

**Department of Materials Management
Procurement Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Suite 3100
Rockville, Maryland 20850**

December 4, 2018

NOTICE TO BIDDERS

**The following are questions and responses regarding
RFP No. 4181.1 Student Information System**

Question 1: Could you please help me with the following questions.
Whether companies from Outside USA can apply for this? (like from India or Canada)

Answer: This is an open bid. Anyone may respond; provided, however, that the Contractor shall be responsible for any additional obligations that incur to Montgomery County Public Schools (MCPS) by virtue of entering into a Contract with an entity outside of the United States, and the resulting contract agreement shall be subject to the terms of the MCPS General Contract Articles, which are incorporated as part of the RFP, including but not limited to Article 18(E)(2), which requires that “the Contractor shall not maintain or store Confidential Information outside of the United States,” and Article 26, which requires that: “The Contract shall be governed by and construed in accordance with the laws of Maryland, without regard to conflicts of law provisions. Sole and exclusive jurisdiction for any action or proceedings arising out of or related to the Contract shall be in an appropriate state or federal court located in Maryland.”

Question 2. Whether we need to come over there for meetings?

Answer: Please refer to **Section 3.0 Scope of Services** beginning on page 6 which asks for the Respondent’s approach to the requirements.

Question 3. Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)

Answer: See the responses to Questions 1 and 2.

Question 4. Can we submit the proposals via email?

Answer: Please refer to the RFP, **Section 8.0 Mandatory Submissions** beginning on page 14 for submittal requirements.

Question 5. The RFP stated that this procurement is planned to replace in-house applications as well as third party student information applications that are being used throughout the district. Does that mean that this solicitation for a SIS would be considered a brand new requirement for the school district or is there a contract with a vendor for a SIS currently in place? If there is an existing contract would it be possible to obtain the vendor name or the contract documents themselves?

Answer: Please refer to the RFP, **Section 2.1 Current Systems** beginning on page 3 for information on existing systems and their functionality in MCPS.

Question 6. Is there a value or budget amount associated with this project as of yet?

Answer: Due to the request for proposals on several different modules as part of the overall student information system, there is no budget amount associated with this project as of yet. Please refer to the RFP, Section 11.0 Evaluation Criteria beginning on page 16 that states the proposed pricing model is part of the evaluation criteria.

Question 7. For Phase 3: Data Mapping, Data Migration, how many (individual/separate) data sources/data sets exist within MyMCPS SharePoint/Oasis/PowerSchool Student Information Systems are required to be converted to new SIS

Answer: Please refer to the RFP **Section 2.1 Current System**. It lists the current systems and each of the data sources/applications.

Question 8. For Phase 4: Training, What is the number of the following user-roles that require initial training?

Setup, Configuration, Integration, Customization

- System Administrators
- Application Developers
- Database Administrators

End-user Train-Trainer Training

- Teachers that will train teaching staff and provide support districtwide
- Central Service Specialists that will train school staff (non-teacher roles) and provide support districtwide

Answer: Approximately 30-35 people for each group above (setup, configuration, integration, customization; and end-user trainer training) will require initial training.

Question 9. On Page 9 - Training & Professional Development - third paragraph - second sentence - Should it read 'spring of 2019-2020 school year' instead of 2018-2019?

Answer: We anticipate the rollout of the new student system modules to take place over the next 18 months, with the transition beginning as early as summer of 2019. Therefore, there is an immediate training need for system admins and trainers in charge of providing training to select end users – most likely taking place in spring of 2019. We also anticipate ongoing training needs over the next 18 months.

Question 10. Can you please clarify exactly which items/sections we need to respond to meet the 'Point-by-Point' section requirement on page 14?

Answer: Please refer to **Section 7. Format of Response** beginning on page 11. Proposals must provide an individual response to each section of the RFP. If the Respondent responds only "Understand and comply," it is assumed that the Respondent complies with MCPS' understanding of the requirement. The Requirements Matrix is the Excel spreadsheet that is included in the RFP materials. Please disregard the "Point by Point Response" section in the table on page 14. These are overall directions and explanations that should have been placed at the bottom of that section of the RFP.

