



**WEST SHORE SCHOOLS BUSINESS COOPERATIVE  
2130 W. US 10  
Ludington, MI 49431**

---

# **REQUEST FOR PROPOSAL**

Student Information Systems (SIS)  
for the West Shore Schools Business Cooperative

February 26, 2008

---

# West Shore Schools Business Cooperative Student Information System RFP

The West Shore Schools Business Cooperative is soliciting RFPs for Student Information Systems (SIS).

The West Shore Schools Business Cooperative reserves the right to accept or reject any portion of any RFP submitted and to waive any informalities, and to make the award in the best interests of the West Shore Schools Business Cooperative. The contract entered into as a result of this specification may not strictly be based on the concept of the "lowest responsible proposal".

***Please read this RFP document carefully and in its entirety. Proposals not meeting the mandatory requirements outlined in this RFP may not be considered.***

## **1. General Conditions and Instructions**

When the term "WSSBC" is used herein it shall be taken to mean the West Shore Schools Business Cooperative on behalf of the participating school districts within Mason-Lake and Oceana Intermediate School Districts.

### **1.a. Tax Exempt Status**

The Mason-Lake and Oceana Intermediate School Districts are public education entities, a subdivision of the state of Michigan, and as such, exempt from the payment of Federal Excise and State Sales Tax and no such taxes should be included in the RFP.

### **1.b. Delivery of RFP**

All proposals must be received by Brad Shoemaker, Director of Business Services, Mason-Lake ISD, 2130 W. US 10, Ludington, MI 49431, [bshoemaker@mlisd.k12.mi.us](mailto:bshoemaker@mlisd.k12.mi.us), (231) 757-3716 extension 123, by 3:00 PM, March 12, 2008 at which time the proposals will be publicly opened and read. RFPs received after time set for RFP opening, even if postmarked earlier, will not receive consideration.

RFPs shall be submitted in a sealed envelope, bearing the name of the bidder, which shall have clearly noted on the outside of the envelope that the envelope contains the "RFP - SIS for West Shore Schools Business Cooperative" and will not be opened until the date and time specified for RFP opening.

### **1.c. Opening of RFPs**

RFPs will be publicly opened and read, on the date and time RFPs are due. All RFPs shall strictly conform with these "General Conditions and Instructions." The right to reject any or all RFPs or parts thereof is reserved by the WSSBC and its members.

***PROPOSALS SHALL BE OPENED PUBLICLY AND ONLY BIDDERS SUBMITTING PROPOSALS SHALL BE IDENTIFIED ALOUD. PRICES SHALL NOT BE READ. AWARD MAY BE MADE UPON APPROVAL BY THE INTERMEDIATE SCHOOL DISTRICTS' BOARD OF EDUCATION.***

## **West Shore Schools Business Cooperative Student Information System RFP**

The vendor agrees that if awarded an order under these specifications, they will indemnify and hold harmless the WSSBC, its members, Mason-Lake ISD and Oceana ISD and their Superintendent and her staff, from all suits and actions of every nature brought against them or any of them growing out of any order or orders, written or verbal, entered into between the WSSBC and its members and the vendor.

Before any award is made, the WSSBC may require satisfactory evidence to show that the vendor is fully prepared in every way to deliver and service the software and equipment (if necessary) promptly and that they have been regularly engaged in such business.

The WSSBC and its members reserve the right to reject any and all RFPs containing an "escalator" clause.

### **1.d. Withdrawal of Proposals**

Prior to opening, those submitting a proposal will be given permission to withdraw any RFP after it has been received by the WSSBC. Mason-Lake and Oceana ISD will not be liable for any error in the proposal. Bidder will not be allowed to alter proposal documents after the deadline for proposal submission. Those submitting a proposal who violate this provision may be declared unsatisfactory for any future proposals.

### **1.e. Proposal Acceptance**

An acceptance contract issued by the WSSBC covering any and all items included in the proposal shall constitute a contract binding upon the vendor and the WSSBC.

Due to the aggressive implementation timeline, acceptance of proposals will be granted within forty-five (45) days after the date established for opening of the proposals. All proposals shall remain valid and acceptable for this length of time. This time may be extended by the mutual consent of the vendor and the WSSBC.

