

**REQUEST FOR PROPOSAL**  
**CARSON CITY SCHOOL DISTRICT**  
**STUDENT ENROLLMENT REGISTRATION VERIFICATION ONLINE SYSTEM**  
**(CCSD13-SERVOS)**  
**Questions and Answers**

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1. What is an estimated number of lottery applications per the year which the district receives for its PreK and specialty programs? This year our PreK enrollment was approximately 120 for three sites; we are hoping to have all six elementary sites by the end of the year so a projection of 300 district wide
2. What sorts of alerts do your parents need to receive when they complete their annual registration? Can you give us an example? This is in reference to the 2nd bullet on page 3. We would like alerts to include reminders to update information for annual registration for the new school year. This would start around May for the upcoming school year. We would like to run queries to see who has not done so and then send reminder email, phone calls to update registration info. Any alerts would be similar to this, update or change of data information reminders.
3. Can you give some examples of the trends or data points you would want to track and over what time frame? This is in reference to the 2nd bullet on page 2. Parent log on information, successful registration updates, number on successful enrollments, errors within enrollment or registration, emails sent, phone calls initiated, etc
4. Does the district typically run their SIS and related systems on in-house servers? Yes
5. Will the IT department be running the software on district owned servers/VM's or do you need us to provide servers? We would like the vendor to house the solution.
6. For determining what schools a student is eligible for, I understand that we would need district boundary data. Is this something you would provide, or would we be responsible for it? We utilize School Site Locator by Davis demographics and Planning for our zoning. We should be able to provide what you need through them.
7. For the scanning solution required at schools for digitizing proof of residency etc. would you want our proposal to include the hardware costs? Have you considered a mobile-enabled solution, where instead of bringing the physical documents to school, parents would scan / take pictures of the documents and upload with their application? We would like hardware costs. We prefer the idea of having a connection to our schools through providing documentation in person. This also provides proof of who is registering the student.
8. For the integration with Power School, have you considered a external connector like Clever? Would you be open to exploring that option? Yes, we currently use them with Mastery Connect
9. How many / what kinds of admin users would need access to the system? We would need up to three district admin users and approximately three admin user per site (up to 40 for sites).

10. Can you describe what kinds of reports will be required? Parent log on information, pending applications, successful registration updates, number of successful enrollments, errors within enrollment or registration, emails sent, phone calls initiated, etc
  
11. For cases when you have to run lotteries for specialty programs, do you also then maintain the waitlist. Is it a simple lottery, or is a 'weighted' lottery based on criteria like - is your sibling applying to the same program, or if your therapist recommends it, etc? We are not currently using the lottery system, but have asked for the due to future planning. With that please propose for a simple lottery and a waitlist