

WESTON PUBLIC SCHOOLS
24 School Road
Weston, Connecticut 06883
(203) 291-1454

ANN LINDENMEYER
District Data Coordinator

October 30, 2015

Dear Sir/Madam:

You are invited to submit a response to the Request for Qualification for a Data System for the Weston Public Schools. The attached proposal specification detail the requirements.

Respondents are urged to read all documents carefully and fill out all information requested. Responses which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection for failure to comply strictly with these conditions.

Each proposal must be submitted with one (1) original copy, and one (1) electronic copy (via flash USB drive or similar media). In addition to the required submission formats, respondents may submit a copy via email. Proposals must be clear, concise, and legible so as to permit proper evaluation of responsive proposals. Faxed proposals will not be accepted. The original and electronic copy must be in a sealed envelope plainly marked:

Data Warehouse Request for Qualification
Due Date: November 16, 2015 by 4:00 p.m. E.S.T

Weston Public Schools

Weston, CT.

Request for Qualification (RFQ)

Data Warehouse

1. Background

Weston is a residential community in Southwestern Connecticut, about 45 miles from New York City, with a population of 10,037 and a Board of Selectmen - Town Meeting form of government. The Weston Schools serve approximately 2500 students in 4 schools and are located on a beautiful, 117-acre, wooded campus. The Weston Public Schools rank among the highest in Connecticut in all indices of student performance. Ninety-seven percent of our high school graduates are accepted into highly competitive colleges and universities. In addition to its reputation for academic excellence, Weston also takes significant pride in the accomplishments of its students in the fine and performing arts, architecture and design, and athletics. It supports and offers a strong co-curricular after school activity program at all levels. The school district is dedicated to forming strong partnerships with families and its entire community.

2. The respondent must provide a detailed narrative of the approach and methodology, schedule, and pricing that will be used for this work

3. Award of Contract:

The contract will be awarded by the Board of Education to the qualified firm or person at compensation determined to be fair and reasonable considering budgetary limitations, scope, complexity and the nature of goods and/or services.

Overview and Scope:

Weston Public Schools ("WPS") is soliciting competitive proposals to select a contractor knowledgeable and experienced with a proven record in the installation and execution of a Data warehouse and performance dashboard system capable of managing the data needs of the school system. In addition, the RFQ envisions a centralized systemic product that provides appropriate and secure access. The proposed product is to interoperate with other information systems in the school system, and provide a robust and secure environment. This means it must be flexible to meet the current and future needs of the school system, and must be user configurable to allow WPS to write modifications, add improvements, fix problems, and generally enhance the product. The data warehouse and performance dashboard will be used to monitor progress at the student, class, school and district levels and must be capable of providing web-based access to data and information while generating reports and analyses promptly.

Purpose:

Effective, efficient and strategic use of robust data for decision making is an essential cornerstone of school and system improvement. Stakeholders at all levels of decision making require timely, useful, and accurate data to most effectively support student achievement.

WPS intends to implement the Data Warehouse to meet the information needs of its faculty and administration. The purpose of the Data Warehouse project is to enable data driven decision-making that results in improved outcomes for all students. The information supplied through the Data Warehouse dashboards and reports will be derived from our core student information system, supplemented by data available through other WPS data systems. The goal of the Data Warehouse is to equip central office leadership, school-based administrators, staff and instructional staff with meaningful, accurate, accessible data that allows for real-time decision making. With these data accessible and readily available, stakeholders should be able to assess, monitor, and intervene with students. Our goal is for optimal data retrieval delivered to our stakeholders through user-friendly dashboards, along with the ability to create ad-hoc longitudinal reports. At a minimum, the DW should:

- a) Generate accurate, close to real-time/real time student data.
- b) Provide access to all data, including historical data.
- c) Offer flexibility and industry standard system design and secure access.
- d) Integrate with existing WPS systems and potential for inclusion of extraneous systems.

Qualifications:

Respondents may be required to furnish satisfactory evidence that they are qualified dealers or manufacturers of the items listed, or regularly engaged in performing the services on which they are replying to the Proposal, and in both cases maintain a regularly established place of business. An authorized representative of WPS may visit any prospective respondent's place of business to determine its ability, capacity, reliability, financial stability, and other factors necessary to perform the contract. WPS reserves the right to require that the respondent demonstrate that it has the skills, equipment and other resources to satisfactorily perform the nature and magnitude of work necessary to complete the project within the proposed contract schedule and can provide the maintenance and support of the product in the out years.

Respondents and any associated subcontractors to this solicitation must meet the following qualifications:

- 1) Applicant must have extensive data warehouse/dashboard expertise with public schools for greater than five (5) years with seven (7) to ten (10) years preferred.
- 2) Proposal must clearly demonstrate a timeline driven implementation plan that includes set up and configuration of the data warehouse which includes LDAP integration as well as technical and end user roll out.
- 3) Describe three (3) similar projects (but no more than three (3)) that the vendor has conducted with comparable school districts. References should be provided as well.
- 4) Provide a response that offers a Commercial Off The Shelf (COTS) product already developed and previously implemented.

