SOLICITATION #2022-01
Comprehensive Student Information Systems

REQUIRED METHOD IS TO SUBMIT HARD COPIES TO:

Mr. Hanifi Oguz, Director – Beehive Science and Technology Academy
830 E, 9400 S
Sandy, UT 84094
REQUEST FOR PROPOSAL

PURPOSE OF REQUEST FOR PROPOSAL (RFP)
The Beehive Science and Technology Academy (hereafter referred to as “BSTA”) is seeking information and proposals from qualified and experienced parties to provide an integrated and comprehensive Student Information System for student demographic and related profile information, scheduling and course enrollment, academic attendance and grading, academic advisement, and systems of monitoring student progress and needs in a single or integrated platform. We may also be interested in other available “modules” that would be a benefit to our organization (Finance, SPED, Food Services, etc.). It is anticipated that this Request for Proposal (hereafter referred to as “the RFP”) will result in an award to a contractor for a single and comprehensive solution. If necessary, however, following review of all proposals, BSTA retains the right to refrain from selection if it is determined that no single solution or set of solutions sufficiently meets cost-effectiveness, accessibility, integration options, and ease-of-use expectations within BSTA’s model for dynamic data driven teaching and learning.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

Beehive Science and Technology Academy will not be liable for any cost’s proposers may incur in the preparation or presentation of this proposal.

BACKGROUND
Beehive Science and Technology Academy is a public charter school located in Sandy, Utah, serving students in grades sixth through twelfth. Beginning 2022-2023, BSTA will serve students K through 12.

BSTA currently uses Coolsis alongside the State of Utah’s Aspire student information system. Coolsis currently provides, attendance tracking, behavior tracking, grading, scheduling, behavior tracking, parent notification, staff reimbursement platform and any related reporting. Aspire software is maintained by the Utah State Board of Education team of programmers and technical support staff. The software is used by BSTA office staff to transfer relevant student data from Coolsis to Aspire.

ISSUING OFFICE AND RFP REFERENCE NUMBER
Beehive Science and Technology Academy Business Department is the issuing office for this document and all subsequent addenda relating to it. The reference number for the transaction is Solicitation #2022-01. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

LENGTH OF CONTRACT
The Contract resulting from this RFP will be for a period of five (5) years with annual review and the option to terminate based on functional value and performance.

BSTA reserves the right to review contract(s) on a regular basis regarding performance and cost analysis and may negotiate price and service elements during the term of the contract.
PRICE GUARANTEE PERIOD
All pricing must be guaranteed for the entire term of the contract. Following the guarantee period, any request for price adjustment must be for an equal guarantee period, and must be made at least 30 days prior to the effective date. Requests for price adjustment must include sufficient documentation supporting the request. Any adjustment or amendment to the contract will not be effective unless approved by the BSTA Director. Beehive Science and Technology Academy will be given the immediate benefit of any decrease in the market, or allowable discount.

CONTRACT TERMS AND CONDITIONS
Any contract resulting from this RFP will include but may not be limited to the school policies as well as the Beehive Academy Privacy Policies.

Exceptions and additions to BSTA’s policies must be submitted with the proposal response. Exceptions, additions, service level agreements, etc. submitted after the date and time for receipt of proposals will not be considered. Website URLs, or information on website URLs regarding contracts terms and conditions must not be submitted with a proposal. URL terms/conditions provided with a proposal may result in that proposal being rejected as non-responsive.

BSTA retains the right to refuse to negotiate exceptions that are excessive, are not in the best interest of BSTA, may result in excessive costs to BSTA, or could adversely impact existing time constraints.

If negotiations are sought, agency must provide all documents in MS Word format for redline editing. Vendor must provide the name, contact information, and access to the person(s) that will be directly involved in legal negotiations.

DETAILED SCOPE OF WORK
Minimal requirements must be met in order to be considered through this RFP. SIS needs to begin at online registration and proceed through attendance tracking systems, academic and behavior intervention and related progress monitoring, academic advisement, grading, and documenting individual student needs through special programs flags and at-a-glance referents on critical legal and medical specifications per child. At each of these data entry and review points, input must be single entry user-friendly tools and processes accessible to multiple technical skill levels, including parents and students. BSTA is exploring options and hopeful to find a product or suite of products that meet as many of our SIS needs as possible with ease of implementation to ensure maximization of the product and BSTA employee time. If BSTA does not find a product or suite of products that is deemed sufficient and satisfactory, BSTA reserves the right to abstain from selecting a vendor at this time.

