****

|  |  |
| --- | --- |
| **REQUEST FOR PROPOSAL**  **SHAWNEE MISSION UNIFIED SCHOOL**  **DISTRICT NO. 512**  Return in sealed envelope to:  Shawnee Mission Unified Schools  Purchasing Department  **ATTN: BECKY COLLINS**  8200 W. 71st Street  Shawnee Mission, Kansas 66204  (913) 993-6434  **EMAILED OR FAXED PROPOSALS**  **WILL NOT BE ACCEPTED** | Date: February 2, 2018 Proposal No.  **18-011**  FOR: **ACADEMIC ASSESSMENT SOFTWARE**  **SOLUTION**  Proposals will be accepted until:  DATE: **FEBRUARY 21, 2018**  DAY: **WEDNESDAY**  TIME: **2:00 p.m.**  **Proposals will NOT be publicly opened at the above due time and date. Only the names of the responding offeror’s will be announced. Content of proposals will be available for review after contract award.** |

Any questions regarding specifications or proposal procedures should be directed to: Becky Collins via Email: [beckycollins@smsd.org](mailto:beckycollins@smsd.org)

**Please complete and return the attached Proposal Response Packet and Proposal Form** with two (2) paper copies and two (2) electronic copies on flash drives. An authorized company representative should sign the “Proposal Form”. Completion of this form is intended to verify that the offeror has submitted the proposal, is familiar with its contents and has submitted the material in accordance with all requirements.

**PROPOSAL RESPONSES MUST BE RECEIVED IN SEALED ENVELOPES.**

**PROPOSAL RESPONSES MAY NOT BE FAXED.**

**NOTICE OF “NO RESPONSE FORM”**

**PROPOSAL NO. 18-011**

**VENDORS WHO RESPOND TO THIS INVITATION WITH A COMPLETED NOTICE OF “NO RESPONSE” FORM WILL REMAIN ON OUR MAILING LIST, IF REQUESTED.**

**VENDORS MAKING NO RESPONSE AT ALL WILL BE REMOVED FROM OUR MAILING LIST.**

**Dear Vendor:**

Please check (C:\Program Files\Common Files\Microsoft Shared\Clipart\themes1\Bullets\BD21301_.GIF) the appropriate box below, complete the remainder of this form and return it **NO LATER THAN** the scheduled Bid/Proposal/or Quote Date and Time.

***Our company cannot provide the products, supplies and/or services*** listed in this bid, proposal or

quote. Please **MOVE** our name and address to the following category(ies) so that we may bid at a later date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***We have chosen NOT to submit a response at this time***, but would like to remain on your bid list

for this product category. We did not submit a response because:

Reason(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please REMOVE our name*** from all SMSD bid lists until further notice.

Reason(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMPANY NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REPRESENTATIVE (please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_**

**AUTHORIZED SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_**

**PLEASE RETURN THIS FORM ONLY TO:**

**Shawnee Mission Unified School District #512**

**Purchasing Department**

1. ***Notice of “NO RESPONSE”***

**8200 W. 71st Street**

**Shawnee Mission, KS 66204**

**OR**

**Fax to: 913/993-6225**

|  |  |  |  |
| --- | --- | --- | --- |
| **SHAWNEE MISSION PUBLIC SCHOOLS** | | | |
| **ACCOUNTS PAYABLE SCHEDULE** | | | |
|  |  |  |  |
| **School** |  | **Payments** |  |
| **Cut Off** |  | **Released** |  |
|  |  |  |  |
| 7/13/2017 |  | 7/25/2017 |  |
|  |  |  |  |
| 8/4/2017 |  | 8/15/2017 |  |
|  |  |  |  |
| 9/15/2017 |  | 9/26/2017 |  |
|  |  |  |  |
| 10/13/2017 |  | 10/24/2017 |  |
|  |  |  |  |
| 11/17/2017 |  | 11/28/2017 |  |
|  |  |  |  |
| 12/8/2017 |  | 12/19/2017 |  |
|  |  |  |  |
| 12/20/2017 |  | 1/9/2018 |  |
|  |  |  |  |
| 1/12/2018 |  | 1/23/2018 |  |
|  |  |  |  |
| 2/16/2018 |  | 2/27/2018 |  |
|  |  |  |  |
| 3/9/2018 |  | 3/27/2018 |  |
|  |  |  |  |
| 4/13/2018 |  | 4/24/2018 |  |
|  |  |  |  |
| 5/11/2018 |  | 5/22/2018 |  |
|  |  |  |  |
| 6/15/2018 |  | 6/26/2018 |  |

