International Leadership of Texas
February 7, 2022
Student Application and Lottery System

1. SCOPE OF PROJECT: International Leadership of Texas (ILTexas), a Texas open–enrollment public charter, issues this for our student application and lottery system in order to provide the easiest, most secure, and legally compliant student application process for our prospective families.

2. TYPE AND TERM OF CONTRACT: This is a request for proposals under which the Charter will award a contract to manage the student application and lottery system in accordance with the Scope of Services Required. The term of the contract will coincide with the International Leadership of Texas student application annual timeline, which is currently scheduled to begin in November 2022.

3. SCOPE OF SERVICES REQUIRED: The International Leadership of Texas student application and lottery system must comply with all necessary application and waitlist requirements. In the 86ᵗʰ Texas Legislative session the provisions for the adoption of a statewide common admission application for open-enrollment charter schools was passed as well as guidelines for charter schools to use waitlists if they receive more applications from students than they have available positions. These application and waitlist requirements may be found in Texas Education Code (TEC) §§12.117, 12.1171, 12.1173, and 12.1174. Additional information may be found on the TEA website in their Charter Student Admission Application FAQ at https://tea.texas.gov/sites/default/files/Charter%20School%20Admission%20and%20Enrollment%20 Guidance%20-%20FAQ.pdf.
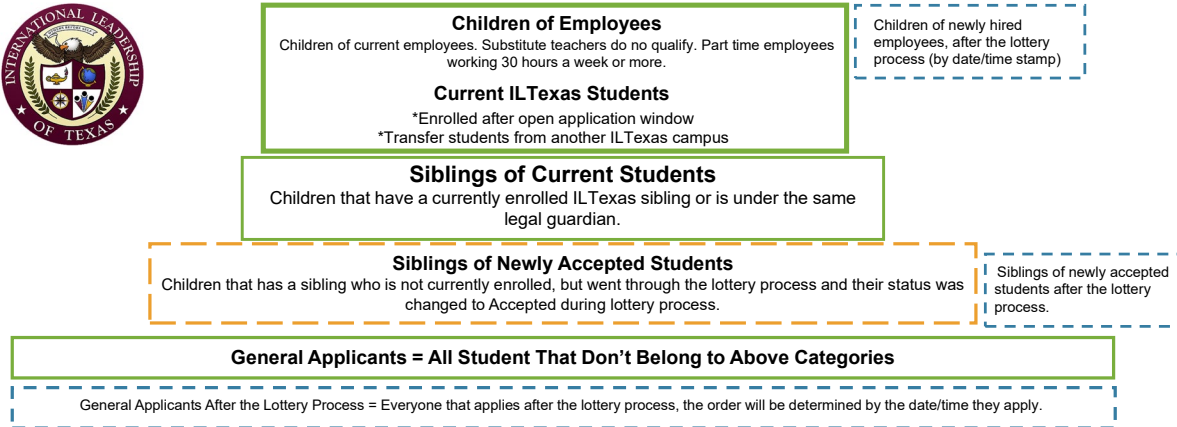The International Leadership of Texas student application and lottery system will include but not be limited to the following requirements:
   a. Housing the software which manages prospective parents through their initial (or close to initial) digital interactions with ILTexas, parent inquiries, new student applications and existing family re-applications, and which tracks current student status.
   b. Provide families with a function that allows access to view and update application information and easily understand what action items they have and where they are in the process. This includes their waiting list status and number if applicable.
   c. Track prospective and existing families and maintain a view of the current student status (expressed interest, inquired, applied, enrolled, attending, no longer enrolled, graduated, etc.). This includes an ability for various stakeholders (recruiters, marketers, campus registrars) to monitor each step and support as necessary.
   d. Ability for current families to submit their "Intent to Return" information, including automated email reminders.
   e. Must have the ability to integrate with other ILTexas systems – Skyward, AWS Data Warehouse, Salesforce, School Messenger, etc., with the ability to identify discrepancies within software.
   f. The ability to integrate with the state system Texas Student Data System (TSDS) for use of the data collection, management, and reporting of the Charter School Waitlist submission.
   g. Run the lottery process in accordance with TEC requirements.
   h. Run the lottery process in accordance with ILTexas Charter requirements. A general view of some of those requirements is detailed in Appendix A and includes allowances for students of ILTexas employees and siblings of current ILTexas students. Must have the ability to automate major functions of this lottery.
   i. Provide real-time customizable reporting and tracking on all aspects of the application process including historical data. This must include:
      i. Current and historical application numbers by campus and grade level for trend analysis.
      ii. Information to help improve customer relationships by understanding when parents fall out of the application process and where applicants are coming from.
      iii. Prospective student and current student status.
   j. A communication system with prospective parents via email and preferably SMS and web-based interactions to keep parents informed of their status and the benefits of an ILTexas education.

      k. The system must be bilingual (Spanish and English) so parents who speak only Spanish or only English can fully interact and engage with the student application and lottery process.

      l. Feedback and testing of all elements of the ILTexas student application and lottery system during the design process especially as it relates to cybersecurity and TEC and TEA compliance.

      m. In order to safeguard prospective and current student information the ILTexas application and lottery system must include the following:

           i. UID Sign-On and Multifactor Authentication.

          ii. HTTPS web security.

        iii. FERPA required Pii data security login access and controls.

