Valerie M. Donnan, Ed.D.
Superintendent

Matt Barbini, Ed.D.
Director of Innovation and Technology

REQUEST FOR QUOTE
NEW STUDENT INFORMATION SYSTEM (SIS)
FOR THE SPECIAL EDUCATION DISTRICT OF LAKE COUNTY (SEDOL)

INTRODUCTION

The Executive Board of Education for The Special Education District of Lake County (SEDOL) is soliciting Requests for Quote (RFQ) from qualified vendors for a fully hosted web–based Student Information System ("SIS") to replace our current SIS. The preferred SIS will provide the Cooperative with a structured environment to collect, maintain and manage all student records and student–related information. The system will integrate student, parent, and teacher information in one platform and provide the Cooperative with the data collection and reporting capabilities to meet all federal and Illinois state reporting requirements from Preschool through Grade 13.

In addition to a core migration from the existing product, the engagement will require the development of data interfaces with multiple internal systems to achieve seamless integration that eliminates the need for all manual processes and ensures timely data synchronization.

This RFQ is not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the Qualifications. There will be no public opening and reading of responses received by SEDOL pursuant to this request.

ABOUT SEDOL

SEDOL's mission is to provide exceptional services for exceptional students by exceptional staff.

The Special Education District of Lake County, more commonly known as SEDOL, is a special education cooperative organized in 1960 under the provisions of The Illinois School Code. SEDOL's purpose is to provide cooperative program planning, instructional programs, related services and professional staff development in order to assure an appropriate education for children with disabilities from birth through age 22, residing within the boundaries of SEDOL's 31 member school districts.

SEDOL's geographic area covers about 400 square miles within Lake County, Illinois and provides educational programs for approximately six hundred (600) of students with moderate to very severe disabilities within our 31 member districts. SEDOL employs over six hundred and sixty nine (669) staff to serve children with disabilities. Employees are teachers, teacher assistants, administrators, and a wide variety of support staff including audiologists, nurses, occupational therapists, physical therapists, prevocational coordinators, psychologists, social workers, speech/language pathologists, and numerous other support staff including office and custodial/maintenance staff.

SEDOL facilities include six schools: Cyd Lash Academy, Fairhaven School, John Powers Center, Gages Lake School, Laremont School, South School, one administrative building, and one rental building for transition programming. We also have classrooms serving students in schools throughout our member districts. These classrooms are known as our sector programs.

A breakdown of enrollment at our six schools and sector programming can be found below:

School	Ages Served	Student Enrollment
Cyd Lash Academy w/Seymour	Grades 7-12+	86
Fairhaven School	Grades PK-12+	100
Gages Lake School	Grades KG-12+	51
John Powers Center w/JPC Transition	Grades PK-12+	76
Laremont School	Grades PK-12+	137
Sector Schools	Grades KG-12	150
Total Enrollment		**600**

RFQ SUBMISSION

RFQ's are due by September 5, 2023 at 4:00 p.m. CST. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit:
• Eight (8) hard copies; and
• One (1) digital copy via email to:

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Matt Barbini, Director of Innovation and Technology
The Special Education District of Lake County
18160 Gages Lake Road
Gages Lake, IL 60030
(847) 548-8470
mbarbini@sedol.us

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Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase *"Request for Quote -* **NEW STUDENT INFORMATION SYSTEM (SIS) FOR THE SPECIAL EDUCATION DISTRICT OF LAKE COUNTY (SEDOL)** and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to 20 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

SCHEDULE

The following is the proposed schedule for the selection of the vendor to provide services outlined in this RFQ document:

August 1, 2023: RFQ Released

August 15, 2023: 3:30 p.m. Non-Mandatory Pre-submittal Virtual Meeting. Email mbarbini@sedol.us to receive an invite to this virtual meeting.

August 28, 2023: Last date for respondents to send clarifications/questions

September 5, 2023: 4:00 p.m. CST Submissions due; evaluation of qualifications

October TBD, 2023: Vendor demonstrations–two hour presentations.

November TBD, 2023 Administration recommends successful vendor for Executive Board approval

November TBD, 2023: Successful vendor identified on SEDOL's website: https://www.sedol.us/Page/2931

December 2023 through July 2024: Planning for successful implementation of new SIS in SEDOL in August of 2024.

August 2024: Implement new SIS

RESPONDENT INQUIRIES AND ADDENDA

Any questions or concerns regarding this RFQ shall be directed via email to:

Matt Barbini, Director of Innovation and Technology
The Special Education District of Lake County
18160 Gages Lake Road
Gages Lake, IL 60030
(847) 548-8470
mbarbini@sedol.us

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions.

Oral and other interpretations or clarification will be without legal effect.

GENERAL INFORMATION, NOTIFICATIONS, AND PURPOSE

Respondents are advised to review all sections of this RFQ carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being nonresponsive.

Joint venture and/or cooperative professional teams will not be considered.

