



The School District of Haverford Township
REQUESTS FOR PROPOSALS ADVERTISEMENT
DATA MANAGEMENT SYSTEM RFP

The School District of Haverford Township (SDHT) is soliciting proposals for a “DATA MANAGEMENT SYSTEM RFP” for a new solution for the 2026-2027 school year, with a small pilot in the Spring of 2026, from qualified individuals or organizations from AUGUST 31, 2025, through SEPTEMBER 20, 2025.

Interested parties are invited to provide a proposal to address the District’s needs to implement a Data Management System Platform. This Request for Proposal (RFP) states the overall scope of products and services desired, specific software functionality, technology foundation as well as desired vendor qualifications. Before submitting a proposal, vendors shall examine the specifications in order to understand all existing conditions and limitations.

Submission deadline: 4:00 p.m. on the 20th day of September, 2025. The proposals will be opened at this time on the same day. **All completed proposal documents and forms must be clearly labeled “DATA MANAGEMENT SYSTEM RFP” on the outside of the envelope and delivered to Christina S. Carter at the address listed below. Materials may be shared via email or a download link.**

MAILED PROPOSALS SHOULD BE SENT TO:

School District of Haverford Township
Attn: Christina S. Carter, Director of Learning and Assessment
50 E. Eagle Road
Havertown, PA 19083

The Request for Proposal for **DATA MANAGEMENT SYSTEM RFP** and specifications may be obtained from the District’s website at <https://www.haverford.k12.pa.us/departments/business-office/available-bidsrfps>. Any questions should be directed to Christina S. Carter, Director of Learning and Assessment by e-mail at ccarter@haverfordsd.net. Responses to questions will be posted on the aforementioned website by September 13th, 2025.

The School District of Haverford Township Board of School Directors reserves the right to reject any or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities relative thereto.



1. The School District of Haverford Township Board of School Directors invites vendors to submit proposals for the **DATA MANAGEMENT SYSTEM RFP**.
2. Proposals will be accepted until 4:00 pm on 20th day, September, 2025. The proposals will be opened thereafter.
3. vendors are not to contact any member of the Evaluation Committee, or any member of the District staff and its elected officials, except as provided herein regarding this proposal until such time as a contract has been awarded. **Questions concerning any portion of this RFP shall be directed in email to the below-named individual who shall be the official point of contact for this RFP.**
 - a. All questions must be submitted via email to (**ccarter@haverfordsd.net**) by September 13, 2025, as stated in the Anticipated Timeline in the **"Scope of Work & Supplementary Conditions"**. Email subject must contain subject **"DATA MANAGEMENT SYSTEM RFP"**.
 - b. The proposal must be submitted **ONLY** to the **Director of Learning and Assessment by way of one COMPLETE signed hard copy and one USB drive copy of all documents. Mailed documents should be sent to Christina S. Carter, Director of Learning and Assessment, Oakmont Administration Building, 50 E. Eagle Road, Havertown, PA 19083 and clearly labeled, "DATA MANAGEMENT SYSTEM RFP"**.
4. Proposals shall be submitted on the enclosed forms. Proposals must be typewritten or written with ink and signed by the individual, partners, or corporate officer.
5. The successful vendor shall present a proposal in strict accordance with the specifications as set forth. **Work consists of implementing DATA MANAGEMENT SYSTEM RFP. See "Scope of Work" on page 3 for further explanation.**
 - a. Said vendor will also be required to provide ACH payment information and a completed W9 if deemed the awarded vendor.
6. vendors should submit all the information and documentation requested in this RFP.
7. The School District of Haverford Township reserves the right to reject or accept any or all proposals or any portion thereof and to waive any informalities permitted by law. Proposals must remain firm for a period of ninety (90) days from the date of Proposal opening and may not be modified, withdrawn, or canceled by the Vendor during the 90-day time period following the time and date designated for the receipt of proposals.
8. Successful vendors shall complete responses to all questions and required forms.
9. A purchase order issued by the School District covering the services included in this proposal shall constitute a contract binding upon the vendor and the School District.
10. No charge will be allowed for federal, state, or municipal sales or excise taxes, for which the school district is exempt by law. The proposal price shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the vendor/contractor.



