mobile application

Each of the above items should be considered independently. The district may select all, some or none of the items in the proposal.

The Board of Education reserves the right to modify the Scope and Specifications as circumstances require, including but not limited to adding, changing, or deleting proposed locations, equipment and services. The Board of Education reserves the right to reject any or all bids and to waive any informality or technicality in bidding, if it be in their best interest to do so.

BID SUBMITTED BY:

(Company Name)

(Address)

(City/State/Zip Code)

(Printed Name of Person Submitting the Bid)

(Phone #)

(Fax #)

TAB 2

IMPORTANT DATES:

Public bid opening: October 26th, 2022

Location: PCR3 Board of Education Room, 998 Platte Falls Rd, Platte City, MO 64079

Bid Due Date: November 8 by 10:00 am

SUBMITTAL REQUIREMENTS and CONTACT INFORMATION:

Two (2) complete sets of student information system bid must be submitted on or before **November 8 by 10:00 am**. Send bids to the following email addresses:

- nowerc@platteco.k12.mo.us
- dixond@platteco.k12.mo.us

A copy of the bid specifications can be found at https://www.plattecountyschooldistrict.com/business_community/vendors/current_requests_for_proposals. All questions and inquiries concerning the content of this bid shall be directed to Curtis Nower (nowerc@platteco.k12.mo.us)

The bid is to be signed only by an authorized representative of the bidder who has authority to enter into a contract with the District on behalf of the bidder, such as a President, Vice President, or other corporate officer.

AUTHORIZED SIGNATURE

COMPANY NAME

1 BID FORMAT

- 1.01 **Bid Clarification Questions:** After reviewing all bids received in response to this RFP, the District may develop a list of clarification questions to be addressed by the Bidder. The District or its agent will send these questions to the Bidder for clarification. The Bidder shall provide a response within three (3) working days following the inquiry.
- 1.02 **Bid Format:** Bids shall be submitted by tab number as instructed below. The Bidder agrees and will comply with all provisions and specifications as stated in this bid unless otherwise stated in the Exceptions section of this bid. Any additional cost or factors to meet a specification or requirement must be noted in the Exceptions section. Failure to respond to these requirements may result in the bid being considered non-responsive or not within specifications.
- A. Tab 1 – Minimum Criteria with Bid Submission Information
 - B. Tab 2 – Required Documents - Authorized officer’s signature
 - C. Tab 3 – Completed pricing sheet
 - D. Tab 4 – Exceptions
- 1.03 **Request for Bid:** It is the sole responsibility of the Bidder to ensure that they have received the entire bid.
- 1.04 **Descriptive Material:** The District is not responsible for locating or securing any information that is not identified in the bid and reasonably available to the District. To ensure that sufficient information is available, Bidder must furnish as a part of this bid all descriptive material necessary for the District to (1) determine whether the product offered meets the requirements of the proposal and (2) establish exactly what the Bidder proposes to furnish in terms of supplies, materials, and services.
- 1.05 **Request for Additional Information:** Prior to the final selection, Bidders may be required to submit additional information regarding the Bidder’s qualifications and experience that the District may deem necessary to further evaluate the bidder’s qualifications.
- 1.06 **Bid Award:** The bid consists of a base configuration that will be accepted or rejected in its entirety and bid options that the District may accept or reject individually without regard to the listing order of the option, but only as the District determines is in its best interest.
- 1.07 **Right to Accept/Reject:** The District reserves the right to reject any bids that do not conform to the requirements of this bid or all bids, bids that fall outside of the identified budget for the project, and/or for any reason deemed in the District’s best interest.
- 1.08 **Denial of Reimbursement:** The District will not reimburse Bidders nor have any liability for any costs associated with the preparation and submission of any bid, or for any travel and/or per diem costs incurred.
- 1.09 **Gratuity Prohibition:** Bidders shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the District for the purpose of influencing consideration of this bid.

- 1.10 **Right of Withdrawal:** A bid may not be withdrawn before the expiration of Sixty (60) days from the bid due date.
- 1.11 **Rights to Submitted Material:**
- A. All bids, responses, inquiries, or correspondence relating to or in reference to this bid, and all reports, charts, and other documentation submitted by Bidders shall become the property of the District when received.
 - B. The District reserves the right to retain all bids submitted and to use any ideas in a bid regardless of whether that bid is selected. Submission of a bid indicates acceptance by the Bidder of the conditions contained in this bid.
- 1.12 **Submittal of Qualifications:** Bidders must submit experience and qualifications as described in the bid. Additional information may be submitted and/or requested by the District as appropriate to further describe the vendor and provide product capabilities.
- 1.13 **Code Integrity Warranty:** The Vendor warrants and represents that the Vendor's software, other than the key software, does not and will not contain any program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, malicious logic, worm, Trojan horse, bug, error, defect or trap door that is capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with or otherwise harming the software, any computers, networks, data or other electronically stored information, or computer programs or systems (collectively, "disabling procedures"). Such representation and warranty applies regardless of whether such disabling procedures are authorized by the Vendor to be included in the Vendor's software. If the Vendor incorporates into the software programs or routines supplied by other vendors, licensors or contractors (other than the key software), the Vendor shall obtain comparable warranties from such providers or the Vendor shall take appropriate action to ensure that such programs or routines are free of disabling procedures. Notwithstanding any other limitations in this agreement, the Vendor agrees to notify the District immediately upon discovery of any disabling procedures that are or may be included in the software, and, if disabling procedures are discovered or reasonably suspected to be present in the Vendor's software, The Vendor, as its entire liability and District's sole and exclusive remedy for the breach of the warranty agrees to take action immediately, at its own expense, to identify and eradicate (or to equip the District to identify and eradicate) such disabling procedures and carry out any recovery necessary to remedy any impact of such disabling procedures.
- 1.14 **Vendor Data Protection Agreement:** The vendor must agree to and sign the Data Protection Agreement that is attached to this document.

Qualifications

In addition to meeting the above requirements on (Page 4), answer the following as part of your bid:

- Briefly describe your company's history with student information systems and its long term viability moving forward. What percentage of your company's resources are devoted to Student Information Systems?
- Reference at least five other school districts that use your product and provide a point of contact.
- Give a detailed description of your hosting solutions, licensing, security, and update methodology.
- Provide a detailed timeline for implementation and training. In the documentation, differentiate the workload for your company and employees of Platte County.
- Give an in-depth description of the company's technical support services and the tier in which the company recommends our organization works through.
- Describe your end user experience. How do you provide a high quality experience for staff and parents? How do you improve the experience?
- Create a list of other products and services that your company can provide that are not in the requirements that may be additive to PCR3's software package. Add those items separately as part of an additional pricing option.
- Provide a comprehensive pricing sheet with mandatory and optional elements clearly differentiated.

Tab 4:

Exceptions:

Tab 5:
Relevant Data

- **Projected Student Enrollment for 2023/2024:** 4425 students

- **Projected Staff for 2023/2024:** 700 Users

- **Projected Facilities for District Use:**
 - District Education Center
 - Donald Siegrist Elementary
 - Compass Elementary
 - Pathfinder Elementary
 - Barry Elementary
 - Platte City Middle School
 - Platte Purchase Middle School
 - Platte County High School (includes Paxton Center which is part of our HS)