1. **Introduction**:

Shawnee Mission USD 512 (SMSD) is requesting proposals from qualified providers for an **Academic Assessment Software Solution**.

1. **Background Information:**

SMSD serves approximately 27,500 students in early childhood programs through 12th grade. School campuses include 34 elementary schools, 5 middle schools, 5 high schools, and one alternative high school.

1. **Instructions to Respondents:**
   1. **Schedule**

Issuance of RFP Friday, February 2, 2018

Proposals due Wednesday, February 21, 2018, 2:00 p.m.

* 1. **Preparation**

Prior to submitting a proposal, each provider is required to examine all specifications. Submission of a proposal shall be proof that such an examination has been made and that the provider is familiar with all requirements and indicates acceptance by the provider of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between SMSD and the provider selected. SMSD will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the provider. There is no expressed or implied obligation for SMSD to reimburse responding providers for any expenses incurred in preparing proposals in response to this request.

* 1. **Submission**
  2. Complete and submit two hard copies and two electronic copies on flash drives, of the Proposal.

* 1. All blank spaces on the proposal form must be completely filled in with ink or typewritten without alteration or erasure.
  2. Proposal forms must be signed in longhand, executed by a principal duly authorized to enter into a contract.
  3. Please provide at least three (3) references, requiring similar services showing the company’s ability to provide the products and services required by this contract. USD 512 may conduct other reference checks with entities whose names have not been provided by responder, but that USD 512 has knowledge.
  4. Proposals for Assessment Software Solution will be received by USD 512 until **Wednesday, February 21, at 2:00 pm CST.** Proposals received after the stated time may not be opened or considered.
  5. Submit proposals on or before the time and date specified to:

Center for Academic Achievement

Attn: Becky Collins

8200 W. 71st St.

Overland Park, KS 66204

* 1. **Inquiries**

All inquiries concerning specifications shall be directed to Becky Collins, Shawnee Mission USD 512, 8200 W. 71st St., Shawnee Mission, KS 66204; telephone (913) 993-6200; e-mail [beckycollins@smsd.org](mailto:beckycollins@smsd.org).

* 1. **Contract**

The term of the contract will be for one year after execution with the option to renew annually for (3) three additional one year terms with no price increase, if agreed upon by the vendor and SMSD.

Following the notification of the successful respondent, it is expected a contract will be executed between both parties by March 1, 2018.

* 1. **District Rights**

SMSD reserves the right to:

* Retain all proposals submitted and to use any concepts in a proposal regardless of whether that proposal is selected;
* request additional information or clarifications from respondents;
* request an oral presentation as part of the evaluation process;
* reject any or all proposals;
* negotiate with providers after proposals have been submitted
* waive minor irregularities or discrepancies as defined SMSD policy and regulations, and
* cancel contract entered into with the successful provider any time during the life of the contract if SMSD deems the provider’s services and/or products fail to meet the standards established by the detailed scope of services or the general provisions outlines in this RFP
* offers shall remain firm for a period of 90 days or until proposer offer is accepted, whichever is first, by the SMSD. Any deviation must be copiously noted within this document. Acceptance shall be in the form of SMSD purchase order or other formal written contract. Prices beyond acceptance of proposer offer shall be conditional on any additional terms, conditions and/or specifications as set forth herein.
* Prices quoted are to be free of all federal, state and local taxes unless otherwise imposed by a governmental body and applicable to the material on the bid.