In order to participate in this RFP solicitation, providers MUST be able to meet the following mandatory minimum requirements (Section 1). Providers that submit proposals that cannot meet these mandatory minimum requirements will not be evaluated. Providers that can meet all of the mandatory minimum requirements in Section 1 will be asked to respond to each question in Section 2 detailing their expertise and student information system software capabilities.

Section 1. Mandatory Minimum Requirements: Providers must be able to answer “Yes” to all questions in this section to continue on to Section 2 (Value Added Components). Providers that are
1. Software must be able to be hosted at our school.
2. Software must be HTML based with no plugin requirements for end users.
3. Database must be accessible to school IT staff to run queries.
4. All vendor programs and practices must align to Utah State Board of Education data privacy expectations and guidance as found at https://schools.utah.gov/studentdataprivacy/agreements
5. Software must include an LMS or integrate with an external LMS (i.e. CANVAS, Google Classroom or other open source).
6. Software must include a teacher gradebook.
7. Software must be able to do walk-in scheduling.
8. Software must include On-Line Registration (Ability for parents to input demographic data and sign required documents online as a prerequisite to attending school.)
9. Software must produce a printed transcript that includes student ACT/SAT and other high school graduation test scores.
10. Software must calculate and display term and cumulative GPA accurate to at least 3 decimal places.
11. Software must be able to track student behavior.
12. Software must include college/career planning tools for high school counselors.
13. Software must provide customizable reports with selection criteria.
14. Software must include access for parents/guardians to view attendance and grading information or ability to export data to external parent communication software.
15. The provider must have a minimum of three (3) years of successful implementation in a comparable educational setting operating multiple program integrations for dashboard data from the SIS and other ancillary tools, software, and assessments.

2. Value Added Components – Please respond to each question (point by point) below in your response. Your software may not meet all of the following list of items but will give you (and us) an idea of what we would be getting if we go with your software solution.

1. Describe the software’s ability to do SSO (single sign-on) integration.
2. Describe your software’s ability to use a central database and allow for replication to a secondary offsite location, help setting this up as part of deployment.
3. Has your software passed the UTREX validation and compliance testing under Utah State Board of Education requirements from R277-484-5? Information can be found at https://www.schools.utah.gov/informationtechnology/utrex under the Student Info System (SIS) Compatibility tab. Is your company currently validated with Utah? If not, are you willing to go through the validation process?
4. Software for the end user must be compatible with 64-bit Microsoft Windows 10, Apple Mac OS and/or Google Chrome and iPadOS Operating systems and any future updates.
5. Describe gradebook options including standards-based and traditional grading methods.
6. Describe what makes your software user friendly.
7. Describe the speed of operation (when in use by the entire school).
8. Describe the stability of operation including times that the software is taken down for upgrades or maintenance.
9. Describe the ability for students to re-adjust their own schedules during a certain period of time.
10. Describe the ability for us to offer elective classes and students to select these elective classes within a given timeframe and the settings around it.
11. Describe screens which use auto-save and those which use a save/store button.
12. Describe the use of an API for system integration in your software.
13. Describe how your software tracks student academic interventions.
14. Describe the ability for school software support staff to impersonate users.
15. Describe software security including encryption.
16. Describe the ability for counselors to see highly sensitive documentation and records by permissions.
17. Describe the ability for teachers to see IEP and 504 documentations on their students easily.
18. Describe the algorithm used for performing master scheduling runs, including speed and performance.
19. Describe interfaces that have already been developed for other 3rd party software.
20. Does your software have a School Fees/Finance Modules? Please explain the basic functions of this software.
21. Does your software have a Human Resources Management module?
22. Does your software have a Child Nutrition (Breakfast/Lunch) Module?
23. Does your software have an IEP Module?
24. Does your software have a Section 504 Module?
25. Describe your software’s ability to communicate with students and parents (e.g., send emails, texts and phone calls)?
26. List the LMS’s that you are currently able to integrate with?
27. Describe the process of data transfer from our current SIS system and needed timeline to be operational.
28. Describe the amount of training needed for IT, admin, office staff and teachers to transition to your SIS system.
29. Please include any other aspects or capabilities of your software that you feel would be important for us to know.

