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## I. COVER PAGE

**RFP PROJECT TITLE:** YES Prep Public Schools, Inc. Ed-Fi ODS & Data Warehouse As-a-Service Project

**PURPOSE OF REQUEST FOR PROPOSAL (RFP):** YES Prep Public Schools, Inc. (YES Prep) is seeking to identify and select a vendor to host in the customer's environment a cloud-based:

- a. Ed-Fi Operational Data Store (ODS) and API with Data Warehouse - REQUIRED
- b. An Ed-Fi Dashboard and Early Warning System - OPTIONAL
- c. Other useful, new, and forward-looking solutions that will benefit the Ed-Fi Alliance and the larger Ed-Fi community while reducing costs over time - OPTIONAL

**TIMELINE:** Timelines are approximate. Please refer to the RFP section within the Notices page on the YES Prep website (<http://www.yesprep.org/downloads/download-archive/rfps>) for the most current schedule.

- Week 1: RFP Released and Vendor Q&A
- Week 2: Vendor Responses Due
- Week 3: References Checked, Proposals Evaluated, Finalists Selected, Vendor Demonstrations *(if requested)*
- Week 4: Contracting and Award
- Final Project Plan due: Within 4-6 weeks of contract execution
- First Quarterly Check-In *[Dates and Milestones based on the Final Project Plan]*
- Second Quarterly Check-In *[Dates and Milestones based on the Final Project Plan]*
- Third Quarterly Check- In *[Dates and Milestones based on the Final Project Plan]*
- Final Go Live *[Dates and Milestones based on the Final Project Plan]*

**SUBMIT PROPOSALS VIA EMAIL TO THE ATTENTION OF RICHARD CHARLESWORTH, VP OF TECHNOLOGY & ANALYTICS, AT [PROCUREMENT@YESPREP.ORG](mailto:PROCUREMENT@YESPREP.ORG) BY THE DUE DATE PUBLISHED ON THE RFP SCHEDULE ON THE YES PREP WEBSITE.**

CONTACT INFORMATION *(this contact information should NOT be used for submissions):*

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## II. INTRODUCTION

### a. Purpose

Currently, too many hours are spent at YES Prep manually compiling data from different systems and producing reports focused only on compliance rather than supporting instructional improvement. Our data are not integrated and YES Prep is not able to put the pieces of data together in one place and in a way that enables educators and administrators to see how our students, schools and districts are doing – and to respond in ways that improve student outcomes.

YES Prep seeks a vendor to provide and implement the Ed-Fi Operational Data Store (ODS) and API with Data Warehouse as-a-service. This cloud-based infrastructure will be hosted in YES Prep's environment and will eventually integrate with our custom identity solution as well. In addition to the cloud-based infrastructure, YES Prep is interested in optionally including the Ed-Fi Dashboards and Reports or other innovative solutions utilizing the Ed-Fi data standard. YES Prep needs a vendor-managed, cloud-based, as-a-service solution hosted in our environment to integrate student data (including unique ID), performance data (including assessment results, courses and grades), behavior data (including attendance) and postsecondary success indicators (including remediation and credit accumulation), and then reflecting these data back to support quality instruction and campus improvement processes at the local level, as well as to support school report cards, teacher evaluation, and reporting systems at the state level.

By adopting the Ed-Fi ODS and its associated Application Program Interface (API), YES Prep will enable more effective data management and interoperability between systems of record. YES Prep intends to place the ODS at the center of its data architecture, receiving transactional data from sources such as the Student Information System (SIS), Special Education system, School Culture & Behavior Management System, assessment systems and vendors, teacher licensure and class roster systems, and annual feedback reports from higher education. In turn, the ODS will supply data to multiple reporting applications, dashboards and data warehouse. In later phases, YES Prep anticipates incorporating additional data in the ODS, such as human resources data, financial data, and data from federal programs.

As part of the integration approach, YES Prep will require new applications to adopt the Ed-Fi data standard for transmitting data between disparate systems. Over time this will simplify and standardize the process of extracting, transforming, and loading data to and from the ODS. The Ed-Fi data standard represents a widely adopted and supported standard that organizes the different types of educational data at an enterprise level. YES Prep has already begun to require its vendors to support interoperability using the Ed-Fi format, and to use the standard to share data with other educational organizations. This practice will encourage the interoperability of systems used at YES Prep, allowing new systems to be adopted and implemented (and older systems retired) much more quickly than is possible today.