The School District of Haverford Township
RFP SCOPE OF WORK & SUPPLEMENTARY CONDITIONS

I. RFP PROCESS, DATA MANAGEMENT SYSTEM RFP SERVICES OVERVIEW

1. Background and Objectives

The School District of Haverford Township (SDHT) educates approximately 6,500 K-12 students in a 10 square-mile area located in southeastern Pennsylvania, bordering the city of Philadelphia. SDHT operates seven schools and employs approximately 1,000 teachers, administrators, and support staff members.

The primary goal of SDHT is to solicit one established provider of Data Management Systems services. Contracts will be awarded for a term of 1 (one), with a multi-year contract as an option that has cost savings.

Proposers responding to this request for proposal must be responsible proposers, regularly and practically engaged in providing the goods and services listed in the request for proposal, and must possess the necessary resources for fulfilling the contract established as a result of this request for proposal.

Scope of Work:

Below is a description of the District's needs and requirements. The District wants to understand all proposer's full offerings and fairly evaluate all proposals focusing on the following criteria.

1. Comprehensive **data dashboards**, including **MTSS dashboards** with real-time student data
2. **Interoperability** with other instructional and assessment platforms
3. Strong **data privacy, security, and compliance** protocols
4. Ability to **create and upload assessments**, including integration of **custom rubrics**
5. **Pre-made standards align with benchmarks** available for school and district use.
6. Access to **question banks that are standards-aligned** and reflective of instructional goals
7. **Student assessment data upload** capabilities, with **disaggregation by teacher, school, and district**
8. Reporting tools that allow for **sharing with internal users** and **permission controls** based on user roles (e.g., teacher, principal, district administrator)
9. **Parent portal access** with the ability to view student reports
10. **Item-level alignment** of assessments and question banks to **state standards and testing anchors**
11. **Item Analysis** of questions for local and state assessments
12. A user-friendly interface for all stakeholder groups

SDHT is a School District of the First Class, organized and existing under the laws of the Commonwealth of Pennsylvania (the "Commonwealth"). SDHT provides education services to students living within its community. The governing body of the District is a board of nine school directors who are each elected for a four-year term. The daily operation and management of the District is carried out by the administrative staff, headed by the Superintendent of Schools who is appointed by the Board of School Directors. More information about SDHT can be found at www.haverford.k12.pa.us/.



2. RFP Goals

SDHT is seeking proposals from providers qualified and experienced in providing DATA MANAGEMENT SYSTEM SERVICES for school entities. SDHT will use the objective criteria specified within this RFP to review proposals and will select the vendor(s) that best meet the requirements of the RFP. Any agreement issued as a result of the RFP does not guarantee any minimum amount of service or payment. A provider shall not perform services for SDHT without a fully executed agreement and all proper forms and documentation submitted as required by the RFP. If a provider has a sample agreement, please submit the agreement with the proposal. A provider will be compensated by SDHT for services satisfactorily performed in accordance with the RFP and contract requirements.

Service providers must be in compliance with Regulations as required by law and as set forth in the RFP and/or additional contracted agreement.

3. Term of Agreement

The District intends to establish a stable relationship with the awarded vendor(s). To do this, the District would like to develop an agreement from July 1, 2026, through June 30, 2027, with an option for a multi-year contract.

The District reserves the right to terminate this agreement for any reason at any time by giving sixty (60) days written notice to the institution of its intention to terminate as of the date specified in the notice. Should the provider terminate prior to the expiration of the agreement, all District costs to establish a new service agreement will be the responsibility of the terminating provider. If the provider fails to perform duties to the satisfaction of SDHT, or if the provider fails to fulfill in a timely and professional manner their obligations under this agreement, or if provider violates any of the terms or provisions of this agreement, then SDHT shall have the right to terminate this agreement effective immediately upon SDHT giving written notice thereof to the provider.