COST PROPOSAL
At the time of your response, provide, in a separately sealed envelope (labeled “COST PROPOSAL”) your best pricing for the products presented utilizing form “Attachment C.” Include an itemized price breakdown of all individual components offered as part of the software, hardware/equipment, installation and implementation, maintenance and support.

QUESTIONS
All questions must be submitted through the Utah Public Procurement Place (hereafter “UPPP”), the third-party bid system known also as “SciQuest” or “Jaggaer” used by the school. Answers will be given via the UPPP.

PROPOSAL RESPONSE FORMAT
All proposals must include a technical proposal and a cost proposal. Formats for both documents follow:

Technical Proposal Format
Beehive Science and Technology Academy, Comprehensive Student Information Systems RFP #2022-01
Hard copies are to be tabbed by section.

Tab 1. **Executive Summary.** The one- or two-page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Protected information requests should be identified in this section.

Tab 2. **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:

   A. A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations. Clearly indicate any options or alternatives proposed. Be concise.

   B. Fill out and include the Mandatory Minimum Worksheet. (ATTACHMENT B)

   C. Under section “Detailed Scope of Work” there are specifications that we are looking for in this RFP. Please respond to your product’s ability to meet the desired/required features. Please respond to each of the specific questions (point by point) found under the “Detailed Scope of Work” – Section 2 - Value Added Components Section.

Tab 3. **Protected Information.** Please be advised that Utah law considers Proposal Documents as public records subject to inspection under the Governmental Records Access and Management Act (GRAMA), Utah Code Ann., §63G-2-101, et seq. The Proposal Documents of the successful and unsuccessful Vendors shall be open to public inspection, except for portions that are to be non-disclosed as per Utah law. Accordingly, if a Vendor desires to request that a record be protected, the Vendor must: (a) submit a cover letter with the Proposal Documents specifically identifying which provisions of the Proposal Documents are claimed to be considered for business confidentiality or protected (including trade secrets or other reasons for non-disclosure under GRAMA); and (b) provide a concise statement of the reasons supporting each claimed provision of business confidentiality or protected.

Tab 4. **RFP Certification Form.** Provide a completed and signed certification form of “Attachment A.”

Tab 5. **Organization Documents.** Provide a brief company history and organization chart showing the person(s) who will be assigned to implement and support your software and hardware products if awarded the bid.

Tab 6. **References.** Provide contract references from three (3) separate charter schools and/or school districts that are currently using each product that you are proposing. Preferably one or more of these charter schools or districts would be located in Utah. The contact person must be a person who is involved in the actual utilization of the product and cannot be a spokesperson who is unfamiliar with the details of how the software products work. Contact information should include the company, first and last name of the contact, their phone number and email address. BSTA reserves the right to use any and all references, or contact additional references that will aid in its decision process. Please utilize form “Attachment D” when submitting your references.

**Cost Proposal Format (Separate from the rest of the proposal)**
Cost will be evaluated independently from the technical proposal. Please enumerate all costs on the
attached Cost Proposal Form (See ATTACHMENT C). The cost proposal should be in a sealed envelope with the RFP number and the phase “Cost Proposal” clearly printed on the envelope.

**SUBMITTING YOUR PROPOSAL**

In order to be considered for review and potential selection, your proposal must be received in full in the office of the Director at Beehive Science and Technology Academy at 830 E, 9400 S, Sandy UT 84094.

**Proposals must be received in hard copy and electronically through the UPPP.** For this RFP, five (5) identical paper copies of your proposal must be received at the address above by the due date of the solicitation. All submitted proposals will consist of a technical proposal and a cost proposal. For this proposal submission you should provide two separate documents, a document titled “Technical Proposal” and a document titled “Cost Proposal”. For the hard copy these documents should be separate of each other. The cost proposal should be in a sealed envelope with the RFP number and the phrase “Cost Proposal” clearly printed on the envelope.

For the electronic proposal submission, you should attach two separate documents in the UPPP, a document titled “Technical Proposal” and a document titled “Cost Proposal”. In addition, you may submit one redacted copy in electronic and hard copy. The submission must be clearly labeled RFP #2022-01 and visible on the outside of any submission. Proposals received after the deadline will be ineligible.

Cost will be evaluated independent from the technical proposal, and as such, is to be submitted separate from the technical proposal. Failure to submit cost separately may result in your proposal being determined non-responsive. Inclusion of any cost or pricing data within the technical proposal may also result in your proposal being determined non-responsive.