### b. Project Vision/Goals

The primary purpose of this RFP is to select a vendor who will provide as-a-service (including the creation, maintenance, performance, and support) of:

1. YES Prep's Ed-Fi Operational Data Store (ODS) to provide a secure, transactional information store that integrates data from multiple source systems and applications.
2. YES Prep's Application Program Interface (API) using Ed-Fi ODS API to provide a developer-friendly interface to create, read, and update information.
3. YES Prep's Ed-Fi data warehouse hosted virtually in the cloud, utilizing YES Prep's environment.

The following Use Cases are examples of how YES Prep's vision for this project can lead to higher quality data and more timely reporting of data for the YES Prep community. These are illustrative examples of what success will look like once the as-a-service ODS and API with data warehouse infrastructure is in place as the hub of integration for all of YES Prep's custom-developed and third-party applications.

### Local Users

1. **Ed-Fi Early Warning System Use Case:** An educator in YES Prep will be alerted when a student begins to demonstrate – through grades, tests, scores, attendance or behavior – risk of falling behind. The educator will be able to follow up with the student, his/her parents, other teachers and the principal as appropriate with a targeted response.
2. **Ed-Fi Data Team/Professional Learning Community Use Case:** During the summer, YES Prep educators teaching in the same grade within each school district will review together the historical data for the rising students (including transfers) they will teach in the fall to discuss the students' readiness, gaps in content knowledge foundational to the new year, students showing readiness for advanced content, and attendance and behavior issues. Together the educators will begin a discussion about their incoming students that will continue throughout the school year, enabling them to best support student learning and prepare their students to advance to the next grade by the end of the upcoming school year.
3. For other potential Local Use Cases, see
  - <http://dataqualitycampaign.org/resource/infographic-ms-bullens-data-rich-year/>
  - <http://dataqualitycampaign.org/resource/mr-mayas-data-rich-year/>

### District and State Users

1. **Ed-Fi Roster Verification Use Case:** Teacher evaluation requires that educators be matched with their students across courses and sections, reflecting student mobility and attendance, co-teaching, and other complexities. Educators and principals must be able to verify student-teacher links based which students were enrolled when and for how long. The ODS will support roster verification by supplying the necessary student, educator and course information to the roster system, with the needed unique IDs for each data set.
2. **Ed-Fi State and Federal Reporting Use Case:** School report cards and other various state and federal reports require a vast array of student level and other data – including data from higher education. The OSD will support an Ed-Fi reporting system capable to

integrating and analyzing these data. An automated reporting system will allow schools and districts to review and certify student-level data before report cards are issues or before aggregated reports are submitted to EDEN/EdFacts.

#### **d. System context and architecture**

The above use cases include data from various third-party, local, and state data systems. The following diagrams represent the critical custom-developed and third-party applications currently in use at YES Prep and how YES Prep anticipates these systems feeding data to the Ed-Fi ODS and related outputs.

**Current Environment:** YES Prep applications run on MS Windows Server 2012. YES Prep uses MS SQL Server 2014 for databases and .NET 4.5.2 and higher for application development.

The Sunguard eSchoolPlus Student Information System (SIS) receives transactional data nightly from Local Student Information Systems, relying on the Unique Student ID. These data include student demographics, grades, attendance, discipline events, courses and sections, teachers, teacher assignment, school information, district information, etc. (see Data Dictionary in Appendix A).

The custom-developed YES Prep Common Assessments System includes student performance data from YES Prep’s unit and semester district-wide common assessments. Additionally, state and national assessment results, including STARR and College Board assessments are uploaded to YES Prep’s instance of Eduphoria’s AWARE (see Data Dictionary in Appendix B). The frequency of the data in the assessment system correspond to YES Prep’s district assessment calendar, the state of Texas and national test windows (several times per year, including summer).

The YES Prep “Common” Data Warehouse includes multiple years of historical data from both custom-developed and third party applications (see Data Dictionary in Appendix C). Additionally, it serves as an application database for some YES Prep custom-developed applications.

The Higher Education data includes SAT results, AP results, student records from two- and four-year in-state public institutions such as enrollment, courses, grades and GPA, credits earned, remediation, persistence and transfers (see Data Dictionary in Appendix D). The data from higher education are imported annually every September.

### III. SCOPE OF WORK

YES Prep will host a conference call to provide answers to vendor questions generated by this RFP. Since the infrastructure will be provided as-a-service, we expect the scope of work to vary by vendor offering.

The proposal should include pricing on a per-student basis for YES Prep’s basic ODS and API with data warehouse infrastructure at minimum, as well as pricing for integrating existing applications and future applications.