SCOPE OF WORK

The preferred SIS will provide SEDOL with a structured electronic environment to collect, maintain and manage all student records and student–related information. The system will integrate student, parent, and teacher information in one platform and provide the Cooperative with the data collection and reporting capabilities to meet all federal and Illinois state reporting requirements from Preschool through Grade 13.

In addition to a core migration from the existing product, the engagement will require the development of data interfaces with multiple internal systems to achieve seamless integration that eliminates the need for all manual processes and ensures timely data synchronization.

SPECIFICATIONS

The student information system that SEDOL will select and implement should meet or exceed most of the technical requirements outlined by category below:

Attendance

- Ability for teachers to enter attendance information;
- Ability for schools and district to pull attendance data by individual student, classroom, program, school, and home/member school district for the purposes of supporting individual students, school-improvement, district improvement, and state reporting purposes;
- Ability to customize reasons for absences beyond just excused and unexcused;
- Ability for the system to automatically identify and alert users of students approaching truancy and those who are truant;
- Ability for school office staff to generate report on which staff have and have not completed attendance;
- Ability for teachers to click on one button when all students are present in their classroom;

Student Discipline

- Single point of entry for student discipline data;
- Built in, or ability to provide customized fields, for personnel to select from when entering student discipline data including: physical restraint, Ukeru and NCI interventions, in-school suspension, out of school suspension, parent/guardian contact;
- Ability for school and district to generate discipline reports for individual student problem-solving, school-improvement, district improvement, and state reporting purposes;
- Ability to automatically generate and populate suspension letters for parents/guardians;
- Ability to upload and store additional forms, notes, etc. regarding discipline event(s);

Gradebook

- Ability for teachers to access, use, and customize an online gradebook;

- Ability to link the online gradebook to the parent portal/registration;
- Ability for building administrators to view teacher gradebooks;

Billing

- Evaluates student enrollment in various programs and is able to develop a pre-bill invoice to member districts in July.
- Evaluates school days and tuition rates to provide reports and tuition invoices for our member districts. This includes being able to automatically prorate for students who are new starts or drops.

Report Cards

- Ability to customize report cards to meet unique needs of SEDOL;
- Ability to link individual student attendance data into report cards;

Scheduling & Sectioning

- Ability to develop a master schedule at the high school, middle school, and elementary school levels;
- Ability to generate reports and printouts of the master schedule including teacher and student assignments;
- The ability to view classes at macro and micro level. Macro = the number of sections by grade and or program and enrollment. Micro = the actual names of students and teachers associated with the section.

Assessment

- Ability to generate reports regarding student accommodations for the administration of local and state testing;
- Ability to import assessment data from vendors into the SIS for test administration;
- Ability to integrate student growth results on local and state assessments into each student's record;

Breakfast/Lunch Count Including Free and Reduced Lunch Requirements

- Ability for staff to enter in meal needs for each student to determine meal quantities on a daily basis;
- Ability to upload and select menu items;
- Ability to generate a report by classroom and school to address meal needs on a daily basis;
- Ability to allow parents/guardians to complete an application online and manage all information/forms required for FRL and fee waivers with security set on who can access/view the information by user group;

Parent Portal/Registration

- Ability for parents/guardians to view and edit demographic information including: address, phone number(s); email addresses;

- Ability for parents/guardians to specify how and when they are to be notified for school-related matters (e.g., attendance, discipline, grades) including via email, text, phone call.
- Ability for parents to register their child online via the portal;
- Ability to provide customized fields and populate portal with forms for parents/guardians to complete registration and other annual tasks electronically including: photo release, emergency form, etc;
- Ability for parents to pay for meals and other fees through the portal;
- Ability for parents to enter student absences and reasons behind absences via the portal;
- Ability for parents to upload documents for compliance in areas of physicals, immunizations, dental, and vision requirements;
- Ability for parents/guardians to communicate with school staff via the portal;
- Ability for parents/guardians and school staff to see a record of communications via the portal with each student record;

Transportation

- Ability to enter information and develop it via reports with transportation vendors to support student needs (harness, medical/health, etc.) while being transported;
- Ability to enter information and develop reports with staff and parents/guardians about each student's transportation vendor–including contact information–bus number, pick-up and drop-off times, etc.

Health Information

- Ability to develop and quickly share pertinent medical information and requirements for students with medical needs to staff and emergency personnel;
- Icons on each student's record providing a visual of medical needs (asthma, allergies, seizure, diabetes, etc.);
- Ability for date and timestamp to be recorded when nurses are charting information on each student. Timestamp must be in military time;
- Ability to customize reason(s) and treatment(s) for each nurse visit/interaction via check-boxes, drop-downs, etc;
- Ability to preload compliance requirements for school physicals, immunizations, dental, and vision into the student information system;
- Ability to upload school physicals, immunizations, dental, and vision documents into a digital format;
- Ability to enter data on school physicals, immunizations, dental, and vision documents into the SIS;
- Ability for nurses to generate reports on students who are compliant with school physicals, immunizations, dental, and vision requirements and those who are not in compliance at the classroom, school, program, and district levels;
- Ability for nurses to enter in medications that are kept at school for each student as well as when medication(s) are administered, and how many doses remain;