Question 11. Is there a MBE/WBE requirement or preference as part of this procurement? Will there be a mandatory (%) utilization requirement or will there be preference points awarded if a MBE/WBE is a subcontractor to a prime contractor?

Answer: The MCPS Procurement Manual (available at <https://www.montgomeryschoolsmd.org/uploadedFiles/departments/procurement/ProcurementManual.pdf>), states: "As one of the largest organizations within Montgomery County and the largest school system in Maryland, MCPS is committed to doing business with all vendors. Small and minority-owned businesses play a critical role in Montgomery County's economic stature and are needed for their innovative solutions, quality, and cost saving ideas. The Board has adopted a position encouraging the award of up to 10 percent of the total dollar value of all contracts to minority, female, and/or disabled-owned firms. The Board reviews quarterly reports on procurement actions during regularly scheduled public meetings." The RFP response documentation requires submission of information as to whether the Respondent is a Minority Business Enterprise (Attachment C), as well as an Equal Opportunity Certification (Attachment A). There is, however, no specific MBE/WBE requirement or preference as part of this procurement.

Question 12. Given the size and complexity of this procurement, would MCPS accept proposals from vendors offering K-12 technical services (e.g. PM support, data conversion support, configuration/customizations, systems integration, etc.) to MCPS separately from and independent of a particular SIS software vendor – i.e. to augment MCPS technical staff and/or vendor staff as necessary? Our firm is well versed in several SIS packages with deep K-12 technology systems work for K-12 districts – but we do not currently offer a full package solution.

Answer: Yes.

Question 13. In Section 3.6 Training and Professional Development on page 9 there is a statement “Each Respondent’s training and professional development plan must include immediate on-site and/or interactive web-based training for MCPS staff and community so the selected student platforms can be used for training and use in the spring of the 2018–2019 school year, with more intense training during the summer months.” This indicates training may occur in the spring of 2019, but the district has indicated the desire to complete the SIS implementation for the 2020-21 school year over a year later. Is the request for training in “spring of 2018-2019” a typo that should read “spring of 2019-2020” or is the district requesting training well in advance of system go-live?

Answer: We anticipate the rollout of the new student system modules to take place over the next 18 months, with the transition beginning as early as summer of 2019. Therefore, there is an immediate training need for system admins and trainers in charge of providing training to select end users – most likely taking place in spring of 2019. We also anticipate ongoing training needs over the next 18 months.

Question 14. In section 7.0 Format of Response there is a proposal section named “Point-by-Point Response,” listed and defined on page 14. What should be included in this section of the response? Is MCPS requesting that the vendor list out all RFP requirements in the 4181.1 RFP Document and response to each requirement and paragraph?

Answer: Please refer to **Section 7. Format of Response** beginning on page 11. Proposals must provide an individual response to each section of the RFP. If the Respondent responds only “Understand and comply,” it is assumed that the Respondent complies with MCPS’ understanding of the requirement. The Requirements Matrix is the Excel spreadsheet that is included in the RFP materials. Please disregard the “Point by Point Response” section in the table on page 14. These are overall directions and explanations that should have been placed at the bottom of that section of the RFP.

Question 15. Are you able to answer if this RFP is awarded to multiple vendors or single vendor?

Answer: Please refer to the RFP **Section 3.7 Selection Process** starting on page 10, “This RFP may result in multiple awards for different components of the scope of services, or MCPS may choose to select none of the proposed solutions.”

Question 16. Is OASIS considered to be MCPS’s true source system for all data (current and historical) being converted into the new SIS?

Answer: OASIS is our primary and legacy SIS where most of our source data lives and would need to be migrated into a new SIS. However, there are other modules and platforms that MCPS uses where some source data is housed and would need to be migrated. Please refer to the RFP **Section 2.1 Current System**. It lists the current systems and each of the data sources/applications.

Question 17. If above answer is yes, does MCPS need the ability to import data from the other systems (myMCPS/Sharepoint and PowerSchool) into the new SIS on an ongoing basis after the initial conversion is complete or is MCPS open to bringing these functionalities into the new SIS?

