

REQUEST FOR QUOTATION
STUDENT INFORMATION SYSTEMS EVALUATION CONSULTANT

Linn Benton Lincoln Education Service District

December 17, 2019

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OBJECTIVE

Linn Benton Lincoln ESD, hereafter referred to as LBL ESD, requests quotes for consultation services to facilitate the evaluation of Student Information Systems and provide a recommendation to our constituent district Superintendents.

SCHEDULE

Issue Date:	December 17, 2019
Questions Due Before:	December 30, 2019 at 4:00 PM
Responses Due:	January 3, 2020 at 4:00 PM
Interviews:	January 9, 2020

COMPANY INFORMATION

Company Name:	Linn Benton Lincoln ESD
Address:	905 4th Avenue SE
	Albany, Oregon 97321
Telephone:	(541) 812-2600

SINGLE POINT OF CONTACT

Contact Name:	Don Dorman
Address:	905 4th Avenue SE
	Albany, Oregon 97321
Telephone:	(541) 812-2600
Fax:	(541) 926-6047
Email:	don.dorman@lblesd.k12.or.us

KEY TERMS

The following table provides definitions for terms relevant to this RFQ.

Term	Definition
Student Information Systems	A management information system for education establishments to manage student data.
WebSIS	Web-based student information system created and maintained by Linn Benton Lincoln ESD.
Wazzle Solutions Gradebook	Web-based gradebook that supports both traditional and standards/proficiency-based grading methods.
Silk Scheduler	Web-based scheduling software that provides sophisticated features and easy to learn tools that simplify the scheduling process.
Evisions Argos	Web-based application which provides tools to create ad-hoc, simple, or advanced queries to retrieve and analyze data.
PowerSchool Special Programs (SpEd)	Web-based special education management system.
Registrar	Web-based K-12 Education Online Registration System.

SUBMISSION REQUIREMENTS

Submission Guidelines

All proposers will need to submit the following items to be considered for an interview:

- A copy of this RFQ, making all certifications.
- Itemized costs for each line item in this RFQ.
- A copy of your professional resume, or background information on your firm.
- Contact information for three (3) references.
- A discussion of your experience providing services of a similar scope and complexity.
- A discussion of your work in education including K-12 and with Education Service Districts (ESD) or Education Service Agencies (ESA).

Quotes shall be enclosed in a sealed envelope or compressed .zip file and delivered to the Single Point of Contact through mail, email or fax. All quotes need to be clearly identified as a quote for this RFQ.

Single Quote

This RFQ is limited to one response per proposer. LBL ESD is not requesting alternate quotes, and will not evaluate more than one offer per Proposer.

Late Submissions

Proposer is solely responsible for ensuring its Quote is received by the LBL ESD in accordance with the RFQ requirements before Response Due Date. LBL ESD is not responsible for any delays in mail or by common carriers or by transmission errors or delays or mistaken delivery. Quote submitted by any means not authorized may be rejected. All quote modifications must be completed prior to Closing. Quotes received after Response Due Date are considered LATE and will NOT be accepted for evaluation. Late quotes will be returned to the respective Proposer or destroyed.

Modification or Withdrawal of Quotes

Any Proposer who wishes to make modifications to a quote already received by LBL ESD shall submit its modification to the Single Point of Contact and must denote the specific change(s) to the quote submission.

If a Proposer wishes to withdraw a submitted quote, it shall do so prior to closing. The Proposer shall submit a written notice signed by an authorized representative of its intent to withdraw its quote in accordance with OAR 125-247-0440.

Quote Rejection

LBL ESD may reject a quote for any of the following reasons:

- Proposer fails to substantially comply with all prescribed RFQ procedures and requirements, including but not limited to the requirement that Proposer's authorized representative sign the quote.
- Proposer makes any contact regarding this RFQ with Company Staff other than the Single Point of Contact or those the Single Point of Contact authorizes, or inappropriate contact with the SPC.
- Proposer attempts to inappropriately influence a member of the Evaluation Committee.

- Quote is conditioned on LBL ESD's acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFQ or Addenda.

Addenda to Solicitation

Addenda to quote shall be posted in the same manner as the quote. Vendor is responsible for monitoring quote for addendum and adjusting quotes.

Confirm your understanding of the submission requirements.

Initial

CONTRACT REQUIREMENTS

Public Information

The successful Proposer may not require any language in the final agreement that restricts publication of pricing data. Information, other than trade secrets as defined in ORS 192.501(2), contained in a response to this RFQ and resulting contract, is public record and subject to disclosure.

Contract

All specifications, terms and conditions contained in the Request for Quote shall be incorporated by reference and made a part of a contract awarded to the successful bidder.

Failure to Perform

In the event that the successful bidder fails to perform under a contract awarded, the successful bidder shall be liable for all costs and damages incurred by LBL ESD in procuring and obtaining any similar equipment, article, material or service from other providers, and the contract awarded to the successful bidder shall be in full force and effect to the extent not terminated. LBL ESD reserves the right to terminate a contract awarded due to the successful bidder's failure to perform. Termination by LBL ESD shall not affect any right, obligation or liability of the successful bidder which accrued before such termination. In addition to the right to terminate due to the bidder's failure to perform, LBL ESD reserves all its right and remedies at law and in equity available due to the failure to perform.