**Scope of Services**:

Shawnee Mission USD 512 is seeking an assessment software solution that:

* Supports the creation and distribution/administration of assessments aligned to standards and benchmarks, including school/district item banks
* Effectively assesses academic standards
* Monitors student performance via
  + Progress monitoring features
  + Student, class, teacher team, school and district reporting
* Reports mastery and
* Offers immediate performance feedback to individual teachers, individual students, teacher learning teams, as well as building and district leadership.
* Supports gradebook transfer with Skyward Student Information System

The proposed software solution must be able to support the following conditions:

*Collaboration*

* Teachers are able to collaborate online with other teachers in the school and district regarding the data generated from common assessments.
* Learning teams can administer common assessments and easily analyze the results for all students as a team. An individual teacher is able to view how their students or a class of students performed in comparison to how all the students or classes for the teacher learning team performed. Members of learning teams can co-author an assessment document prior to it being ready for student administration of the assessment.
* Once an assessment is complete, the author determines who has access to the content. Copyrighted content will be accessible only to those with digital rights. Teacher created materials can be shared with the whole learning team, the school or other learning teams in the district or globally if allowed by the author.

*Curriculum Alignment*

* State academic standards and other national standards such as ACT or content-area specific standards from national organizations can be easily downloaded into the software.
* Standards can be assessed with assessments created by the district and/or teachers while using the software or from a test bank supplied by a publisher or assessment company.
* The software can be used to assess and report on student mastery of standards with assessments that are created at the district level and administered by teachers.
* Teachers have the ability to customize and organize the academic standards and benchmarks (or teacher-created learning targets) in one simple interface. A curriculum map feature will allow the user to mix and match standard sets, create custom standards, and easily drag and drop standards into any sequence.
* Teachers can assess mastery of more than one standard, benchmark, or learning target by creating and using assessments with embedded multi- standards.
* The software product either includes an item bank, or allows for the loading of an item bank from a textbook or assessment company. If an item bank is provided as a part of the software product, it must include at least 70,000 items aligned to state standards/benchmarks is preferred.

*Professional* Development

* Professional development for teachers and administrators will be provided by the vendor. In addition, there is an option for ongoing professional development and online support.

*Resources*

* The software provides opportunities for integrating instructional resources and links. Teachers will be able to navigate to embedded instructional resources as a guide for instruction (intervention, remediation, enrichment) for specific academic standards.

*Results and Reports*

* In real-time, teachers and leaders will be able to see what their students know and are able to do relative to state academic standards, benchmarks, or teacher-created learning targets.
* Teachers will easily identify and sort which students are struggling to understand specific standard, benchmark, or learning target(s).
* Student reports are more standards-based than grade based. The report will reflect what academic standards have been mastered. These reports can be printed or emailed to parents.
* Student and/or parent access portal(s) for viewing basic reports is also preferred.
* Results can easily be loaded into Skyward® grade books. The results can also easily be exported to a flat delimited file such as Excel.
* The results have many test analysis features such as by item, student, student group, gender, ethnicity, standard/benchmark/learning target, teacher school, etc. A wide number of reports can be generated and printed based on test analysis.

*User and Roster Management*

* Users and user roles can be uploaded via automated systems from other data systems such as a student information system or other database. User management is controlled from a centralized district-level perspective.
* Users can access students at different sites, and any given user can have different security levels at different school sites.
* Allows for multiple users to access the same class(es), such as in a co-teaching arrangement.
* Allows for automated roster management from Skyward. Also allows for users to create custom rosters within the assessment system.