4. Selection Criteria

This is a NEGOTIATED procurement and as such, the award will not necessarily be made to the provider(s) submitting the lowest priced proposal. Award(s) will be made to the provider(s) submitting the best responsive proposal satisfying all SDHT requirements, price factors considered.

The committee evaluating the proposals submitted in response to this RFP may require any or all providers to give an oral presentation to clarify or elaborate on their proposal, as well as to provide a demonstration. Upon completion of oral presentations or discussions, contractors may be requested to revise any or all portions of their proposals.

SDHT will evaluate each provider's proposal in the areas of the proposed plan, experience, service capabilities, product quality, cost, and best value on the pre-determined evaluation criteria listed above.

5. Terms and Conditions

Be aware that this is a request for professional services, and not a competitive bid. The District is not required to conduct its request for professional services in accordance with competitive bidding laws.

The terms and conditions of this proposal are that the District:

- Reserves the right to reject any or all proposals, to waive any irregularities or informalities, and to select the best proposal in the opinion of the District.



The School District of Haverford Township

- May render the proposal invalid due to unauthorized modifications of the proposal specification forms or terms.

A provider must submit the following three items:

1. a completed original application,
2. one copy of all application documents, and
3. an electronic copy of the proposal and copies of all documents on a USB drive in a sealed envelope, clearly marked **"DATA MANAGEMENT SYSTEM RFP."** Late applications will not be evaluated.

ANTICIPATED TIMELINE

Listed below are projected dates and times of actions related to this Request for Proposal (RFP). There may or may not be a formal notification issued for changes in the estimated dates and times. The RFP is available online the same as listed below for the meeting link.

Vendors are responsible for periodically monitoring the website for any updates relating to this RFP.

RFP Issuance Date: August 31, 2025
Review materials submitted and select vendors for Demos by October 2, 2025
Develop Selection Committee, October 11, 2025
Final and Review Potential vendors w/ Administration, October 11, 2025
Notify vendors, Schedule Vendor Demos, Send Invitations to Committee by October 11, 2025
Vendor Demos, October 2025
Vendor selection discussion is tentatively set for the Board Work Session on Thursday, November 6, 2025
Vendor selection approval is tentatively set for the Board Action Meeting on Thursday, November 20, 2025
Begin Onboarding & Implementation Process: Nov 2025 – Jan 2026
Launch Pilot in 1 School to be completed by Jan 30, 2025
Full implementation for 2026-27 school year

6. Response Instructions for Delivery of Proposals

Submission deadline: **4:00 pm on 20th day, September, 2025.**

Location for submission of proposals:

School District of Haverford Township

Attn: Christina S. Carter, Director of Learning and Assessment

50 E. Eagle Road

Havertown, PA 19083

7. Directions for Completion of Application

All applicants must provide applicant information using the standard forms provided in Attachment A – Applicant Contact Information, Attachment C – Certification of Proposal, and Attachment D – Non-Collusion Affidavit. A secondary packet of information should also be submitted to support the information requested in Attachment B - Additional Information to be provided.

Proposals must be signed by an official authorized to bind the contractor to the provisions of this RFP.

The District will only accept proposals as noted in the RFP advertisement.



II. CONTRACT COMPLIANT GUIDELINES:

A. Insurance

The school district will require the contractor, at the contractor's expense, to provide professional liability, general liability, and workers' compensation insurance as required in the general conditions of these specifications and to name the School District of Haverford Township as an additional insured. The contractor is required at all times during this contract period to provide insurance coverage as follows:

1. General Liability Coverage \$1,000,000
2. Professional Liability Coverage \$1,000,000
3. Workers Compensation
 - a. Each Accident \$ 500,000
 - b. Each Disease/Per Employee \$ 500,000
 - c. Each Disease/Policy Limit \$ 500,000
4. Comprehensive public liability in the sum of \$100,000 for each person and \$300,000 for each accident, including contract liability. Such shall be endorsed with a hold harmless clause in favor of the School District of Haverford Township, its officers, members, and employees.
5. Property damage in the amount of \$50,000.
6. Automobile and truck insurance in an amount not less than \$300,000 on account of any one accident, and property damage in an amount not less than \$50,000.
7. If special hazards, such as might result from blasting, represent a possibility, these shall be covered by a rider to the policy or policies in an amount of not less than \$50,000.