Breach of Contract

In the event that the successful bidder breaches a term or condition of a contract awarded, LBL ESD may terminate the contract. In addition to the right to terminate due to the successful bidder's breach, and all other rights and remedies contained by other provisions, LBL ESD reserves all its rights and remedies at law and in equity available due to the breach, including but not limited to the recovery from the successful bidder of any damages, costs, expenses and attorney fees (including attorney fees on appeal) arising out or as a result of a breach.

In the event that LBL ESD breaches a term or condition of a contract awarded, the successful bidder's remedy shall be limited to termination of the contract and receipt of payment by LBL ESD for any equipment, article, material or service provided by the successful bidder pursuant to the contract prior to the termination date.

Confirm your understanding of these requirements.

Initial

EVALUATION PROCESS

Responding vendors will be scored on their ability to meet the requirements outline in the scope of work along with the cost for services to determine if they will be called for an in person interview. Vendors will then be evaluated through an interview process to take place on January 9, 2020. The vendor who best demonstrates their ability to perform these services through the interview process will be selected as the winning vendor.

Confirm your understanding of the evaluation process. _____
Initial

DISQUALIFICATION CRITERIA

Bids received that do not meet the requirements specified in this RFQ will be disqualified and will not be evaluated.

Bids received that do not meet the requirements specified in the Submission Requirements section of this RFQ will be disqualified as we will be unable to perform a proper evaluation of incomplete responses.

Confirm your understanding of Disqualification Criteria. _____
Initial

AWARD PROCESS

Notice of Award

LBL ESD will notify all Proposers in Writing that LBL ESD is awarding a Contract to the selected Proposer(s) subject to successful negotiation of any negotiable provisions.

Protests

Protests of bid specifications shall be presented to the Single Point of Contact in writing within five calendar days prior to bid closing. Such protest shall include the reason(s) for protest and any proposed changes. If, in the opinion of LBL ESD, a change is required for the Request for Quote, an addendum will be issued.

Protests of award shall be presented to the Single Point of Contact in writing within five calendar days after the notice of award. Such protest shall include the reason(s) for protest and any proposed changes. If, in the opinion of LBL ESD, a change is required for the award, a new Notice of Award will be issued.

Confirm your understanding of Award Process. _____
Initial

BACKGROUND

Linn Benton Lincoln ESD currently offers an integrated suite of applications used by schools and districts to manage their student information. The LBL SIS Suite includes our locally-developed administrative data system, called "LBL WebSIS," Wazzle Solutions Gradebook, Silk Scheduler, Evisions Argos data reporting, PowerSchool Special Programs (SpEd), Registar Online Registration. Recently the superintendents of our constituent districts expressed interest in evaluating other student information systems to see if the larger providers can provide a more comprehensive system.

Linn Benton Lincoln ESD has offered to facilitate the evaluation of its SIS Suite alongside of the other prominent student information systems in order to determine if districts should continue to use WebSIS or begin the process to select another provider. In order to do this in an unbiased manner, Linn Benton Lincoln ESD is looking to contract with an outside consultant.

SCOPE OF WORK

Definition

Linn Benton Lincoln ESD (LBL ESD) seeks a consultant to help facilitate the evaluation of student information systems. The outcome of this evaluation will be to provide a recommendation to LBL ESDs constituent district's Superintendents to keep their current student information system or move to a new system. This process will begin immediately and must be completed by May 30, 2020.

Qualifications

The winning bidder will need to meet the following qualifications:

Required:

- Experience performing requirements analysis.
- Experience creating scoring rubrics, requests for information (RFI), and executive summaries.
- Familiarity with software analysis, selection and implementation.
- Experience with project management including specifications, timelines, and communicating with user groups at key checkpoints.
- Experience in planning, coordinating, and executing meetings.
- Highly developed written and oral communication and public speaking skills.
- Ability to work collaboratively with others, including administrators, teachers, office staff, and vendors.

Confirm your ability to meet these requirements.

_____ *Initial*

Preferred:

- Experience with K-12 educational environments.
- Experience with Education Service Districts (ESD), Education Service Agencies (ESA), etc.

Responsibilities

The winning bidder will work under the direction of an oversight committee to:

- Facilitate the creation and activities of representative user group(s) to gather user requirements of a student information system. This will include meetings in Linn, Benton, and Lincoln Counties.
- Create a rubric to score student information systems based on user requirements.
- Identify available student information systems and collect relevant information from the vendors, which may include developing a Request for Information.
- Act as the single point of contact for vendors.
- Determine the total cost for each student information system including switching costs and ongoing requirements beyond system subscription costs.
- Utilize rubric to develop an unbiased assessment of the student information systems identified in this process.
- Facilitate a recommendation to stay with current student information system or move to a new system.
- Create an executive summary of the requirements, scoring, recommendations, and costs.
- Present executive summary to component district Superintendents.

Confirm your understanding of these responsibilities.

_____ *Initial*

Line Items

#	Item	Quantity	Unit	Total Cost
1	Consultation Services	4	Months	

PROPOSER INFORMATION AND CERTIFICATION

Company Name: _____
Contact Name: _____
Address: _____

Telephone: _____
Fax: _____
Email: _____

By submitting a response, you certify that you are authorized to represent your company.

Signature: _____ **Date:** _____