Answer: MCPS is open to bringing the functionality of these systems into the new SIS. However, some of the current systems under different contractual agreements will stay in place, including the Performance Matters Data Platform. The ability to transfer data between these systems and the new SIS is part of this RFP.

Question 18. Will you consider using new SIS provider’s integrated Gradebook? Or, is it MCPS’s intention to continue to use Wazzle (Pinnacle) for both the elementary and secondary gradebook? (both gradebooks currently interface with OASIS, Data Warehouse, PowerSchool, and our learning management platform, Canvas)

Answer: MCPS will consider using a new gradebook as part of the new SIS platform. Transitioning gradebooks can be a multi-year process in MCPS so the ability to integrate Wazzle with a new SIS will be important.

Question 19. Page 12 of the RFP document refers to “Attachment I, the Requirements Matrix”. As there are no forms labeled “Attachment I” are you referring to the excel form named “4181.1 SIS Requirements by groups.xlsx”?

Answer: Yes.

Question 20. How many different standards based report cards (different grade levels, languages) does the district use or expect to use?

Answer: The number of standards-based (elementary) report cards can change each year. It depends on the grading and reporting requirements at the time.

Currently, we have only 1 program/report but it is dynamic and produces some of the following variations which can result in many different report card formats (examples listed below):

- By grade level (K,1,2,3,4,5)
- Students with and without ESOL (all grade levels)
- Health (grade 5 only...changing to K,1,2,3,4,5 in 2019-2020)
- Students with and without Reading-Two Way Immersion Spanish
- Students with and without Writing-Two Way Immersion Spanish
- Students with and without Instrumental Music
- Different types of grades
 - P,I,N for K,1
 - A,B,C,D for 2,3,4,5
- Different reading levels
 - ABV, ON, BLW for 3,4,5
 - Many alpha and numeric values for K,1,2
- Different courses and measurement topics by grade level and student

Question 21. How many years of data conversion will be required, and from which legacy Systems?

Answer: It depends on the SIS module. For some modules (historical grades, transcript records), it will up to 20 years. For other modules it could be three years or less.

Question 22. Referencing the Format instructions, which start on page 11, could you clarify what is required for the section named “Point-by-Point Response”? Is this simply instruction on how you would prefer the responses are put together, or is there information you require specifically for this section?

Answer: Please refer to **Section 7. Format of Response** beginning on page 11. Proposals must provide an individual response to each section of the RFP. If the Respondent responds only “Understand and comply,” it is assumed that the Respondent complies with MCPS’ understanding of the requirement. The Requirements Matrix is the Excel spreadsheet that is included in the RFP materials. Please disregard the “Point by Point Response” section in the table on page 14. These are overall directions and explanations that should have been placed at the bottom of that section of the RFP.

Question 23. In the Scheduling tab, line item 87 states “The system allows for re-schedule of previously scheduled students to avoid conflicts (Optimization). When a student is dual-enrolled there is a process for coordinating changes.” Can a specific scenario be provided as an example?

Answer: MCPS has several use cases of dual enrollment at elementary, middle, and high school. This line item asks the respondent to provide the ability for the system to know that a student is dual enrolled and therefore only eligible for a subset of the course offerings within the day. A specific example is:
Due to the list of requests, a student can only attend the section of a multi-section course that is already full. Will the application review the existing students that are sectioned in that class to determine if one of them can be successfully moved to another section of that class? If this happens with a student who is dual-enrolled, how would the application know which periods are valid for changing an existing schedule?

Question 24. In the Gradebook Secondary tab, line item 111 state “The system shall provide the capability to interface with the OASIS (nightly) to automatically populate the online Gradebook with student, teacher and course data.” In what capacity does the district intend to continue to use OASIS after implementing a new SIS?

Answer: MCPS plans to sunset the OASIS platform when the new SIS is fully operational. During the transition, there may be a need build automated data transfers and integrations between systems in order to maintain continuity of service.



Laurie Checco, Buyer II, Procurement Unit

Please indicate your acceptance of this notice by signing below and returning with your RFP or under separate cover.

Accepted:

Name and Title

Company Name

LC
Copy to:
RFP File