### **1.f. Cost of Preparation**

WSSBC is not liable for any costs incurred by any bidder prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the bidder in responding to the RFP are entirely the responsibility of the bidder, and shall not be reimbursed in any manner by WSSBC.

### **1.g. Payment**

The WSSBC agrees to pay the successful vendor the amount specified on the order after receipt of delivered items, in accordance with agreed upon payment term. All delivered orders shall be billed separately. The purchase order number shall appear on all invoices.

A schedule of alternative payment options is requested.

### **1.h. Warranty**

1.h.1. All products shall be guaranteed to be free from defect in material and workmanship upon installation. The bidder is required to replace, without charge to the WSSBC, any defective product it has supplied under this bid during the stated warranty period. Any defects in material and/or workmanship shall be

## **West Shore Schools Business Cooperative Student Information System RFP**

corrected promptly with a minimum loss of operating time, and at no cost to the WSSBC.

- 1.h.2 The successful Student Information System vendor shall warrant all software supplied of a period of not less than five (5) years.
- 1.h.3 The warranty period shall not begin until all systems have been placed in working operation and after acceptance in writing by the WSSBC. The only person who can execute a final written acceptance is the Mason-Lake and Oceana Intermediate School Districts' Superintendent.
- 1.h.4 Critical emergency service (Any condition that prevents the operation of the WSSBC Student Information System, as determined by the WSSBC) shall begin within four (4) hours for both software and hardware (if part of the proposal) following notification of suspected failure. Urgent service (conditions not impeding continual operation) shall be provided within twenty-four (24) hours following notification of suspected failure.

### **1.i. Equal Opportunity Employer**

The Mason-Lake and Oceana Intermediate Schools Districts are equal opportunity employment, educational, and service agencies.

### **1.j. Discrimination**

Vendor shall not discriminate against any employee, applicant for employment, independent contractor, or any other person because of race, color, national origin, sex, age, height, weight, religion, lack of English language skills, marital status or disability.

### **1.k. OSHA Requirements**

In submitting a proposal, the vendor agrees to abide by all applicable State and Federal regulations and guarantees that all items subject to OSHA requirements will not violate those requirements.

### **1.l. Worker and Community Right To Know Act of 1994**

All proposals must comply with the provisions of the above-mentioned ACT by providing Material Safety Data Sheets (MSDA'S) for all chemicals and hazardous substances provided, if applicable, as part of this contract.

### **1.m. Contact Persons**

In the event bidder has questions regarding this RFP or the proposal process, such questions should be referred to Brad Shoemaker, Director of Business Services, Mason-Lake ISD, 2130 W. US 10, Ludington, MI 49431, [bshoemaker@mlisd.k12.mi.us](mailto:bshoemaker@mlisd.k12.mi.us), (231) 757-3716 extension 123.

## **2. Proposal Requirements**

### **2.a. Schools Interoperability Framework (SIF) Certification:**

Please list SIF Certified applications that will be provided by your company as part of this proposal (as posted on SIF Certification Registry):  
<http://www.opengroup.org/sif/cert/register.html>

## **West Shore Schools Business Cooperative Student Information System RFP**

### **2.b. PROJECT SCOPE:**

Appendix A contains the WSSBC project scope and participating districts information for the purpose of giving the bidders the needed information to specify the appropriate hardware and software configuration.

### **2.c. Matrix:**

Appendix B contains a matrix that is a required component of the proposal. Any proposal not containing a fully completed matrix will be rejected.

Column 1 contains the specifications as indicated in list below.

Column 2 contains the WSSBC selection for each individual specification. R=Required; d=Desired; O=Optional;

Column 3 through 7 are to be completed by bidder. Column 3 and column 6 are required to be responded with a Y=Yes or N=No.

Column 3 is where the bidder must indicate whether the specification is available in the current released version of software product. Responses must be either Y=Yes or N=No.

Column 4 is for vendor comments.

Column 5 is for date of availability of specification if indicated in vendor comments (column 4) that the specification will be available in a future release.

Column 6 is where the bidder must indicate whether the specification is part of the total proposal cost or an additional cost to purchase. Responses must be either Y=Yes or N=No.

Column 7 is for additional cost of specification. If a Y response is indicated in column 6 then a response is required in this column.