Other

- Built in or ability to customize and enter data for Student Incident Reports (IRs);

- Compatibility with Crystal Reports;
- Ability to pull student incident reports by student, program, school, and district;
- Ability to provide functionality in parent portal in other languages (e.g.Spanish);
- Ability to enter and provide notifications about guardianship for school staff;
- Ability to have student photograph included on their individual student record;
- Ability to set different user profiles/permissions for school staff;
- Ability to have a notification on student records when a translator is needed for the parent/guardian;

GENERAL TERMS AND CONDITIONS

- All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The Special Education District of Lake County (SEDOL) assumes no responsibility for these costs. This RFQ does not commit SEDOL to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.

- This RFQ does not commit the Special Education District of Lake County (SEDOL) to enter into a contract. The SEDOL reserves the right to negotiate and award one or no contract(s) in response to this RFQ. SEDOL reserves the right to waive informalities and irregularities in the submissions of qualifications received.

- The Special Education District of Lake County (SEDOL) also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.

- The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the Special Education District of Lake County (SEDOL) upon approval of the Executive Board.

- The Special Education District of Lake County (SEDOL) reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the School District.

- Requests for individual site visits and introductory meetings will not be allowed.

- Other than in the manner and to the person(s) designated herein, all Proposers are prohibited from making any contact with Executive or Governing Board members, the Superintendent, or any other administrator or employee of the Special Education District of Lake County (SEDOL) with regard to this RFQ. The Special Education District of Lake County (SEDOL) reserves the right to disqualify any Proposer found to have contacted the people listed above in any manner with regard to this RFQ.

REQUIRED CONTENT FOR QUOTES

Vendors are to provide all of the information below in writing for their quote to be considered:

Company information

- Name, address, web address, telephone and fax numbers
- Contact person (provide direct phone number and email)
- Number of years in business under current name;

- List any previous names of business and years under each name;
- Services offered by the business;
- Number of employees

Insurance

- A copy of the firm's certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm .

Disclosures

- Disclose any litigation, arbitration and alternative dispute resolution within the last 5 years, with any public school district or special education cooperative and whether still pending, or if concluded, the final result. If so, please provide an explanation.

- Disclose if the company (under current or previous names) has had a contract with any public school district or special education cooperative terminated within the last 5 years from a project by a public school and, if so, for what reason. If so, list the name and contact information for the School District.

Pricing

All costs of the services to be provided must be outlined in the Proposal in detail. Such costs must be firm for at least ninety (90) calendar days after the latest date for submission of proposals. Price quotations must include the estimated costs of furnishing all materials, equipment, labor, maintenance, complete and accurate data conversion costs for all data contained in the current system, training, operating manuals, and services necessary or proper for the completion of the work described in this RFQ unless otherwise noted in the RFQ.

Proposals shall provide pricing by individual module as well as any discounts available for multiple modules, for example: SIS, Gradebook, and Data and Assessment purchases. All royalties and other applicable fees must also be included.

All prices are to be in U.S. dollars. The Cooperative is exempt from paying Illinois Use Tax, Illinois Retailer's Occupation Tax, Federal Excise Taxes, and any federal transportation tax, thus, no taxes shall be included in the proposal price. Illinois Sales Tax Exemption certificates will be furnished to vendors upon written request to the Cooperative.

The Cooperative shall not be liable for any costs beyond those proposed in this RFQ and awarded. Time and materials quotes are not acceptable. Vendors choosing to propose alternative options to the Cooperative must use a separate cost form for each alternative.

Vendor's product pricing details should include the following:
- Initial product purchase price and any tiered or scalability options
- Phase–In considerations (percentage of completion, other pricing that considers the need for the Cooperative to continue operations on current products through the full cycle of implementation and end of year state and federal reporting, limiting the full usability of the new SIS during implementation.)
- Ongoing maintenance pricing
- Costs of installations, data conversions and customizations

- Training costs
- Costs associated with licensing and installation of relational databases
- Estimated hardware costs needed to operate the SIS

References

The Vendor must provide five (5) current (*no more than three–3–years old*) school-related references. For each reference, the Vendor shall provide the following information:

- Agency Name
- Year of product installation
- List of products installed and operational, including SIS modules outside of the base product
- Number of students in the agency
- Number of school buildings
- Estimated number of SIS staff users
- Web address
- Customer address
- Contact name, title and contact information for a customer involved in the selection and implementation of the SIS
- Contact name, title and contact information for a customer involved in the daily use of the SIS

It is acceptable to provide one contact name if that person can clearly address both selection/ implementation and daily use of the system. Only include references willing to be contacted. Contact may begin within 24 hours of receipt of your reference list. It is the vendor's responsibility to ensure up–to–date contact details.