When submitting a proposal electronically through the UPPP, please allow sufficient time to complete the online forms and upload documents. The solicitation will end at the closing time listed in the RFP. If you are in the middle of uploading your proposal at the closing time, the system will stop the process and your proposal will not be received by the system.

Electronic proposals may require uploading of electronic attachments. The UPPP site will accept a wide variety of document types as attachments. However, BSTA is unable to view certain documents. Therefore, you **MAY NOT submit** documents that are embedded (zip files), movies, wmp, and mp3 files. All documents must be attached as separate files.

NOTICE: By submitting a proposal in response to this RFP, offeror is acknowledging that the requirements, scope of work, and the evaluation process, outlined in the RFP are fair, equitable, not unduly restrictive, understood and agreed to. Any exceptions to the content of the RFP must be protested to the purchasing agent prior to the closing date and time for submission of the proposal.

**PROPOSAL EVALUATION CRITERIA**

A committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in proposal. All proposals in response to this RFP will be evaluated in a manner consistent with the Utah Procurement Code, rules, policies and the evaluation criteria established in the RFP.

**WEIGHT**
DISCUSSIONS WITH OFFERORS (ORAL or VIRTUAL PRESENTATION)
An oral/virtual presentation by an offeror to clarify a proposal may be required at the sole discretion of Beehive Science and Technology Academy. However, BSTA may award a contract based on the initial proposals received without discussion with the Offeror. If oral/virtual presentations are required, they will be scheduled after the submission of proposals. Oral/virtual presentations will be made at the offerors expense. The Evaluation Committee may award up to an additional fifty (50) points on a forced ranking scale.

BEST AND FINAL OFFERS
Vendors should offer their best offer in the original technical and cost proposals. The use of a Best and Final Offer process is regulated by Utah Code 63G-6a-707.5 and will only be used if:
  a. no single proposal addresses all the specifications stated in the RFP;
  b. all or a significant number of the proposals are ambiguous on a material point and the evaluation committee requires further clarification in order to conduct a fair evaluation of proposals;
  c. the evaluation committee needs additional information from all offerors to complete the evaluation of proposals;
  d. the differences between proposals in one or more material aspects are too slight to allow the evaluation committee to distinguish between proposals;
  e. all cost proposals are too high or over budget; or
  f. another reason exists supporting a request for best and final offers, as provided in rules established by the applicable rulemaking authority.

It is important to understand this so as not to anticipate that a best and final process will allow for a vendor to “sharpen their pencil” in a subsequent phase.

AWARD OF CONTRACT
Award shall be made to the offeror whose proposal is the most advantageous to BSTA taking into consideration price and the other evaluation factors set forth in this request for proposals.

BSTA reserves the right to award the contract(s) to a technically qualified lower cost offeror(s) in the event the high scoring offer is determined to not be the best value offered to the District, based on a cost benefit analysis.

ANTICIPATED SOLICITATION TIMELINE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Release RFP</td>
<td>02/15/2022</td>
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<tr>
<td>Questions Deadline</td>
<td>02/22/2022</td>
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<tr>
<td>RFP Due</td>
<td>03/01/2022</td>
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<tr>
<td>Evaluation Period</td>
<td>03/07/2022</td>
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<tr>
<td>Interviews (if needed)</td>
<td>03/08/2022</td>
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<tr>
<td>School Board Award of Contract</td>
<td>03/19/2022</td>
</tr>
<tr>
<td>Contract Negotiations/Creation</td>
<td>03/30/2022</td>
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ATTACHMENT A

CERTIFICATION OF PROPOSAL
AND AGREEMENT TO TERMS AND CONDITIONS

We have read the Beehive Science and Technology Academy Request for Proposal and fully understand its intent. We certify that we have adequate personnel and resources to fulfill the Proposal requirements. We further understand that our ability to meet the criteria and provide the required services shall be judged solely by BSTA.

We further certify that, since the receipt of this RFP, no contact, discussion, or negotiation has been made nor will be made regarding this RFP with any BSTA employee or School Board member other than the listed contact people in the RFP. We understand that any such contact could disqualify this Proposal.

We further certify that we are properly licensed to conduct business within the scope of this RFP in the State of Utah.

We certify that all schedules and addenda contained herein shall be considered part of the entire RFP response and that the complete document submitted shall be considered a legally binding document.