Contract Documents will be negotiated after a successful bidder is selected. This RFP and Respondents’ responses hereto shall be merged into the terms and conditions of the written contract which shall be subject to the approval of YES Prep and the successful Respondent. In the event of a conflict or inconsistency between or among the following documents, the conflict or inconsistency shall be resolved by giving precedence in the following order: final contract, this RFP and Respondents’ response. This RFP is not an offer and absent additional approval by YES shall not in any manner bind YES to enter into a contract with a vendor. YES reserves the right to award multiple contracts to different vendors or to award no contracts at all. Solely for the purpose of YES Prep’s evaluation of certain aspects of their proposed pricing, respondents may assume district enrollments listed here:

#### YES Prep Total District Enrollment

School	Year Opened	Grades Served (2015-16)	Grades Served at Full Scale	Year Full Scale will be or was completed	2016-17		2017-18		2018-19		Max Enrollment When School is Fully Scaled
					Total	Anticipated Enrollment Target	Anticipated Enrollment Target	Anticipated Enrollment Target			
YES Prep Bray Oaks	2009-2010	6-12	6-12	2014	864	900	900	900	900	900	
YES Prep East End	2006-2007	6-12	6-12	2011	906	915	915	915	915	915	
YES Prep Eisenhower High School	2016-2017	9	6-12	2020	n/a	148					
YES Prep Fifth Ward	2011-2012	6-10	6-12	2017	686	800	850	850	850	850	
YES Prep Gulfton	2007-2008	6-12	6-12	2012	964	1045	1045	1045	1045	1045	
YES Prep Hoffman Middle School	2013-2014	6-8	6-8	2015	410	430	430	430	430	430	
YES Prep North Central	2003-2004	6-12	6-12	2009	940	970	970	970	970	970	
YES Prep North Forest	2010-2011	6-12	6-12	2014	791	870	900	915	915	915	
YES Prep Northbrook High School	2015-2016	9	9-12	2019	148	363	583	803	815	815	
YES Prep Northbrook Middle School	2012-2013	6-8	6-8	2014	416	420	420	420	420	420	
YES Prep Northside	2011-2012	6-10	6-12	2017	672	800	850	850	850	850	
YES Prep Southeast	1998-1999	6-12	6-12	2000	997	1026	1025	1025	1025	1025	
YES Prep Southside	2015-2016	6	6-12	2021	296	600	900	1200	1800	1800	
YES Prep Southwest	2004-2005	6-12	6-12	2010	904	936	936	936	936	936	
YES Prep West	2009-2010	6-12	6-12	2014	910	900	900	900	900	900	
YES Prep White Oak	2013-2014	6-8	6-12	2019	415	570	705	840	980	980	
TOTAL ENROLLMENT					10319	11693					

### DELIVERABLES

#### DELIVERABLE 1: Vendor Experience

**Experience:** Please provide a short narrative demonstrating your experience with Ed-Fi technology, operational data stores, APIs, and data warehousing, including your experience optimizing their performance and supporting integration activities.

- **Resumes.** Please include resumes of your project team members including project manager(s) and project superintendents(s) in your submittal.

- **Experience.** Please include project information from up to five relevant projects that demonstrate experience with the type of work proposed.
- **References.** Please provide name and current phone numbers for three (3) client references and three (3) Architect references.

## **DELIVERABLE 2: Project Plan**

**Final Project Plan:** Based on the user engagement and requirements gathering process, the vendor will produce a Final Project Plan within 4 – 6 weeks of the execution of the final contract in collaboration with customer. The Final Project Plan guidelines for inclusion are elements such as:

- Data Mapping:** Using the Ed-Fi Data Standard v2.0 Mapping Template, the vendor will map the needed data from the relevant YES Prep systems, including mapping Extended and introduced YES Prep data elements follow authoring guidelines (<https://techdocs.ed-fi.org/display/EFDS20/XSD+Authoring+Guidelines>). The vendor will include recommendations for adjusting or improving YES Prep data to maximize the benefits of Ed-Fi.
- Architecture:** After consulting with YES Prep personnel and Ed-Fi Alliance representatives, the vendor will create a plan and solution design that best utilizes the Ed-Fi technologies. The vendor will include recommendation for long-term strategic adjustments or improvements to TBD.EDU’s systems architecture to maximize the benefits of Ed-Fi.
- Project Management:** The vendor will provide a project manager and recommend milestones and check-ins for the duration of the project to ensure that issues are raised and overcome in a timely manner and to ensure the project remain on track and within budget, and to ensure that requirements are met.

## **DELIVERABLE 3: Reaching Approved End-Users with Quality Data**

**Data Access, Quality and Dashboards:** Data visualization integration options should include Schoolzilla, Tableau, Power BI, with others optional.