4. PROPOSAL EVALUATION: Proposals shall be opened and reviewed upon receipt. The proposal package shall demonstrate the respondent's ability to deliver a secure, TEC and TEA compliant K-12 student application and lottery system that is easy for parents to use and designed to maximize student enrollment. The Charter will compare submittals in order to create a rank-ordering of firms to identify the most highly qualified and cost effective per the evaluation criteria. Upon approval of the ranking, negotiations may begin in order to reach a contractual agreement for the required services.

      a. Evaluation Criteria:

           i. Business organization/assets

          ii. Experience with modern K-12 student application and lottery systems

        iii. Cybersecurity abilities

         iv. Cost

          v. Ease of use for families

         vi. Customer Relationship Management experience (from lead to student to alumni)

        vii. Data Analytics

       viii. Multilingual capabilities

5. SCHEDULE OF IMPORTANT DATES:

      a. February 21, 2022, 4:00 PM CST – Proposal due to ILTexas headquarters office. Please email it as an attachment to Aaron Thorson (athorson@iltexas.org) and Myrna Apodaca (mapodaca@iltexas.org). Proposal must include a cover letter, cost, and a description of how the scope of serviced will be covered.

      b. February 23, 2022 – Interviews with finalists. Block this day for potential interviews. If you cannot make this date happen, please let Aaron Thorson know ASAP.

      c. February 24-25, 2022 – Ranking of submissions and selection of firm

6. COORDINATING INSTRUCTIONS:

      a. If you have any questions about the scope of services, timeline, or logistics please email the list of questions to both Aaron Thorson (athorson@iltexas.org) and Myrna Apodaca (mapodaca@iltexas.org) at the same time.

      b. If you would like to schedule a 30 minute Q&A session with International Leadership of Texas prior to the proposal due date of February 21, 2022 at 4:00 PM CST please email Aaron Thorson (athorson@iltexas.org) and Myrna Apodaca (mapodaca@iltexas.org) to schedule a time. Please take advantage of this opportunity.

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Appendix A -ILTexas Application Process Summary

The following process pyramid is the current documented ILTexas admissions, lottery, and reenrollment process. This process is subject to change and should only serve as a general guideline of our requirements.

Children of Employees
Children of current employees. Substitute teachers do no qualify. Part time employees working 30 hours a week or more.

Current ILTexas Students
*Enrolled after open application window
*Transfer students from another ILTexas campus

Children of newly hired employees, after the lottery process (by date/time stamp)

Siblings of Current Students
Children that have a currently enrolled ILTexas sibling or is under the same legal guardian.

Siblings of Newly Accepted Students
Children that has a sibling who is not currently enrolled, but went through the lottery process and their status was changed to Accepted during lottery process.

Siblings of newly accepted students after the lottery process.

General Applicants = All Student That Don't Belong to Above Categories

General Applicants After the Lottery Process = Everyone that applies after the lottery process, the order will be determined by the date/time they apply.

Defining terms
Lottery process -
Time after applications is closed, until the newly admitted and order of the waiting list is determined
Lottery number -
Number designated to each student during lottery process.
Lottery sequence -
Order that the lottery numbrs were drawn.
Lottery selection sequence -
Sequential listing of students by their lottery number and lottery sequence.

Break Down of Lottery Process
The order of employee children is determined by the date the employee was hired.
The order of siblings that have currently enrolled siblings is determined by the date the sibling was enrolled in school.

Order of newly accepted students is determined by order of new accepted students. Older grades will be accepted first and worked down. If there are multiple students accepted in one grade with a sibling, then the order that the first student was accepted determines the order of the second student. For example, if two families both have two students (one for 9th grade and one for 2nd grade) applying for ILTexas neither have current students at the schools. Both families have 9th grade students that are accepted during lottery process, determined by the lottery selection sequence. The order for the 2nd graders will be determined by the order of which 9th grade sibling was accepted first. The same can apply for younger siblings affecting older siblings. If two families have two students (one 6th grade and one kindergartner). If neither of the 6th graders were accepted during lottery process, but .both of the kindergartners were accepted. Then the order of which the kindergartner was accepted will determine the order of the 6th grader on the waiting list.

Order of all students that don't belong to above categories will be determined by their lottery selection sequence.

After the Lottery Process
The order of the waiting list is subject to change for the following reasons.
If an employee is hired after the lottery, their children would follow children of employee's already hired on waiting list.
If after the lottery process a student is accepted and they have a sibling. Then the sibling would move up on waiting list.
If there is a spot available in a grade and a student enrolls after the lottery. They can attend ILTexas for the rest of the school year, but they do not have a guaranteed spot next year. The student will be placed at the top of the waiting list.
Everyone that applies after the lottery process. The order for them will be determined by the date/time they apply.