**The product must meet the following specifications contained in the matrix:**

**2.c.1. General System Requirements**

**2.c.2. District Model**

**2.c.3. Student Demographics**

**2.c.4. Attendance**

**2.c.5. Grades**

**2.c.6. Standards/Benchmarks**

**2.c.7. Scheduling**

**2.c.8. Discipline**

## **West Shore Schools Business Cooperative Student Information System RFP**

**2.c.9. Health**

**2.c.10. Testing**

**2.c.11. Parent Access to Information**

**2.c.12. Michigan State Reporting**

**2.d. Timetable:**

All bidders shall provide an installation schedule based upon the information provided herein. The agreed upon schedule will become part of the contract.

**2.e. Training:**

Initial training shall be included in the proposal with a price of additional training should the WSSBC desire additional training beyond the proposal.

The initial training shall be coordinated with the WSSBC. Scheduling is at the preference of the WSSBC.

**2.f. Support:**

The proposal must contain the annual support cost, the description of what the support covers and the contracted years the support costs are in effect.

Additionally, the bidder must give a price list of chargeable support. The list must contain the hourly cost and description of the support.

In the event that customized programs or reports are created for any of our participating school districts in the WSSBC, this program or report must become available to all of the school districts participating in the WSSBC at no additional cost for the duration of the contract. Such requests can only be authorized to the vendor by a designated WSSBC user group representative.

### **3. PROPOSALS:**

**3.a.** The vendor signature page shall be signed, with ink by an authorized agent of your company.

**3.b.** Requests for proposals are subject to acceptance at any time within forty-five (45) days after opening of same, unless otherwise stipulated.

**3.c.** This agreement shall remain firm for a period of at least three years from the date of proposal award. The agreement may be renewed in one-year increments.

**3.d.** All software product enhancements, upgrades, and new product releases that fall within the scope of this request for proposal will be made available by the vendor under the terms and conditions of this contract. The WSSBC reserves the right to accept or reject enhancements, product upgrades, new product releases, and additional software products in any format in addition to those software products described in the pricing worksheets.

## **West Shore Schools Business Cooperative Student Information System RFP**

- 3.e.** All vendors shall submit four (4) complete copies of proposal.
- 3.f.** The vendor name should appear on all request for proposal sheets.
- 3.g.** PROPOSAL FORMAT – All proposals shall be submitted in the following order:
  - 1. Signature Page – hard copy required
  - 2. Customer List – hard copy required
  - 3. Matrix – hard copy required
  - 4. Project Cost – hard copy and electronic file required
  - 5. Payment Options – hard copy required

### **4. CUSTOMER LIST:**

- 4.a.** Provide a list of school districts and Regional Education Service Areas using the program, using the format provided.

### **5. VENDOR EVALUATION:**

- 5.a.** The vendor will provide a service profile for their company to help the WSSBC to better understand the company's ability to serve our school districts.
- 5.b.** Customer evaluations shall be used as one quality measurement of service. Companies with high customer satisfaction measures may receive an advantage in our evaluation and award. Companies with poor customer satisfaction measures may receive a disadvantage in our evaluation and award.
- 5.c.** Vendor service profiles shall be used as a quality measurement of service. Companies with profiles matching customer needs may receive an advantage in our evaluation and award.

### **6. DEMONSTRATION:**

- 6.a.** WSSBC may request a demonstration at one of the WSSBC's participating school districts at a time identified by the WSSBC.