Based on the business requirements, technical requirements, architecture and project plan, the vendor will create develop the tools needed to manage end-user access, ensure data quality necessary to populate the Ed-Fi Dashboards, and stand up “out-of the box” Ed-Fi Dashboards and Early Warning System with necessary YES Prep data model extensions. Examples of these may include:

- Role Mapping:** The vendor may choose to map the needed end-user roles for anticipated state and local users. The vendor may include recommendations for adjusting or improving YES Prep’s defined end-user roles to maximize the benefits of Ed-Fi.
- End User Access Management:** The vendor may develop an end-user access management tool to enable YES Prep to manage local credentials in collaboration with

YES Prep to eventually integrate with our custom Identity Platform (see Oxford Identity Diagram in Appendix).

- c. **Data Quality Tool:** In order to ensure reliable, high quality data for educators and state reports, the vendor may extend and leverage the YES Prep data validation rules engine and develop a Validation Error Report that identifies for Local School Districts validation errors in their submitted data, intended to populate the Ed-Fi ODS. Districts will be able to use the Validation Error Report to correct data issues locally, ensuring that the data moved from YES Prep applications to the Ed-Fi ODS is accurate, and as a result the data populating the dashboards and other reports will likewise be accurate.
- d. **Ed-Fi Dashboards:** The vendor may develop Ed-Fi student performance dashboards – including the Ed-Fi Early Warning Dashboard – that puts real-time, actionable information at the fingertips of educators. The dashboards may include a user interface with metrics that end-users identified as critical to improving student achievement.
- e. **Report Writer/Report Upload Tool:** The vendor may develop an automated uploading tool to enable YES Prep to populating state and federal reporting applications with data from the Ed-Fi ODS. The tool would enable YES Prep to validate that the upload files meet with the reporting system requirements before submitting data.

#### **DELIVERABLE 4: Validation and Implementation**

- a. **Test and Validate Ed-Fi Solution:** The vendor must subject each deliverable to the Ed-Fi Certification process for which such certification is available. Ed-Fi certifications allow product developers to demonstrate a product's fidelity to Ed-Fi standards and guidelines, and for purchasers or users to be confident that a product conforms to those same Ed-Fi standards and guidelines. The goal of Ed-Fi Certification is to ensure that systems can interoperate and exchange data using Ed-Fi standards and technology.
- b. **User Acceptance and Adoption:** The vendor will demonstrate each deliverable to the advisory committee of technical, administrative and instruction professionals to ensure that each deliverable satisfies the end users requirements developed during the requirements gathering process. The vendor will ensure that the deliverables will address end-user challenges and will support data-driven decision making and changes to instructional practice.
- c. **User Training and Training Materials:** The vendor will provide a training curriculum for the project deliverables, meeting with YES Prep personnel to train or providing training content via video or webcast. The vendor will provide on-going training and maintenance of training materials as necessary per the terms of the contract.
- d. **From Implementation to as-a-service Maintenance: Ed-Fi Solution in Production:** Once the advisory committee and early adopters have tested the system, and once the system has passed the Ed-Fi Project Certification tests, the vendor will turn move the



new Ed-Fi system into production and continue to maintain per the terms of the contract.

- e. **Technical Support:** The vendor will continue to provide technical and post-implementation change management support consistent with the terms of the contract.

#### IV. REQUIREMENTS

**\* Level Required Definitions:**

**Optional** Not required but value-add

**Preferred** Desirable; not required

**Required** Vendor must meet specification to be considered

**\*\* Ability to Meet Requirement Definitions:**

**Yes “out of the box”** Vendor can meet requirements with standard implementation

**Yes with customization** Can meet requirement, but customization will be necessary

**No** Cannot meet requirement

Requirements	Level Required*	Ability to Meet Requirement**	Evidence for Yes (“out of the box” or with customization)
<b>Available Ed-Fi Product Certificates</b>			
1. Vendor has completed Ed-Fi Certification for Student Information Systems for ODS API v2.0	<i>Preferred</i>		
2. Vendor has completed Student Information Systems for ODS Bulk API 2.0	<i>Preferred</i>		
<b>Design Requirements (as appropriate for procured services/products)</b>			
3. The dashboard must excel at the integration of information.	<i>Required</i>		
4. The dashboard must provide the ability to “drill down” on indicator components to provide details and context about individual students that are relevant to the indicator.	<i>Required</i>		
5. The dashboard must provide summary information and listings for natural groupings of students (class, school, and district).	<i>Required</i>		
<del>6. The dashboard must support varying degrees of “tolerance for complexity” by displaying the same information in different ways since individuals absorb information in different ways.</del>	N/A	N/A	N/A
7. Provide list of supported browsers and operating systems: a. Browsers: _____ _____ b. OS (including Mobile): _____ _____	<i>Required</i>	N/A	
8. The dashboard must be responsive. It needs to perform extremely well to allow teachers and other educators to make productive use of their limited time.	<i>Required</i>		
9. Educators should be involved in the design of the system and be provided opportunities to validate the design.	<i>Preferred</i>		

