

HENDRICK HUDSON SCHOOL DISTRICT

REQUEST FOR PROPOSALS FOR DATA ANALYSIS CONSULTANT

- I. The Hendrick Hudson School District is requesting proposals for Data Analysis Consultant Services for the 2023-2024 school year, with the option of extending the relationship in subsequent years.

A. GENERAL

There is no expressed or implied obligation for the Hendrick Hudson School District to reimburse responding vendors for any expenses incurred in preparing proposals in response to this request for proposal.

To be considered, two copies of a proposal must be received by Carmen Koch, District Clerk, 61 Trolley Rd., Montrose, NY 10548, by noon on Friday, June 23, 2023. The Hendrick Hudson School District reserves the right to reject any or all proposals submitted.

During the evaluation process, the Hendrick Hudson School District reserves the right to request additional information and clarification from vendors or to allow corrections of errors or omissions. At the discretion of the Hendrick Hudson School District, vendors submitting proposals may be requested to make oral presentations as part of the evaluation process at a time determined by the District.

Following the notification of the selected vendor, a contract will be executed between both parties.

B. TERM OF ENGAGEMENT

A contract through the end of the school year is contemplated, subject to the annual review and recommendation of the Superintendent of Schools and the Board of Education.

- II. Nature of service required.

A. SCOPE OF WORK TO BE PERFORMED

The contractor responsibilities and duties are the following services:

- Interested candidates will have experience in supporting and maintaining Student Information Systems (preferably Infinite Campus) and EdLaw 2d compliance Software Database.
- Experience in the preparation, reporting, and resolution of district data for SED Reporting
- Experience in the preparation, reporting, and resolution of district data for Federal Reporting
- Familiarity with Principal and Administrator APPR requirements
- Background or understanding in curriculum and instruction
- Possess knowledge of managing K-12 application usage reports, and account management
- Possess strong background on using data with K-12 teams to enhance curriculum
- Experience managing data implementation projects from inception to implementation
- Possess strong professional written and oral communication skillsPerform data extracts for upload into NYSED databases
- Perform data extracts for upload into federal databases
- Manage staff and student user account creations for various software application using Classlink, SFTP, etc.

- Using Frontline Products, will report student data including IEP's, 504Plans, Disability, Extended School Year, Alternative Assessment and other Special Education reporting
- Oversee the completion of required data reporting for BOCES to NYSED, Health Departments and other NYS divisions requiring data extraction and reporting as needed
- Oversee and support the use of the Student Management Systems, include training when needed.
- Oversee and support the use of the Classlink, include training when needed.
- Assist data teams, district and building administration on retrieving, reviewing and understanding of test scores and other student-based data systems to support instruction and learning
- Attend all CIO meetings hosted by the LHRIC
- Attend all ICHUG user group meetings
- Perform EdLaw 2d compliance on new software requests and maintain and updated the system annually.
- Perform any additional duties as assigned by the Director of Technology

COST WILL NOT BE THE PRIMARY FACTOR IN SELECTION OF A VENDOR.

Vendors should send the completed proposal to the following address:

Hendrick Hudson School District
Carmen Koch, District Clerk
61 Trolley Rd., Montrose, NY 10548

HENDRICK HUDSON SCHOOL DISTRICT
61 Trolley Rd., Montrose, NY 10548

2023 REQUEST FOR PROPOSAL: DATA ANALYSIS CONSULTANT
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2023-2024 PROPOSAL

We/I agree to provide Data Analysis Consultant as outlined in the Request for Proposal in accordance with the following fee structure.

Hourly Rates for Data Analysis Consultant

\$ _____

(Data Analysis services range from 7 to 8 hours per day).

Name/Company Name

Telephone Number

Address

Fax Number

Address

Date

The successful bidder will be required to enter into a contract with the Hendrick Hudson School District provided by the District.