



**REQUEST FOR PROPOSAL
RFP GP072122**

**ADULT EDUCATION STUDENT MANAGEMENT AND
INFORMATION SYSTEMS**

**EAST SIDE UNION HIGH SCHOOL
830 North Capitol Avenue
San Jose, CA 95133-1316**

RFP DUE DATE: MARCH 18, 2022, 5:00 PM

Notice to Vendors

The Board of Trustees of the East Side Union High School District (ESUHSD) is requesting proposals for the award of a contract for the purchase of Student Management and Information Systems for the Adult Education Program in accordance with the minimum specifications included herein.

PlanetBids is a web enabled procurement and electronic bidding system. In order to begin bidding for this RFP the Vendor must first register, for free, online:

<http://www.planetbids.com/portal/portal.cfm?CompanyID=24763>

As a registered and approved vendor within our vendor database, you will be automatically notified of bid alerts, bid changes or updates and addenda. All bid related information is located within the different tabs of the bid detail. Only applicable tabs will be available within the bid.

To download a copy of the line item, register and login to PlanetBids, double click on the Project Title you wish to bid on. Once the bid is open select the Line Items tab. In the top right corner click on Export. Save file under desired folder and name.

All necessary documentation for this RFP can be downloaded via the PlanetBids website. All proposal documents must be posted to PlanetBids on or before **5:00 PM, March 18, 2022**.

Contact Person: Phuong Nguyen/ Senior Contract Specialist
Phone: 408-347-5073

Paper RFPs will not be accepted. We are only accepting electronic RFPs via PlanetBids.

No vendor may withdraw any proposal for a period of ninety (90) calendar days after the date set for the receiving of the proposal.

ESUHSD will review the responses, contact references, and complete a weighted scoring matrix for each respondent vendor.

ESUHSD reserves the right to accept or reject any item or group(s) of items of a proposal. ESUHSD also reserves the right to waive any minor informality or irregularity in any Proposals. Additionally, ESUHSD may, for any reason, decide not to award an Agreement as a result of this RFP.

There will not be a formal public bid opening for this RFP. After the recommendation for contract award is submitted to the Board of Trustees for approval, all proposals will be available for public review.

For assistance with eBidding, please refer to the eBidding User Guide. To locate the eBidding Users Guide, click on "Place eBid". After you have accepted the terms and conditions, click the "?" (Red question mark) located at the upper right of the page to access the PlanetBids Support Page. Here you can view Frequently Asked Questions, download the eBidding Users Guide or open a support ticket for further assistance.

The User Guide can be downloaded from the vendor portal or by following this link:
<https://www.planetbids.com/UsersGuides/PlanetBids%20BidsOnline%20Users%20Guide.pdf>

If you are having technical issues downloading or submitting your bid documents please contact Planet Bids Directly at (818) 992-1771.

Proposed Timeline

The following is the anticipated Proposal and engagement schedule. ESUHSD may change the estimated dates and process as deemed necessary.

February 21, 2022	Publish Request for Proposals
March 9, 2022	Last day for submission of inquiries and/or clarifications (1:00 pm)
March 18, 2022	Proposals Due (5:00 P.M.)
April 28, 2022	Board of Trustees Meeting
July 1, 2022	Contract start date

Addenda

The ESUHSD may modify this RFP, any of its key action dates, or any of its attachments, prior to the bid submittal date. Addenda will be numbered consecutively as a suffix to the RFP Reference Number. It is the Bidder's responsibility to ensure they have incorporated all addenda. Failure to acknowledge and incorporate addenda will not relieve the Bidder of the responsibility to meet all terms and conditions of the RFP and any subsequent addenda.

Inquiries and/or Clarifications

Any requests for clarification of the RFP shall be made via PlanetBids, under the "Q&A" tab, no later than **1:00 PM, March 9, 2022**.

ESUHSD is responsible only for what is expressly stated in this RFP and any authorized written addenda thereto. ESUHSD is not responsible for and will not be bound by any person not authorized to act on its behalf.

As of the Issuance date of this RFP and continuing until the final date for submission of proposals, contact with ESUHSD employees is strictly limited. All personnel representing ESUHSD are specifically directed not to hold meetings, conferences or technical discussions with any vendor for purposes of responding to this RFP. Any vendor found to be acting in any way contrary to this directive will be disqualified from entering into any contract that may result from this RFP.

Submission of RFP Proposals

Please review this RFP carefully before responding to ensure that all procedural, system and contractual requirements are fully understood. Failure to adhere to all requirements will disqualify the proposal.