10. Accountability data mart will provide a subset of data elements from the data warehouse that includes both the Ed-Fi longitudinal data as well as accountability data.	<i>Required</i>		
11. The accountability data mart will be designed to support YES Prep's data requirements for accountability reporting at the state and federal level.	<i>Required</i>		
12. Data warehouse will be designed to support the v.Next transactional architecture and change data capture functionality. It will support any YES Prep specific extensions to the ODS for dashboard or accountability data.	<i>Preferred</i>		
13. Data that is fragmented across multiple systems today must be logically and intuitively related and accessible with just a few mouse clicks.	<i>Preferred</i>		
14. The indicators must be used to quickly focus the user on individuals or groups most needing attention.	<i>Preferred</i>		
15. The dashboard will support a user identity management system to provide customized user access to the dashboard.	<i>Preferred</i>		
16. The dashboard will be customized to meet stakeholder needs and interests, and it will be designed to provide the necessary data and context to inform common decisions made by each stakeholder group.	<i>Optional</i>		
17. Dashboard requirements will be developed based on research into the needs of different stakeholders and the results of focus groups.	<i>Optional</i>		
18. The dashboard will comply with the Family Educational Rights and Privacy Act (FERPA).	<i>Optional</i>		
19. Dashboards will feature an easy-to-use, customizable reporting tool, which will enable users to select, compare, and filter statistics/indicators for each school or District (with privacy protections in compliance with FERPA).	<i>Optional</i>		
20. The dashboard must provide the ability to drill down on indicator components to provide details and context about individual students that are relevant to the indicator.	<i>Optional</i>		
21. The dashboard must provide summary information and lists for natural groupings of students (class, school, district, state).	<i>Optional</i>		
22. The dashboard must support various levels of tolerance for complexity by displaying the same information in different ways.	<i>Optional</i>		
23. The dashboard should allow for personalization to view components as the user sees fit.	<i>Optional</i>		
24. The dashboard must be quick. It needs to perform extremely well to allow teachers to make productive use of limited time.	<i>Required</i>		
<b>Metrics Requirements (as appropriate for procured services/products)</b>			
25. Individual student dashboard with profile pages supporting metrics appropriate for elementary, middle and high school levels	<i>Required</i>		
26. Teacher/specialist tabular views contextualizing performance for appropriate students	<i>Required</i>		

27. School and district rollups of the student metrics with comparison against school and district goals	<i>Required</i>		
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**V. CHANGE MANAGEMENT**

The vendor must agree to participate in change management in partnership with YES Prep. The vendor will be responsible for instituting a (or using YES Prep current) process to communicate, assess, monitor, and control all changes to system resources and processes involved in the project. All changes will require the approval of the YES Prep project lead.

- a. **New Requirements:** the vendor process to handle changes to the project requirements, including new data and new extensions.
- b. **Contract Amendments:** the vendor process to propose necessary contract changes to reflect new requirements beyond the original project scope.

## VI. PROPOSAL SUBMISSION INFORMATION

1. YES Prep is not liable for any cost incurred by proposers in replying to this RFP.
2. Vendor responses should be focused in the following sections
  - a. Table of Contents
  - b. Executive Summary
  - c. Proposed Solution to Address the Project Use Cases, Deliverables and Technical Requirements
    1. Project Use Cases
    2. Deliverables
    3. Technical Requirements, including Ed-Fi Vendor Competencies and Available Ed-Fi Product Certificates
  - d. Project Plan (including tasks, schedule, resources)
  - e. Identified or Assumed Risks
  - f. Vendor experience and expertise developing and implementing Ed-Fi solutions for state and local education agencies – including collaboratives and consortia
  - g. Costs (including any travel costs/expenses)
  - h. Appendices
    1. Key Personnel Resumes
    2. References
    3. Technical Graphics
3. **SUBMIT PROPOSALS TO THE ATTENTION OF RICHARD CHARLESWORTH, VP OF TECHNOLOGY & ANALYTICS, PER THE PUBLISHED RFP SCHEDULE.**
4. Submit via email to [procurement@yesprep.org](mailto:procurement@yesprep.org), using the subject line “YES Prep Ed-Fi as-a-service” no later than the date and time specified in the published RFP schedule.

## VII. EVALUATION OF VENDOR PROPOSALS

Evaluations of Respondents shall be based on factors such as (but not exclusively including) pricing, vendor experience, quality of the product, references, project plan, and the extent to which the proposal allows for efficiently integrating with YES Prep's existing infrastructure and applications.