Before the beginning of the DATA MANAGEMENT SYSTEM RFP services to be performed, a certificate of insurance shall be furnished to the School District showing the insurance coverage required above. The Vendor/Contractor shall assume full responsibility for loss of life and property, and injuries to persons, including all employees of the Vendor/Contractor or Subcontractors.

B. Right to Monitor and Audit

District shall have the right to monitor all work performed, as well as to review all records and procedures to ensure that the expenditure of funds is in conformity with this agreement and applicable Federal and State regulations.

Providers are required to provide a copy of a certificate of liability insurance to provider prior to commencement of services and may be required to provide a copy of their business license.

C. Record Retention

Contractor shall maintain and preserve all records related to this agreement in its possession (or will ensure the maintenance of such records in the possession of any third-party performing work related to this agreement) for a period of not less than seven (7) years from the effective date of this agreement or until all State audits are complete, whichever is later.

D. Confidentiality/Privacy of District Information

Personally Identifiable Information ("PII") is defined as an individual's first name or first initial and last name in combination with any one or more of the following data elements including, but not limited to: social security number, passport number, credit card number(s), clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts, etc.



To the extent that the work under this Agreement requires the provider to have access to PII, the provider shall, after receipt thereof, treat such PII as confidential and safeguard such information from unauthorized use and disclosure. Provider agrees to execute a Confidentiality Vendor agrees to protect PII, when necessary, and further agrees not to appropriate such PII for its own use or to disclose such information to third parties unless specifically authorized by the District, in writing. If and when provider becomes aware of, or should reasonably have been aware of a breach of PII, Contractor shall notify the District within two (2) business days.

The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule, and other applicable laws relating to the security and confidentiality of protected health information.

E. Confidentiality of RFP and Right To Know Law:

All documents submitted as part of the Vendor's proposal will be deemed confidential during the evaluation process. There shall be no disclosure of any Vendor's information to a competing Vendor prior to the award of the contract. All applicable information will be subject to public disclosure in accordance with the Pennsylvania Right-to-Know Law, at the award of the contract, cancellation of this RFP, or within 90 days, whichever shall occur first.

F. EVALUATION CRITERIA

The District intends to enter into a relationship with a well-established vendor whose products, features, design philosophy, support policies, and vision for schools come closest to meeting the District's needs today *and* tomorrow. The selected vendor must be a well-established, financially stable firm committed to providing school software solutions. The ideal vendor will have a significant installed base of school clients and a proven track record of delivering products and services on time and within budget.

The vendor evaluation process will utilize the following approach:

- Initial Proposal Evaluation to determine vendors selected for demonstration
- Vendor Demonstration for key stakeholders
- Reference Checks
- Site Visits with Current Clients (as needed)

G. INITIAL PROPOSAL EVALUATION

The initial evaluation will be based strictly on the vendor's proposal response and be performed prior to any formal demonstrations, reference checking and/or site visits. Each criterion will be scored using a rubric. Based upon the proposal response vendors will be evaluated against the following criteria:

- Corporate Viability & Vision
- Ability to Execute Deliverables as Outlined
- Technology alignment to School District of Haverford Township Standards
- Ease of use of software
- Services available
- Cost



H. FINALISTS EVALUATION

Further evaluation associated with the finalist vendors will be performed as follows:

- Conduct Vendor demonstrations, as necessary
- Evaluate Vendor viability and vision for the education market
- Evaluate ability for Vendor to respond to district needs
- Evaluate implementation and support approach
- Evaluate functionality
- Perform reference checks and conduct site visits at the discretion of the selection committee

I. EVALUATION & RESERVED RIGHTS

Evaluation of the proposals is expected to be completed within 30 days after RFP closing. An evaluation team will evaluate proposals on a variety of quantitative and qualitative criteria. It is the District's intention to procure the most functionally complete and cost-effective solution from a growing, viable and financially stable company that will meet both current and future needs.