*Test Format and Delivery*

* A variety of item types (e.g. multiple choice, true/false, drag and drop, hot spot, fill in the blank, or written response) shall be supported directly or indirectly with the software for application and use in any curriculum and content area. In addition, the software allows for teacher input of scores for rubric-based performance assessments.
* The software allows for integration of pictures, video, and audio into item stems.
* The software allows for integration of special characters, formats, and fonts including mathematical equations and foreign language characters (Spanish, French, German, Arabic, Russian, Chinese, and Japanese).
* The test delivery engine contains features similar to those found in state assessment systems such as an assessment summary screen, text-to-speech, magnification, color overlays, calculators (basic, scientific, and graphing), etc. The test author has control over when these tools are available.
* Teacher-created assessments can be uploaded in any digital format – Microsoft Word, Adobe PDF, etc.; or can be created using the software.
* Test administration needs to be available using both bubbled in answers (scanned with a computer camera) and using a web-based device (computer, tablet, smart phone, etc…)
* The software product is compatible with current popular platforms and operating systems: iPad, MacBook, and Windows PC.
* The vendor offers a full kiosk mode testing environment for MacBook and iPad, preventing students from accessing other applications while the assessment is in progress.

*Additional Features*

* Allows for automated importing and reporting of multiple measures from outside the assessment system via SQL tables and delimited flat files: Standardized test scores such as Kansas Assessment and NWEA MAP and attendance, course grades, discipline data, etc.
* Provides a centralized, web-based report bank for school leadership and district administrators.
* Software comes with tools for generating customizable and ad-hoc reporting, including tools for building complex queries connecting imported data sources.
* Offers targeted, educator-specific views of data, structured for each user class.
* Allows users to track student progress and growth against standards and/or competencies over time including across grade levels and calendar years.
* Allows creation of custom groups for tracking specific data across time.

**Sales and Customer Support**

Successful provider must designate sales and technical support representatives, to work closely with SMSD staff to ensure a high level of service, continuity and success of the contract. Technical support would include phone support, email, and “help videos.” The successful provider’s sales and support staff should be available, at a minimum, 7:30 a.m. to 5:00 p.m. Central Time, Monday through Friday, except nationally recognized Holidays. The staff designated to our account must have complete knowledge of our account/contract so they can service/support SMSD staff in an accurate and timely manner. Support “call centers” would likely not meet this requirement.

**Basis for Proposal Award**

Proposal award will be based on, but not necessarily limited to, the following factors:

1. ability of provider to fulfill contract and scope of services, and
2. quality of services and products; and
3. price of services and products

**PROPOSAL FORM: Assessment Software Solution**

**1. Provider Information-Corporate**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| City State Zip |  |

**2. Primary Contact Person Information (please provide other contact information on a separate sheet as deemed necessary)**

|  |  |
| --- | --- |
| Name: |  |
| E-Mail Address: |  |
| Phone Number: |  |
| Fax Number |  |

**3. Authorization**

|  |  |
| --- | --- |
| Signature |  |
| Date |  |
| Title |  |

**4. Check if you have included the required proposal copies**

|  |  |
| --- | --- |
|  | Two (2) paper copies of the proposal including pricing |
|  | Two (2) electronic copies of the proposal on flash drives |

**6. Attach a list of references per Instructions to Respondents.**

**7. Summary of what differentiates your services and products from others.**

**8. Please provide a detailed description of how your proposed solution meets or exceeds the criteria detailed in the Scope of Service. Please provide responses in the order they appear in the Scope of Service.**

***Return by Wednesday, February 21, 2018 (2:00 pm CST) to:***

Shawnee Mission USD 512

Attn: Becky Collins

Center for Academic Achievement

8200 W. 71st. Street

Overland Park, KS 66204

**TERMS AND CONDITIONS:**

**READ THIS ENTIRE DOCUMENT CAREFULLY. FOLLOW ALL INSTRUCTIONS. YOU ARE RESPONSIBLE FOR FULFILLING ALL REQUIREMENTS AND SPECIFICATIONS. BE SURE YOU UNDERSTAND THEM.**

**TERMS AND CONDITIONS APPLY TO ALL REQUESTS FOR PROPOSALS, HOWEVER, THESE MAY BE SUPERSEDED, WHOLE OR IN PART, BY THE SPECIAL REQUIREMENTS, INSTRUCTIONS, OR OTHER INFORMATION CONTAINED HEREIN. BE SURE YOUR PROPOSAL PACKAGE IS COMPLETE.**

Proposal Completion:

Fill out and return to Purchasing, ONE (1) complete proposal form. An authorized company representative should sign the “Execution of Offer”. Completion of these forms is intended to verify that the offeror has submitted the proposal, is familiar with its contents and has submitted the material in accordance with all requirements.