## VIII. TERMS & CONDITIONS

It is understood that YES Prep reserves the right to accept or reject any and/or all responses to this RFP as it shall deem to be in the best interest of YES Prep. Offers shall be kept secret, as applicable laws and regulations permit, during the negotiation/evaluation process. *However, all documentation shall be open for public inspection after a contract is awarded.*

Public Information: All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract is awarded. YES strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.

**The RFP in no way constitutes, binds or guarantees that YES Prep will make any purchases for services or goods.**

**No responses submitted by facsimile (fax), telephone or mail will be accepted. Only responses emailed to [procurement@yesprep.org](mailto:procurement@yesprep.org), using the subject line "YES Prep Ed-Fi as-a-service" no later than the date and time specified in the published RFP schedule will be accepted.**

Upon review of the statements of qualifications received, the School may invite firm(s) to be interviewed and/or present qualification before the board of trustees or other school officials before making final selection. YES reserves the right to negotiate any and all terms of any proposal with one or more selected vendors or to negotiate additional terms as determined in the best interest of YES.

Offerors who have not obtained this solicitation document directly from YES Prep, or who may have downloaded the document from the YES Prep website, shall be responsible for immediately notifying YES Prep of their interest in order to receive all written addenda on a timely basis. Offerors who do not notify YES Prep and submit responses without receipt of all addenda issued may be deemed to have submitted responses not responsive to this Request for Proposals. It is the offerors' sole obligation to obtain any amendments or supplements to this request.

If you discover or suspect an error in the item specifications in this RFP, please note it as part of your response.

YES Prep may, by written notice to the successful responder, cancel the Request without liability to responder if it is determined by YES Prep that gratuities, in the form of entertainment, gifts, or otherwise, were offered by the responder, or an agent, or representative of the responder, to any officer or employee

of the School with a view toward securing a successful bid or securing favorable treatment. YES Prep may cancel the award for any other reason as deemed in the best interest of YES Prep.

This request shall be governed by the laws of the State of Texas and venue for any disputes shall be in Harris County, Texas.

YES Prep will not be bound by any oral or other informal explanation of the requirements of the RFP documents.

YES Prep is not responsible for any cost incurred by the firm for the preparation or distribution of the response to this RFP, or any oral presentations required to supplement and/or clarify a response that may be required by the School.

Respondents or the authorized representatives are expected to fully inform themselves as to all conditions, requirements, and specifications before submitting qualifications responses. Failure to do so will be the respondents' own risk.

Respondents will be responsible for checking the website for any posted addenda.

The School is under no obligation to conduct negotiations with any or all responders. The School further reserves the right to conduct discussions with selected responders only.

Any contract resulting from this solicitation will be in the form that meets any and all requirements of the final financing options and/or statutory requirements related to project approval criteria.

Any clarifications or interpretations of this RFP that materially affect or change its requirements will be included in an addendum and issued to each potential respondent. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the School before the proposals are due shall become a part of the RFP, and respondents shall acknowledge receipt of and incorporate each addendum in its response. Respondents shall consider only those clarifications and interpretations that the YES Prep issues by addenda five (5) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the YES Prep and should not be relied on in preparing responses.

No modification to this RFP or the resulting proposal will be considered bona fide unless in writing. Any oral modification must be followed in writing. No proposals may be withdrawn for a period of forty five (45) calendar days after the submission date. Submit any requests for clarification in writing. Responses by the School to such requests shall be written and distributed simultaneously to all Respondents.

Please email your proposal to the address listed herein by the due date and time.

Immediately following the due date, all qualified proposals will be reviewed by the project lead and shared with appropriate YES Prep staff.