The District further reserves the right to:

- Reject any or all of the Proposals
- Issue subsequent Requests for Proposals
- Cancel the entire Request for Proposal
- Remedy technical errors in the Request for Proposal process
- Appoint evaluation committees to review Proposals
- Seek the assistance of outside technical experts in Proposal evaluation
- Require modifications to initial Proposals
- Excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to the District
- Investigate the qualifications of any Proposer under consideration
- Require confirmation of information furnished by a Proposer
- Require additional evidence of qualifications to perform the Services described in this RFP
- Approve or disapprove of the use of particular subcontractors
- Establish a short list of Proposers eligible for discussions after review of written proposals
- Negotiate with any, all, or none of the Proposers
- Solicit best and final offers from all or some of the Proposers
- Award a contract to one or more Proposers
- Accept other than the lowest price offers
- Waive informalities and irregularities in Proposals

Inability to rank as one of the top vendors (Initial Proposal Evaluation) will eliminate vendors from further consideration. Failure to include in the proposal all information outlined herein may be cause for rejection of the proposal. Information and/or factors gathered during interviews, negotiations and any reference checks, and any other information or factors deemed relevant by the District, shall be utilized in the final award. The final award of a contract is subject to approval by the School District of Haverford Township Board of Directors.



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J. PROPOSAL INSTRUCTIONS - Please include the following in your proposal:

Name of Company
Name of Primary Contact for Follow-Up Questions
Contact Phone Number & email Address

K. TRANSMITTAL LETTER

Please acknowledge that you have received, read and understand all aspects of the RFP and any addendum that may have been released in conjunction with the RFP. Please indicate your willingness to enter into a Not to Exceed contract. Please provide contact information of those that are authorized to participate in contract negotiations on behalf of your company.

L. EXECUTIVE SUMMARY (Section 1)

Please describe your solution and how it addresses the stated goals of the project. This should be limited to how your proposed solution will directly benefit the District and the unique value that you add. Please avoid the use of boilerplate product information.

M. CORPORATE OVERVIEW (Section 2)

vendors are required to provide a description of their company so that the District can evaluate the Vendor's stability and ability to support the commitments set forth in response to the RFP. The District, at its option, may require the Vendor to provide additional documentation to support and/or clarify requested information. The Vendor should outline the company's background including a brief description (e.g., past history, present status, future plans, company size, etc.).

QUESTION RESPONSE

Please state the year the Vendor started in the business of selling school solutions?
How many new school contracts do you average annually?
Please list and briefly describe any strategic partnerships you have.
Indicate any Pennsylvania school districts clients supported.
Indicate whether the business is publicly held or private.
Indicate if the company incurred an annual operating loss in the last 5 years.
What is the current staff turnover rate for your company?
What is the Vendor's customer retention rate?
What is the Vendor's percentage of annual revenues reinvested into research & development?

IMPLEMENTATION SERVICES (Section 3)

QUESTION RESPONSE

Please describe the Vendor's implementation methodology.
Does the Vendor utilize 3rd party resources or contractors in their implementations? If so, please describe.
What 3rd party software may have access to client data?
Is the Vendor willing to enter into a "Not-to-Exceed" contract for implementation services? If not, please explain.
Will the Vendor agree to waive all fees related to service days if we determine the services to be of unacceptable quality? If not, please explain.



