



*Engaging Students for Successful Futures*

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Dr. William Cook, Ph.D., *Superintendent*

December 3, 2018

Subject: Pre-Solicitation Conference for Visitor Management Systems

**PURPOSE:**

Rock Hill School District, hereafter referred to as “District”, intends to conduct a pre-solicitation conference for a Visitor Management System. This meeting is to review the District’s current needs in a visitor management system and to also learn new market trends, initiatives, etc. in preparation for a formal solicitation.

**BACKGROUND:**

The District has 29 locations that utilize a visitor systems. All locations have attendants for the visitor/ attendance system. Additionally, each location has their own license.

**CONFERENCE LOCATION:**

The conference will be held on December 10, 2018 at 10:00AM at the District Office located at 386 East Black Street, Rock Hill, SC 29732 in conference room C.

If you plan to attend the conference email me at [LROBINSONLEE@RHMAIL.ORG](mailto:LROBINSONLEE@RHMAIL.ORG).

Participation via teleconference is allowed. Interested companies will need to email me at [LROBINSONLEE@RHMAIL.ORG](mailto:LROBINSONLEE@RHMAIL.ORG) and reference in the subject line: **Teleconference Participation for Visitor Management System Meeting.**

**CONFERENCE INFORMATION:**

This conference will include an overview of the technical requirements, Attachment A, with District staff and an opportunity for questions and answers.

Please be aware that Rock Hill School District does not intent to award a contract on the basis of this notification, nor pay for information solicited. Information gathered during the pre-solicitation conference will be used to finalize the solicitation for the visitor management system.

Vendors are encouraged to share industry knowledge and experience; however the sharing of proprietary knowledge is prohibited. Participation in the conference is encouraged, but not required to submit a proposal on the forthcoming solicitation.

**LaWana Robinson-Lee, CPPO, CPPB**  
**Director of Purchasing**

## **Visitor Management System Attachment A**

- VMS must query the official the National Sex Offenders' registry.
- System that captures real-time color photograph of the visitor is preferred; however, a federal or state issued identification picture is acceptable if image quality is high enough to be suitable for visual identification. Photograph must be retained and remotely accessible in the event of a crisis.
- VMS must have the ability to read data from federal and state government issued forms of identification.
- VMS must have the ability to easily accommodate manual identification entry option in the absence of scanned identification at the check-in.
- VMS must record the time of arrival and departure for all visitors.
- VMS must allow for school users to key in information to flag visitors with specific messaging as needed, such as prohibited person check-in.
- VMS must automatically generate instant, confidential alerts upon detection of a 'flagged/excluded' visitor via electronic platform (SMS, Email, etc.) to multiple end-users i.e. secretary, attendance clerk, principal.
- VMS must include de-conflict capability for false alerts on common names.
- VMS must record the time of student tardy arrival and early departure.
- VMS must issue a paper pass for student tardy.
- VMS must alert attendant when certain tardy thresholds are met and state consequences. (Example: 3rd tardy/call to parents, 5th tardy ISS, etc.)
- VMS should allow tardy thresholds/consequences that could be customized according to school level.
- VMS must have the capability to record personal data for an adult when a student is signed out of school for early dismissal. (For example, scan a license to document the person who picked the student up.)
- VMS should be able to manage imported Volunteer database to include active expiration date.
- VMS should print Volunteer Badges when registered user checks in Web-based client is preferred VMS must support real-time mobile access to any school specific visitor registry, including photographs, via IOS/Apple, Android and Windows devices with automatic software updates.
- VMS must include a centralized management and administrative software component.
- Software must have the ability to generate reports district-wide, school specific or on individuals with customizable search parameters for analytical and investigative purposes.
- VMS must retain all visitor management system data with the ability to query this archived data.
- Vendor must provide timely system upgrades and patches to resolve any system problems
- Vendor must provide a high-quality level of support and, when necessary, on-site support.
- Vendor must provide immediate telephone support when required.

- Vendor will provide a direct/primary sales representative.
- The ability for VMS to link to data in PowerSchool (student data management system) is desirable for the linking of student information, parent/guardian information, student attendance, student tardy.