- 5) Have existing personnel experienced in disciplines that would enable efficient implementation of student data and critical reporting needs of WPS stakeholders and seamless integration with existing systems.
- 6) Produce results through activities and methodologies in accordance with state-of-the-art practices; and accredited, certified, and/or in accordance with usual and customary practices, and others as may be applicable.
- 7) Are legally permitted to do business in the state of Connecticut
- 8) Be able to provide 24 x 7 customer support

Deliverables:

- 1) Design and implement a data warehouse that incorporates the following features:
 - a. Cloud-based and secure,
 - b. LDAP enabled
 - c. Accessible on desktop and mobile platforms capable of running in any current generation browser used with Windows and Apple operating systems and on mobile devices such as but not limited to IOS (iPads,iPhone), Android and WebOS devices
 - d. Integration and storage of data from a variety of systems including PowerSchool, Naviance, IEP Direct, and others as identified,
 - e. Direct entry of data by teachers,
 - f. Capable of data import and export,
 - g. Analytics exportable to excel including customized multiple measure spreadsheets, and
 - h. Flexible reporting that is customizable by the user
 - i. Reporting must include the ability to generate student profile reports
- 2) Design and implement a data dashboard providing access to data by subject, student, teacher, grade, school and district:
 - a. Graphically displays a variety of data types including:
 - i. Achievement Levels
 - ii. Subgroup performance
 - iii. Standards performance
 - iv. Assessment Scores and Sub Scores for a wide range of assessment data
 - b. Sets performance targets based on grade level standards and progress monitoring targets for students performing below standard,
 - c. Allows for disaggregation by all federally mandated subgroups,
 - d. Ability to create custom subgroups (groups of students or classes),
 - e. Capability to store intervention data for students, and
 - f. Displays data using customizable colors and fonts
- 3) Dashboard Data View Requirements

The areas below are the subjects of high priority that the District has deemed to be pertinent information to be displayed on the dashboards. This list is representative and should not be viewed as the final list of subject areas. As the WPS data warehouse team reconvenes, it is expected that more subject areas will be identified. WPS understands that specific indicators and metrics may be discovered during the detailed analysis and design phase of the project (this

RFQ). These subject areas reflect the District's current high-priority data requirements to be seen on the dashboard.

- a. Assessments: Results from assessments and standardized tests, which includes state, federal tests and local assessments. Current and historical data is maintained for students.
 - b. Achievement: As measured on state assessments. Students meeting state assessment reading, math and writing standards at benchmark grade levels;
 - c. Achievement Gap: Students meeting state assessment reading standard by subgroups at tested grade levels. Students meeting state assessment math standard by subgroups at tested grade levels; Students meeting state assessment science standard by subgroups at tested grade levels.
 - d. Growth Targets: Students above and below each assessment set norm by subgroups and grade levels
 - e. Attendance: Includes absenteeism and truancy; and the ability to determine correlation to district dropouts, graduation rates and students' overall academic achievement;
 - f. Grades: Includes the course enrollment and grades including historical grade performance
 - g. Cohort Student Academic Achievement: Includes the ability to create cohort groups and view academic achievement over time;
 - h. Enrollment: Includes students' enrollment both historical and current throughout their attendance with the District;
 - i. Special Education: Relates to information about students with IEP or 504 plans;
 - j. Instructional Needs: Includes developing indicators around instructional needs as an extension of the priority placed on local assessments. Analysis of assessment results would be used to identify instructional levels and needs of students or groups of students; Includes ability to document student interventions
 - k. Risk Factors: Displays students who are deemed "at risk" due to a combination of academic, behavioral, attendance, and/or other factors;
 - l. Interventions: Includes a history of interventions (treatments) that have been used with a student, as well as information about the success or failure of these interventions
- 4) Examples of Subject Areas With Data To Be Stored
- a. Subject areas in which data would be stored for reporting and dashboards includes, but is not limited to:
 - o Student Assessments
 - o College Board
 - o Scholastic Aptitude Test (SAT)
 - o Advanced placement (AP)
 - o Preliminary Scholastic Aptitude Test (PSAT)
 - o American College Testing Program (ACT)
 - o Other miscellaneous assessments
 - o Fountas and Pinnell
 - o Student Attendance
 - o Student Enrollments

- Student Schedules
- Student Grades
 - All Stored Grades
- Student Demographic Information including but not limited to
 - ELL, FRL, Sped and disability type, 504, Gifted and Talented
 - Special Student Programs/Categories as needed
- Other miscellaneous items

Evaluation:

The evaluation of proposals will be accomplished by the WPS data warehouse team which will determine the proposal most advantageous to the District. Proposals that pass preliminary screening and minimum qualifications will be evaluated based on information provided in the proposal and the vendor demonstration.

Questions:

Questions concerning this RFQ will be received only by email directed to WPSdatawarehouseRFQ@westonps.org. All questions must be received by November 6, 2015 1:00 p.m. EST.