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(Section 3 Continued) IMPLEMENTATION SERVICES CONTINUED:

Please describe your approach and define your deliverables for the following implementation services. It is expected that your proposal includes these at a minimum for the implementation of this RFP.

- Project Scope Agreement
 - Project Assumptions
 - Personnel Assumptions
 - Technical Support Assumptions
 - Operational & Knowledge Transfer
 - General Project Activities and Deliverables
 - Data Conversion Process Steps & Activities
- Change Management Approach
- Communication Plan
- Quality Management and Testing
- Project Risk Management
- Schedule Management
- Resource Management
- Education Plan
- Sample Detailed Project Plan and Gantt Chart
- Timeline

SUPPORT AND SERVICES (Section 4)

The Vendor must specify the nature, costs, and conditions of any post-implementation support options including: On-site support, Telephone support, Operating system and database support, Escalation options and procedures, Upgrade Assistance, and Availability of user groups.

Identify the party or business unit that is responsible for the support options provided above. Additionally, it is requested that the Vendor submit their Help Desk “prioritization” of support calls and their call “escalation procedures.”

Provide information on how server and client-side software updates are received, processed, and distributed to either the server and/or client environment. Describe the delivery method of future updates and product enhancements, the frequency of upgrades and if an accumulative patch process is an option. Also, describe how updates are incorporated with local custom modifications such that custom modifications will not be lost when a new release of the software is applied. The District expects to receive maintenance, as well as functional and technological enhancements as part of their Annual Support Agreement.

QUESTION RESPONSE

Does the Vendor agree to waive the first year of application maintenance fees? If not, please explain.
Does the Vendor have a toll-free customer support line? Will the Vendor provide unlimited telephone support as part of their annual support agreement? If not, please explain.
Please list the locations of support staff that will be utilized by the District.
What are the support hours of operation?
Does the Vendor assign one individual to take ownership of any support issues the District may have?
Does the Vendor provide and maintain a searchable knowledge base of product support materials made available to its client base?



Does the Vendor provide a customer only web site complete with documentation and software downloads?
Will the Vendor provide all periodic enhancements and upgrades to the software at no additional charge, beyond the annual support agreement? If not, please explain.
Does the Vendor offer a service to install and certify all updates for the District in a separate test environment?

VENDOR REFERENCE INFORMATION (Section 5)

Provide two (2) recent clients references of similar size and requirements. Please include the following for each reference:

REFERENCE #1 - Recent clients references of similar size and requirements.

Client Name:
Contact Name:
Contact Title:
Contact Phone Number:
Contact e-mail address:
Contract Date:
Student Population:

REFERENCE #2 - Recent clients references of similar size and requirements.

Client Name:
Contact Name:
Contact Title:
Contact Phone Number:
Contact e-mail address:
Contract Date:
Student Population:

Additionally, provide one (1) client reference for a school district geographically close to the SDHT:

Client Name:
Contact Name:
Contact Title:
Contact Phone Number:
Contact e-mail address:
Contract Date:
Student Population:



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COST PROPOSAL (Section 6)

(Please Attach a Separate Spreadsheet Titled Pricing and Services Form)

Costs for the Vendor's proposed solution should be submitted as an attached spreadsheet. Costs should include the complete costs for the proposed solution for a term of 1 (one), with a multi-year contract as an option that has cost savings. Use additional pages as needed to provide additional cost detail.

The following costs must be included in your response if they are applicable to your services:

- Application software license fees
- Data conversion costs
- Modification costs if denoted to satisfy a requirement
- Implementation, Training (PD) & Consulting Services costs
- Annual software maintenance cost for five years
- Estimated Travel Costs (if applicable)
- 3rd Party Software
- Hardware (not required)

No additional charges, other than those listed on the price breakdown sheets, shall be made. All shipping and insurance costs to and from the site shall be included in this proposal. All payments to shipping agents and for insurance fees shall be made directly by the Vendor.