Offer:

Offers remain firm for 90 days or until bidder’s offer is accepted by SMSD, whichever is first. Any deviation must be conspicuously notated within this document. Acceptance shall be in the form of a SMSD purchase order or other formal written contract. Prices beyond acceptance of bidder’s offer shall be conditional on any additional terms, conditions and/or specifications as set forth herein.

Addenda:

If specifications or terms are revised, the SMSD will issue an addendum addressing the nature of the change. Offerors must sign it and include it in the returned proposal package.

Hold Harmless Agreement:

The Seller shall provide the standard patent infringement indemnity clause which shall hold and save the Board of Education and its officers, agents, servants, and employees, harmless from liability of any patented, or unpatented invention, process, article, or appliance manufactured, or use, in the performance of the contract, including its use by the Shawnee Mission School District.

Silence of Specifications:

The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The latest product in production to commercial trade and shall be of the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item proposed.

Supplemental Materials:

Offerors are responsible for including all pertinent product data in the returned proposal package. Literature, brochures, data sheets, specification information, completed forms requested as part of the proposal package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the offeror wishes to include as a condition of the proposal, must also be in the returned proposal package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire proposal.

Evaluation:

Evaluation shall be used as a determinant as to which proposed items or services are the most efficient and/or most economical for the District. It shall be based on all factors that have a bearing on price and performance of the items in the user environment. All proposals are subject to negotiations by the Purchasing Supervisor and other appropriate departments, with recommendation to SMSD School Board. Compliance with all requirements, delivery and needs of the using department are considerations in evaluating proposals. Pricing is **NOT** the only criteria for making a recommendation. A preliminary evaluation by SMSD will be held and appropriate proposals may be subjected to the negotiating process. Upon completion of the negotiations, SMSD will make an award. All proposals that have been submitted shall be available and open for public inspection after the contract is awarded except for trade secrets or confidential information contained in the proposals and identified as such.

Inspections:

SMSD reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department. If an offeror cannot furnish a sample of a proposed item, where applicable, for review, or fails to satisfactorily show an ability to perform, SMSD can reject the offer as inadequate.

Award:

SMSD reserves the right to award this contract on the basis of LOWEST AND BEST OFFER in accordance with the laws of the State of Kansas, to waive any formality or irregularity and to reject any or all proposals.

Assignment:

The successful offeror may not assign, sell or otherwise transfer this contract without written permission of SMSD

Purchase Order and Delivery:

The successful offeror shall not deliver products or provide services without a SMSD Purchase Order, signed by an authorized agent of SMSD. Every tender or delivery of goods and/or services must fully comply with all provisions of these requirements and the specifications including time, delivery and quality. Nonconformance shall constitute a breach that must be rectified prior to expiration of the time for performance. Failure to rectify within the performance period will be considered cause for cancellation of the contract by SMSD without prejudice to other remedies provided by law. Where delivery times are critical, SMSD reserves the right to award accordingly.

Termination:

SMSD reserves the right to terminate the contract for default if Seller breaches any of the terms therein, including warranties of offeror or if the offeror becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies, which SMSD may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to SMSD’s satisfaction and/or to meet all other obligations and requirements. Contracts may be terminated without cause upon thirty (30) days written notice to either party unless otherwise specified. Contracts entered into on the basis of submitted bids are revocable if contrary to law.

Scanned or Re-Typed Response:

If in its response, offeror either electronically scans, re-types, or in some way reproduces the district’s published proposal package, then in the event of any conflict between the terms and provisions of the district’s published proposal package, or any portion thereof, and the terms and provisions of the response made by offeror, the district’s proposal package as published shall control. Furthermore, if an alteration of any kind to the district’s published proposal package is only discovered after the contract is executed and is or not being performed, the contract is subject to immediate cancellation.