Right to Amend, Modify or Withdraw RFQ:

WPS reserves the right, in their sole discretion, to amend, or modify any provisions of this RFQ, or to withdraw this RFQ, at any time prior to the award of a Contract, if it is in the best interest of WPS to do so. The decision of WPS shall be administratively final in this regard. WPS further reserves the right, at any time prior to the award of a Contract, to pursue new RFQs, Requests for Proposals, and/or Requests for Bids regarding the goods and services that are the subject of this RFQ.

General Terms and Conditions:

- a. Sealed proposals for a Data Warehouse for Weston Public Schools, as specified in this document, are due on November 13, 2015 by 4:00 p.m. E.S.T. All proposers and other interested persons are invited to be present at the opening of these proposals that will take place at the Board of Education.
- b. The Board of Education reserves the right to waive any informality in the proposal or reject any or all proposals or to accept any proposal, or portion of such proposal, which WPS determines in its sole discretion is in the best interest of the Board. Any proposal may be withdrawn prior to the opening time and date. Any proposal received after the time and date as specified will not be considered.
- c. If necessary the Board of Education may postpone the date for the opening of these proposals by notifying each proposer by telephone, mail or the issuing of an addendum.
- d. The Board of Education shall have the right to take such steps as it deems necessary to determine the ability of the proposer to perform the work and the proposer shall furnish the Board of Education with information and data for this purpose as the Board of Education may request. The right is reserved to reject any proposal where, on investigation, the evidence or information submitted by such proposers does not satisfy the Board of Education that the proposer is qualified to carry out the terms of the contract.

- e. Consumption or use of alcohol and/or drugs is prohibited on school property. Any individual with alcohol or drugs will be removed from said property. Smoking is prohibited in all school buildings and on school grounds.

Vendor Presentation:

Respondents selected may be required to present individual presentations to WPS representatives in order to clarify their response.

Copies:

Respondents must submit one (1) signed original, one (1) electronic copy of their submittals. Respondents must include copies of cost proposals in their submittal. By making a submission, respondents acknowledge that WPS may make copies for internal and evaluation purposes.

Obligation of WPS:

WPS shall pay no costs or other amounts incurred by any entity in responding to this RFQ or prior to the effective date of the contract entered into for the services provided. WPS reserves the right, in their sole discretion, to select qualified responses to this RFQ without discussion of responses with Respondents. WPS reserves the right to reject any or all submitted responses. All submittals will become property of the WPS official procurement files, and will be available for public inspection.

Respondent Obligations:

Qualified Respondents are invited to submit responses in accordance with this RFQ. Submittals must address all specifications. The Respondent will be liable, both individually and severally, for the performance of all obligations under the contract, and will not be relieved of non-performance of any subcontractor.

Although not detailed in this document, WPS reserves the right to negotiate a contract amendment with the Respondent after award for additional services that may be required.

Proposal Response Acceptance:

WPS reserves the right to accept or reject any and all proposal responses, in whole or in part, received as a result of this RFQ or to waive minor irregularities, in any manner necessary, to serve the interest of The Board of Education. WPS further reserves the right to additionally request a formal Request For Proposal (RFP) if it is determined a further competitive cost is required.

Tax:

No amount shall be added for the Connecticut Sales Tax or Federal Tax. The Weston Public School system is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Taxes must not be included in the proposal price.

Background Checks:

All employees and agents of the Successful Proposer who will be present on WPS grounds in connection with the installation and execution of the data warehouse and performance dashboard system must submit to a criminal background check to be performed by WPS. The Successful Proposer will assume all costs related to such background checks.

Collusion among Proposers:

- a. More than one offer from an individual, firm partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a proposer is interested in more than one proposal for the work contemplated will cause rejection of all proposers in which the proposer is interested. Any or all proposers will be rejected if there is any reason for believing that collusion exists among the proposers.
- b. Participants in such collusion may not be considered in future offers for the same work. Each proposer, by submitting a proposal, certifies that it is not a part to any collusive action.
- c.

Employment Discrimination by Contractor Prohibited:

- a. The successful proposer will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, sexual orientation, transgender status, gender expression or identification, mental or physical disability except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful proposer agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful Proposer in all solicitation or advertisements for employees, placed by or on behalf of the contractor, will state that such successful Proposer is an Equal Opportunity Employer.
- b. Notices, advertisements, and solicitations placed in accordance with Federal Law, rules or regulation shall, be deemed sufficient for the purpose of meeting the requirements of this section.

References:

Please list at least three (3) school districts of similar size to Weston Public Schools where you or your company has performed these services.

Reference 1:

Company Name and Address: _____

Telephone # and Fax #: _____

Contact Person Name and Email: _____

Reference 2:

Company Name and Address: _____

Telephone # and Fax #: _____

Contact Person Name and Email: _____

Reference 3:

Company Name and Address: _____

Telephone # and Fax #: _____

Contact Person Name and Email: _____