The vendor shall be responsible for all arrangements for the shipment of equipment/software to the District's prepared site. Specific payment terms will be negotiated as part of the final contract. It is expected that certain payments will be made upon delivery of the software with additional payments made based on specific project milestones. The District may during the implementation period or thereafter require modifications, interfaces, conversion or other services from the Vendor. The Vendor agrees to provide a written Change Order describing the work to be performed and estimating the costs, including expenses, for the District's approval before any work is initiated by the Vendor. The vendor will not exceed the costs set forth in the mutually agreed to Change Orders without justification, in writing that is acceptable to the District.

REMAINING TERMS & CONDITIONS (Section 7):

Non-Exclusive Agreement

Provider understands that this is not an exclusive agreement, and District shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by provider, or to perform such services with provider's own forces.

Human Relations Act

The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951 et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with the provisions of this Act as amended that are made part of this specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 PA Code 349.101.

Competent Workers:

According to Section 752 of the Public School Code of 1949, no person shall be employed to do work under such contract except competent and first class workmen and mechanics. No workmen shall be regarded as



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competent and first class, within the meaning of this Act, except those who are duly skilled in their respective branches of labor, and who shall be paid not less than such hours by employers of organized labor in doing of similar work in the District where the work is being done.

On proposals for Services involving the furnishing of labor, materials, and/or equipment, while said Services are being performed the successful bidder must maintain in full effect the following minimum insurance coverage:

- A. Workers' Compensation
- B. Comprehensive public liability in the sum of \$100,000 for each person and \$300,000 for each accident, including contract liability. Such shall be endorsed with a save harmless clause in favor of the School District of Haverford Township, its officers, members, and employees.
- C. Property damage in the amount of \$50,000.
- D. Automobile and truck insurance in an amount not less than \$300,000 on account of any one accident, and property damage in an amount not less than \$50,000.
- E. If special hazards, such as might result from blasting, represent a possibility, these shall be covered by a rider to the policy or policies in an amount of not less than \$50,000.

Prior to the beginning of the DATA MANAGEMENT SYSTEM RFP service to be performed, a certificate of insurance shall be furnished to the School District showing the insurance coverage required above. The Vendor/Contractor shall assume full responsibility for loss of life and property, and injuries to persons, including all employees of the Vendor/Contractor or Subcontractors.

Clearances

All contractor staff members, who will work with School District of Haverford Township students, must have all of the required Federal and State Criminal and Child Abuse clearances in effect during the duration of this contract. Original documentation of these clearances must be presented to the appropriate personnel who will make appropriate copies for the District records. All new or substitute individuals must provide this documentation before working with the students. At the time of this request for proposal, required clearances include:

- 1. Act 34, Section III of the Public School Code (Criminal Record Check)
- 2. Act 151, Chapter 63 of 23 PA Consolidated Statutes (Pennsylvania Child Abuse History)
- 3. Act 114 (F.B.I. Fingerprinting Clearances)
- 4. Act 168 (Sexual Misconduct/Abuse Disclosure Release)

Provider agrees to comply with the provisions of Act 168 of 2014, Employment History Review Law and, to the extent applicable, Act 126 of 2012, Child Abuse Recognition and Reporting Training.

Compliance with Policy/Law

Contractor shall comply with all policies, procedures and regulations of the District as established and amended from time to time as well as all applicable state and federal laws and regulations, including but not limited to the provisions of the Pennsylvania Right to Know Law, 65 P.S. 67.101 et seq., regarding possession of public records by agency contractors. In the event the District receives a request for access to a public record that is in the possession of Contractor, the District shall notify Contractor of the request and Contractor shall provide the District with the requested record in a timely manner so as to enable District compliance with the Pennsylvania Right to Know Law.