## IX. GLOSSARY

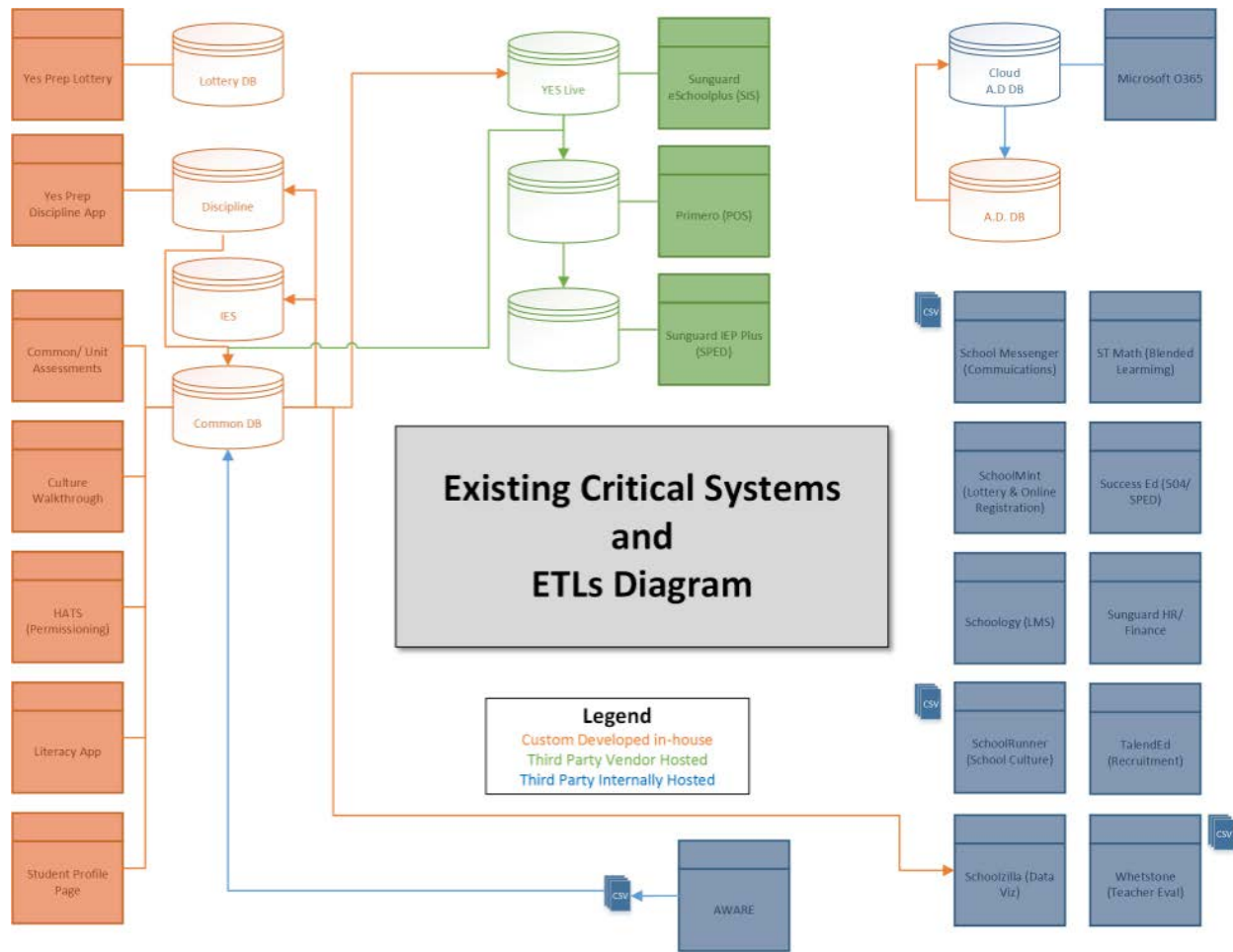
1. **Application Program Interface (API):** A software program that enables interactions with other software programs. The Ed-Fi API provides a developer-friendly interface to create, read, and update information stored in an Ed-Fi powered ODS (see “Operational Data Store”).
2. **Business Requirements:** Requirements for software developers that define how the software or systems will be used by end users or specific end user needs.
3. **Customization:** Connecting a standard Ed-Fi implementation to your unique source systems, populating Ed-Fi with your non-Ed-Fi-standards data elements, or extending Ed-Fi to create new Ed-Fi-based tools or applications will require customization.
4. **Data Elements:** The most basic unit of data, including name, definition, permissible values and set of attributes.
5. **Data Mapping:** A process to analyze the relationship between data elements in two separate systems. This is the first step in migrating or integrating data sets.
6. **Data Quality Tool:** Tools to assist in the verification of data reliability, accuracy, completeness and consistency, as well as identify deficiencies of data quality.
7. **Data Warehouse:** A central repository for all or significant parts of the data collected by a school, district or state that can support reports, dashboards, and (longitudinal) analysis.
8. **Dashboards:** Ed-Fi Dashboards provide a starting point for developing student performance dashboards that puts real-time, actionable information at the fingertips of educators. It includes a user interface with metrics that educators identified as critical to improving student achievement.
9. **Data Standard:** The widely-adopted, CEDS-aligned, open-source Ed-Fi Data Standard serves as the foundation for enabling interoperability among secure data systems and contains a Unifying Data Model designed to capture the meaning and inherent structure in the most important information in the K–12 education enterprise.
10. **Deliverables:** a product or service developed for a client.
11. **Development or Dev. Environment:** A software and hardware environment in which new software is developed.
12. **Early Warning System:** A system that uses readily available school data to identify students who are at risk of not graduating from or dropping out of high school, or otherwise falling of track and being at risk of not achieving an education goal.
13. **Ed-Fi Alliance:** An organization dedicated to working with state and local partners to implement the Ed-Fi Solution in order to boost student learning and teacher effectiveness.
14. **Ed-Fi Certifications:** Indication that vendors have demonstrated that the products they develop adhere to Ed-Fi standards and guidelines
15. **Ed-Fi Solution:** An open source data standard and implementation suite designed to bring together data from student information systems, learning and content management systems, and other operational systems such as finance, HR, and transportation to provide a more comprehensive view of your school and students.
16. **Ed-Fi Tools:** Tools to aid developers implementing the technical components of the Suite. Specifically, the online Ed-Fi Validation Tool helps users streamline the testing process by verifying exchanges are working correctly.
17. **Ed-Fi Vendor Competencies:** to help education agencies assess whether a vendor possesses the skills necessary to perform high-quality, robust implementations of the Ed-Fi Solution.
18. **End User:** A person who ultimately will use the system or tool you are developing. End users can be internal (within your agency) or external (e.g., a teacher in the classroom or parent).
19. **End User Access Management:** A process for creating and managing access to data systems.