**West Shore Schools Business Cooperative  
Student Information System RFP**

**SIS Customer List**

**Please identify customers that are using your program. List Michigan installations first.**

School District \_\_\_\_\_ Telephone \_\_\_\_\_

Contact Person \_\_\_\_\_ E-mail \_\_\_\_\_

Date Installed \_\_\_\_\_ State \_\_\_\_\_

School District \_\_\_\_\_ Telephone \_\_\_\_\_

Contact Person \_\_\_\_\_ E-mail \_\_\_\_\_

Date Installed \_\_\_\_\_ State \_\_\_\_\_

School District \_\_\_\_\_ Telephone \_\_\_\_\_

Contact Person \_\_\_\_\_ E-mail \_\_\_\_\_

Date Installed \_\_\_\_\_ State \_\_\_\_\_

School District \_\_\_\_\_ Telephone \_\_\_\_\_

Contact Person \_\_\_\_\_ E-mail \_\_\_\_\_

Date Installed \_\_\_\_\_ State \_\_\_\_\_

School District \_\_\_\_\_ Telephone \_\_\_\_\_

Contact Person \_\_\_\_\_ E-mail \_\_\_\_\_

Date Installed \_\_\_\_\_ State \_\_\_\_\_

School District \_\_\_\_\_ Telephone \_\_\_\_\_

Contact Person \_\_\_\_\_ E-mail \_\_\_\_\_

Date Installed \_\_\_\_\_ State \_\_\_\_\_

**West Shore Schools Business Cooperative  
Student Information System RFP**

**Proposal Form  
Signature Pages**

**Company Name:** \_\_\_\_\_  
**Submitted by:** \_\_\_\_\_  
(Name/Title)  
\_\_\_\_\_  
(Signature)  
**Date:** \_\_\_\_\_

**TO:**

WSSBC  
2130 W US-10  
Ludington, Michigan 49431

To Whom It May Concern:

This proposal is submitted in accordance with your advertisement inviting proposals to be received for the project identified as:

**Student Information System**

Having carefully examined the WSSBC request for proposal, and being familiar with the various conditions affecting the work, the above hereby agrees to furnish all materials, perform all labor, and do all else necessary to complete the work in strict accordance with the specifications.

# West Shore Schools Business Cooperative Student Information System RFP

## APPENDIX A PROJECT SCOPE

The WSSBC is requesting a proposal for a Student Information System that will include, but not necessarily limited to the product components identified in the GENERAL SYSTEM REQUIREMENTS (page 2) portion of the matrix provided in APPENDIX B. This system needs to be a turnkey solution that will be implemented by \*August 29 of the 2008-2009 school year.

### Software Requirements:

The SIS will include a centralized database for each of the participating school districts in the WSSBC. The solution should be entirely web browser capable. Any programs not meeting this specification shall be identified in the bid with a description of the software and hardware requirements needed for that program. The proposal shall include the cost of licensing, conversion, training and annual support and/or maintenance and all other related costs of purchase and implementation. Each of the school district's information has been detailed, and a minimum requirement of the Internet connection required at each school district for optimal performance shall be included in the bid. The WSSBC requests information and cost of additional training.

### Hardware Requirements:

All databases will be housed in one school district and accessed via the Internet by the other participating school districts. The bid should include the hardware requirements of the server(s) and workstations. A cost of the server(s) and operating system(s), as well as any additional software requirements needed for the purpose of running the SIS system shall be part of the bid, but separate from the SIS proposal. The WSSBC reserves the right to purchase the server software and hardware independently.

### Additional Information:

There are ten (10) potential participating school districts, as indicated on the following page. It is possible one (1) or two (2) of the districts may not participate depending on cost and implementation concerns. The WSSBC reserves the right to exclude these districts at the time of bid acceptance. It is possible that participating districts may choose to do a partial or delayed implementation of the SIS project.

Similar to many rural districts in the state of Michigan, the majority of the WSSBC school districts have a declining enrollment. Please indicate whether the annual support/maintenance would go down with the declining enrollment.

\* Some school districts may choose a partial or delayed implementation plan that may be later than this date.

**West Shore Schools Business Cooperative  
Student Information System RFP**

**APPENDIX A  
PROJECT SCOPE**

The school district breakdowns are as follows

School District:	Enrollment:	Teachers/ Additional staff users=users	School bldgs	Internet Connection
Baldwin Community Schools	615	48/17=65	4	6mg frame relay
Hart Public Schools	1,323	93/33=126	5	5mg fiber
Ludington Area Schools	2,566	144/50=194	7	10mg fiber
Mason County Central	1,583	84/29=113	4	5mg cable
Mason County Eastern	592	36/12=48	2	6mg frame relay
Mason-Lake ISD (includes FreeSoil)	136	20/5=25	3	5mg fiber
Oceana ISD	49	4/4=8	1	5mg fiber
Pentwater Public Schools	273	18/7=25	1	5mg cable
Shelby Public Schools	1,713	102/36=138	8	Main-T1 frame relay Elem-56k frame relay
Walkerville Public Schools	379	29/10=39	3	10mg fiber
Total Enrollment	9,229			
		781		Total District Users (Not including Parents)