

Request for Proposal

COVER SHEET

BID TITLE: STUDENT ENROLLMENT REGISTRATION
VERIFICATION ONLINE SYSTEM

BID NUMBER: CCSD13-SERVOS

BID OPENING DATE: October 14, 2013

BID MUST BE
RECEIVED BY: 4:00 P.M.

DIRECT INQUIRIES TO: Natalie Wood
Carson City School District
1402 W. King St.
Carson City, NV 89703
(775) 283-2009
nwood@carson.k12.nv.us

Request for Proposal

Due Date: October 14, 2013

No later than 4:00 PM

Carson City School District

1402 W. King St.

P.O. Box 603

Student Enrollment Registration Verification Online System (SERVOS)

CCSD13-SERVOS

1. **General Intent**

The intent of this request is to set forth a contract under which the Carson City School District-(CCSD) may purchase a Student Enrollment Registration Verification Online System (SERVOS) software application.

On an annual basis, CCSD processes Enrollment/Registration/Verification for 8,000 students, 10 schools (K-12), xx programs, and 1 PreK center using a paper based method. CCSD seeks an online, paperless solution for handling enrollment, registration, verification, and application for specialty and PreK programs throughout the school district. It is our desire to provide a high level of service to new and returning parents by replacing our existing paper based process with an online portal; thus, reducing all costs and time associated with the production, distribution, collection, and data entry of paper based forms.

The web based system shall include the following capabilities:

- Provide an online portal to parents and staff to create and update student and parent demographic information with the ability to pull the most up to date data and link family information amongst students by communicating both ways with Pearson PowerSchool
 - Allow CCSD staff to review, manage and update data within system
 - The system will need to integrate with Pearson's PowerSchool Student Information System
 - Be able to identify possible data duplication for CCSD staff correction
- The system must provide a secure, user friendly, web based tool for parents to enroll and register their children along with reviewing and updating existing information throughout the school year. A method is needed for allowing certain fields to be updated and others to be flagged for follow up and approved. This includes the following:
 - Email notification to CCSD's staff for tracking purposes
 - Comprehensive querying and reporting capabilities and
 - Be able to communicate both ways with Pearson PowerSchool
 - Be able to track trends and provide extensive analysis of the overall use of the system

- Site enrollment- allow parents to initiate the enrollment process online for their child by creating an application to be saved and the process completed at the school site
 - The system needs to allow for site enrollment by incorporating school based reports through zoning boundaries
 - New parents entering the district will need to fill out an enrollment packet online along with providing the appropriate documentation to the school site to enroll a student. New enrollments require parents to provide the appropriate documentation in person, which includes: birth certificate, proof of address, immunization record, and driver's license. A scanning solution will be required at school sites with the ability to upload the documents into the system.
- Annual registration- allow parents to register their child for new school years online
 - Provide access to view registration status, verify information, and receive alerts online
 - The system needs to support self-password reset in order to allow parents to self-manage their account
- Program Application- allow parents to apply for specialty programs within CCSD
 - Parents wanting to apply to a specialty program or PreK will have to fill out a pre-enrollment packet for review and selection. Due to limited seats for specialty and Prek programs, an online lottery and queuing process is required. Parents of attending students will need to verify key information yearly. Alerts will be required to inform parents of verification status.
- The system shall have the ability to customize any forms, add and remove forms at will, along with generating reports based on forms and staff requirements of data
 - Examples of forms include: Student Registration Form, Rules of Acceptable Use Policy (AUP), Parent Portal Agreement-Acceptable Use Policy (AUP)/ Student E-mail and Edmodo Permission Slip, Racial/Ethnic Information Form, NDE Code of Honor, NDE Educational Involvement Accord, Emergency Information and Fieldtrip/Activities Permission Form, Health History, Denial of Access to Military Recruiters Opt-Out Form/College University Contact Agreement, Residency Declaration Form, Vaccination Exemption, Misc. School Site Forms (as customized per site), and Free or Reduced Meal Application link. These forms are required to be kept within the system.
- Provide technical support within local time zones

2. **Vendor Expectations**

The CCSD expects the vendor response to include a complete turn-key solution from design, installation, integration, forms conversion, and training. This is a multi-year project with the online enrollment/verification being the priority followed by the Specialty and PreK program process. The vendor must demonstrate the capability of customizing forms and linking them as packages for new students and verification packets for existing students. Form creation costs are to be identified and listed as a separate line item in the included CCSD Budget spreadsheet. A complete training program (operators, technical, and designers) is also required including samples of vendor training agendas and training

manuals. Without limitation, all labor, services, and materials necessary for the completion of this project shall be included. Proposals shall include all costs of contracts, agreements, insurance, licensing fees, materials, labor, and any other costs necessary to complete this project.

Please submit packets by email. E-mails must be clearly labeled with RFP# and sent attention to Natalie Wood by October 14, 2013 no later than 4:00pm. Materials may be submitted by mail to the address listed above; four information packets need to be submitted if submitted by mail.

Submissions shall include the following:

1. Pricing Worksheet:
 - Include itemized pricing worksheet. Please include initial costs and projected recurring costs for 5 years.
2. Company Description and References:
 - Company Cover letter- Clearly state your Company’s qualifications, number of full-time employees, number of technical and installation personnel, training, qualifications, certifications, Tech support hours, etc.
 - Provide at least three (3) references for which your company has done similar work for in the past 2 years.
 - If your Company intends to use subcontractors include all required information about the subcontractors.

DISTRICT DESCRIPTION

Carson City School District provides public education to approximately 8,000 students in grades K–12 in Carson City, Nevada. The district has 11 school sites.

Al Seeliger Elementary(K-5) 2800 South Saliman Road, 89701		Carson Middle School(6-8) 1140 West King Street, 89703	
Bordewich/Bray Elementary(K-5) 110 Thompson Street, 89703		Eagle Valley Middle School(6-8) 4151 East Fifth Street, 89701	
Empire Elementary(K-5) 1260 Monte Rosa, 89706		Carson High School(9-12) 1111 North Saliman Road, 89701	
Fremont Elementary(K-5) 1511 Firebox Road , 89701		Pioneer HS 202 East Corbett Street, 89706	
Fritsch Elementary (K-5) 504 Bath Street, 89703		Student Support Services/Early Childhood Center 710 West 4Th Street, 89706	
Mark Twain Elementary (K-5) 2111 Carriage Crest Drive, 89706			

Timeline	
September 16	Site Committee Discussion
September 18	Discussion with WCSD regarding their rollout of online registration
September 27	RFP- released <ul style="list-style-type: none"> • Website • Reno Gazette • Other
October 7	Site Committee meets for review and question list
October 14	All vendors are compiled
	Planning Committee members meet to review submissions and update timeline
	Vendors present to Site Committee: <ul style="list-style-type: none"> • Plan on at least 1 day • Lunch off site or on site will need to be determined • Schedule will need to be developed including length of presentation, q & a period, breaks • Site Committee review of vendors- selection
	Vendor selection will be identified <ul style="list-style-type: none"> • Negotiations • Contracts signed • System purchased
	System verification
Jan-Feb 2013	Schedule Training for CCSD Personnel
February 2013	Communication Rollout
March 2013	Rollout Online Registration- Kindergarten