20. **Enterprise Level:** Agency- or organization-wide perspectives, solutions, and systems.
21. **Extracting, Transforming, and Loading (ETL):** A process through which data are extracted from one system, made compatible with another system, then placing the transformed data into the second system.
22. **Interoperability:** The ability of one system to work with another system without human intervention.
23. **Matching Algorithm:** A calculation that uses multiple criteria for comparing data in order to matches students from two different systems or databases, as well identify and score near matches based on the likelihood that two different records are for the same student.
24. **Operational Data Store (ODS):** provides a secure, transactional information store that integrates data from multiple source systems and applications.
25. **Production or Prod. Environment:** A software and hardware environment in which new software is released to end users.
26. **Professional Learning Community:** An extended environment to enable communications and collaboration among education professionals, especially across multiple schools or districts.
27. **Request for Proposals (RFP):** A solicitation made by agencies or organizations as part of a process to procure goods or services from experts in the vendor community.
28. **Role Mapping:** A process to defining end users by type that corresponds to a level of access to a system.
29. **Student Information System (SIS):** An information management solution used to collect, track and report student level data.
30. **Systems Architecture:** A conceptual model that defines the structure, behavior and connections of information technology systems.
31. **Technical Requirements:** Requirements for software developers that define how the software or systems are to be built.
32. **Test Environment:** A software and hardware environment in which new software is tested.
33. **Use Cases:** A use case describes how an end user interacts with a data system to accomplish a defined goal (see “end user”). See Section III of this RFP for example use cases.

## IX. APPENDIX

- Existing Critical Systems and ETLs Diagram
- Existing Critical Systems and ETLs Chart
- Custom Oxford Computer Group Identity Platform Design Overview



Name	Developed (Internal/External)	Hosted (Internal/External)	Status	Comments
YES Prep Discipline App (RISE, Wallstreet, Detention)	Internal	Internal	Decommission Aug 2016	Replaced with SchoolRunner
YES Prep "IES" (Instructional Excellence System)	Internal	Internal	Decommissioned; maintaining historical data	Replaced with Whetstone
YES Prep Common Assessments and Unit Assessments	Internal	Internal	Support and maintain	
YES Prep Culture Walkthrough	Internal	Internal	Active	
YES Prep HATS	Internal	Internal	Support and maintain (No enhancements)	
YES Prep Literacy App	Internal	Internal	Support and maintain; re-write with Ed-Fi TBD	
YES Prep Lottery	Internal	Internal	Decommission Aug 2016	Replaced with SchoolMint
YES Prep Student Profile Page	Internal	Internal	Decommission TBD	Replace with Ed-Fi teacher dashboards
Primero	External	Internal	Active	
Sunguard's eSchool Plus	External	Internal	Active	
Sunguard's IEP Plus	External	Internal	Active	
AWARE	External	External	Active	
Microsoft Office 365	External	External and Internal	Active	
School Messenger	External	External	Active	
SchoolMint	External	External	Implementing	
Schoology	External	External	Implementing	
SchoolRunner	External	External	Implementing	
Schoolzilla	External	External	Active-ish	
ST Math	External	External	Implementing	
SuccessEd (504 Software)	External	External	Active	
Sunguard's HR/Finance	External	External	Implementing	
TalentEd	External	External	Active	
Whetstone	External	External	Active	

# Design Overview

## Users

- Staff exist in Active Directory & AAD
- Students synced from SIS and are only in AAD

## Applications

- Legacy apps for staff are published with AAD App Proxy
- Office 365, SaaS apps and new internal apps auth to AAD

## Other Concepts

- Internal Network connected to Azure IaaS for AD sync
- Apps and infrastructure hosted in Azure IaaS