Evaluation Criteria

The following is the criteria by which ESUHSD will evaluate proposals submitted in response to this RFP.

RFP Evaluation Criteria	Value
Scope of Work Requirements	25%
Costs	25%
Implementation Timeline	20%
Vendor Support	20%
Vendor Qualifications/Past Relationship with ESUHSD/References	10%
Total	100%

Purpose of the Proposal

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified vendors to provide East Side Union High School District (ESUHSD) with software to manage student information and tracking. The system will need to be able to integrate with current (and future) software already in place within the District.

The Adult Education Program offers over 300 classes twice a year, with approximately 8,100 students attending. The first session is during the fall, with the second session taking place in spring. During these time frames, Adult Ed Staff will need to be able to report on basic and complex data regarding currently enrolled students as well as students progressing through the enrollment process.

ESUHSD would like to have the successful Vendor offer other school districts and community college districts, any public corporation or agency, including any county, city, town or public corporation or agency within the State of California, the right to purchase the identical item(s) at the same price and at the same terms and conditions pursuant to sections 20118 (K-12) and 20652 (Community Colleges) of the Public Contract Code. ESUHSD waives its right to require such other districts and offices to draw their warrants in the favor of the District as provided in said Code sections. Acceptance or rejection of this clause will not affect the outcome of this RFP.

Scope of Work

The student management and information system must be able to do the following:

A. Student Information

The proposed system should allow the user track basic and essential information about the student.

1. Tracking:

- Track and report on individual student attendance by a user specified increment of time.
- Track a student's progression in a specific subject over time through evaluations, or individual test scores, etc.

2. Communication:

- Send emails to any student segment through a communication system. Send to a class, everyone at a specific location, or individual students

3. Student Information Screen Display

- Comprehensive demographic fields including fields for personal information, demographic, education background, medical, work experience, emergency contacts, authorized for pickup, parents, etc.
- All Federal mandated WIOA fields are available with additional “real world” values that are automatically translated to WIOA categories
- Allow for creation of own custom demographic fields under any section of the registration form
- Create multiple registration forms with optional and required fields depending on who is signing up and what offering is being registered for.

B. Class Management

1. Class Rosters: Easy to access rosters, including customizable data views, action lists.
2. Class Schedule: View and modify class schedules in bulk, or at each individual class instance. Future- schedule substitutes, change times, rooms, and more.
3. Attendance: Easily track attendance for all classes. Print attendance and check-in sheets.
4. Drops & Transfers: Enrollment management. Add, drops, and transfers to individual classes.
5. Waitlists: Make sure you don't miss out on high-demand classes. Allow customers to add themselves to waitlists as soon as classes are full. Split Class option to create an additional class when enrollment indicates that a new class is warranted.
6. Reminders: Automatically send reminder notifications to students prior to the first day of class. Reminder emails are customizable to add messaging.
7. Media Sharing: Instructors and students can share documents, images and other media, as well as post comments to their classes online.
8. API Integration: Load class schedules via the API and display directly on website, or power schedule displays on monitors within your school.
9. Transcripts: Track student transcripts and progress toward a diploma or other credential. Set requirements, track grades and credits earned towards the requirements and print transcripts.

C. Additional Features Required

1. Import / Export student and catalog data
2. Copy classes / lessons to new time period
3. Master Calendar scheduling
4. Sync transfers, drops, credits
5. Mobile attendance app
6. ID cards
7. Media sharing – videos, images, documents Instructor schedule, hours and payroll
8. Customized staff roles and access
9. Unlimited number of users
10. Unlimited number of locations

D. Export Information

Data integration with third party programs including but not limited to:

1. Excel and CVS files
2. CASAS Tops Enterprise- Data migration with all files, online Update Records
3. CI Solutions for student and staff ID cards with photographs
4. QSS (Quintessential School Systems) payroll

E. Payroll

Track multiple roles and hourly rates for faculty and provide payroll data to QSS.

F. Merchandise Sales

Inventory and track sales of merchandise with multiple users.

G. On-line Registration capabilities (future application)

H. Vendor Support

1. Technical Support should include toll free phone numbers
2. In case of material functionality impact of software (directly impacting daily operations), a resolution should be proposed within two (2) hours' time.
3. In cases of non-material impact (not directly impacting daily operations), a resolution should be provided within 30 days
4. Thirty (30) days advanced written notice should be given for all software update releases and what it entails