PROPRIETARY INFORMATION

Providers are required to mark any specific information contained in their Proposal, which is not to be disclosed to the public or used for purposes other than the evaluation of the Proposal. Pricing and service elements of the successful Proposal will not be considered proprietary. All materials become the property of BSTA and may be returned only at BSTA’s discretion. Proposals submitted may be reviewed and evaluated by any person at the discretion of BSTA.

This agreement shall be between Beehive Science and Technology Academy and the successful Provider.

Agreed to by:

Company Name ______________________________________

Authorized Signature __________________________________

Name and Title _______________________________________

Telephone ___________________________________________

Date ________________________________________________
**ATTACHMENT B**

**MANDATORY MINIMUM REQUIREMENTS**

Please fill out the attachment below and include in your proposal. **Providers must be able to answer “Yes” to all questions in this section to participate in this RFP.**

Please indicate if your software is able to meet the following requirements with a “Y” for Yes and “N” for No.

<table>
<thead>
<tr>
<th>Requirement</th>
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ATTACHMENT C:
COST PROPOSAL

1. Provide your best pricing for the elements of this RFP. Also include an itemized price breakdown of all individual components offered as part of the software, hardware/equipment, installation/implementation, maintenance and support.

   **Please list all modules and features included in your pricing below.**

   ____________________  ______________________________________________________________________

   One Time Purchase Price of Software $_____________________
   Hardware/Equipment Costs $_____________________
   Installation/Setup Costs $_____________________
   Initial Implementation Training (Technical Group) $_____________________
   Initial Implementation Training (User Group) $_____________________
   Other $_____________________

   **TOTAL YEAR ONE COST** $_____________________

   Licensing, Maintenance and support costs for years 2 through 5.
   a. 2nd Year licensing maintenance and support costs $_____________________
   b. 3rd Year licensing maintenance and support costs $_____________________
   c. 4th Year licensing maintenance and support costs $_____________________
   d. 5th Year licensing maintenance and support costs $_____________________

   Additional Training Years 2-5 (train the trainer, remote/online, etc.) $_____________________

   Any other fees $_____________________

2. Please include pricing and description for available modules not included in above pricing (SPED, Finance, Food service, HR, etc.)

3. Provide a detailed description of any annual or other cost adjustments that should be expected for any and all of the following:

   a. Enrollment changes impacting number of students served and accounted by the system proposed in this RFP.
   b. Personnel changes requiring a change in the user group and/or number of users.
   c. Program enhancements or changes in service offerings from the vendor over the course of the contract.
   d. Changes in state/federal reporting requirements.
   e. Customization of reporting options.
   f. Other (as needed).
ATTACHMENT D:

REFERENCES

Provide a list of three (3) charter schools or school districts, preferably in Utah or western states, who have a minimum of two years of experience with your product(s) per the information listed below.

District/Charter 1

A. Name of Charter School or School District:
B. Address Location:
C. Contact Person/Title:
D. E-mail Address of Contact:
E. Phone # of Contact:
F. Number of Students:
G. Grade Levels Served:
H. Product(s) and Services Provided:

District/Charter 2

A. Name of Charter School or School District:
B. Address Location:
C. Contact Person/Title:
D. E-mail Address of Contact:
E. Phone # of Contact:
F. Number of Students:
G. Grade Levels Served:
H. Product(s) and Services Provided:

District/Charter 3

A. Name of Charter School or School District:
B. Address Location:
C. Contact Person/Title:
D. E-mail Address of Contact:
E. Phone # of Contact:
F. Number of Students:
G. Grade Levels Served:
H. Product(s) and Services Provided:
Score will be assigned as follows:

0 = Not provided
1 = Poor, inadequate, fails to meet requirement
2 = Fair, only partially responsive
3 = Average, meets minimum requirement
4 = Above average, exceeds minimum requirement
5 = Superior

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<th>Firm Name:</th>
<th>Score (0-5)</th>
<th>Weight</th>
<th>Points</th>
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| Evaluator: | | | |
|------------| | | |

| Date: | | | |
|-------| | | |

| 1. RFP Compliance | | | |
|-------------------| | | |

| 2. Value Added Components | | | |
|---------------------------| | | |
| System Integrations | | | |
| Gradebook Options | | | |
| Available Modules | | | |
| Technical Support | | | |
| Software Capabilities | | | |

| 3. References | | | |
|----------------| | | |
| References | | | |

| 4. Cost | | | |
|---------| | | |

TOTAL EVALUATION POINTS | Total |