Debarment and Suspension

Under 2 CFR Part 200, and specifically § 200.327 and Appendix II, a contract award (see 2 CFR 180.220) may not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Vendor certifies that it is not listed on the government wide exclusions in SAM, and is not debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549. The Awarded Vendor further agrees to immediately notify the Eligible Entity with pending purchases or seeking to purchase from the Awarded Vendor if the Awarded Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Does Vendor agree? YES (Initials of Authorized Representative of Vendor)

The School District of Haverford Township
VENDOR PROPOSAL FORM
DATA ANALYTICS SERVICES RFP

We, the undersigned, have reviewed the specifications herein for the supply of the listed service(s). We propose to complete the work, in accordance with the attached Proposal Specifications, General and Supplementary Conditions, and Scope of Work.

We understand that the School District of Haverford Township reserves the right to reject any and all proposals and to make awards on the basis of the quality of work as well as price.

The undersigned, as proposal responder, declares to have carefully examined all the items of the specifications and instructions herein, fully understands and accepts the requirements of the same, and agrees to furnish the specified items and comply with all listed policies, regulations, and laws.

Signature	Date
Title	
Printed Name	
Company Name	
Address	
Email Address	
Phone Number	Fax Number



The School District of Haverford Township
ATTACHMENT A - APPLICANT CONTACT INFORMATION

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

WEBSITE ADDRESS: _____

FAX NUMBER: _____

**ALL PROPOSALS MUST BE RECEIVED BY THE SCHOOL DISTRICT OF HAVERFORD TOWNSHIP BY:
2:00 P.M. ON THE 20TH DAY OF SEPTEMBER, 2025.**

Location for submission of proposals:

**Christina S. Carter, Director of Learning and Assessment
School District of Haverford Township**

50 E. Eagle Road

Havertown, PA 19083

ccarter@haverfordsd.net

www.haverford.k12.pa.us



The School District of Haverford Township

ATTACHMENT B - ADDITIONAL INFORMATION TO BE PROVIDED

1. Provide a description of the provider's experience in performing the required Services for a school setting. Describe the type of service history, wellness support, years of experience, etc.). Provide resumes of the individual or staff to be assigned to work with SDHT, including their areas of expertise, years of experience, and licenses, and/or certifications for individuals that might perform the services as outlined in the RFP.
2. The District may enter into agreements with one or more vendors to meet needs based on the applicable student population. Is there a minimum requirement needed to provide services?
3. Describe your customer service philosophy, standards, and structure and how they will be provided to the District. Include the contact information for the dedicated customer service representative(s) for the District.
4. Service Costs:
 - a. **Year 1: 7/1/2026 - 6/30/2027**
 - b. **Multi-year contract as an option that has cost savings**
5. Have you previously had or do you currently have contracts with other school systems in Pennsylvania? If yes, identify those school systems for the purpose of providing a reference. Detailed contact information and description of services provided.
6. Are you currently or have you within the last 10 years, been involved in litigation regarding these services? If yes, provide details.
7. Has your company ever had a client cancel a contract mid-term or not renew a contract at the end of the term? If yes, please provide specifics.

ATTACHMENT C - CERTIFICATION OF PROPOSAL DOCUMENTS



The provider certifies by signing this document that they:

1. Have carefully read and fully understand the information in the RFP.
2. Have the capability to successfully undertake the scope of work herein and complete the responsibilities and obligations of the proposal being submitted.
3. Represent that the information contained in the proposal is true and correct.
4. Did not, in any way, collude, conspire or agree, directly or indirectly, with any person, firm, corporation, review committee member, SDHT employee or other proposer in regard to the amount, terms or conditions of this proposal.
5. Acknowledge that the SDHT has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by the proposer.

Company Name _____

Signature _____

Printed Name _____

Title _____

Date _____

The School District of Haverford Township
NON-COLLUSION AFFIDAVIT
RFP DATA ANALYTICS SERVICES OVERVIEW

State of _____ County of _____

I state that I am _____ of _____
(Title) (Name of my Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its Owners, Directors, and Officers. I am the person responsible in my firm for price(s) and the amount of this proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before proposal opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or non-competitive proposal or other form of competitive proposal.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.
5. _____, its affiliates, subsidiaries, officers, directors, and employees.
(name of my firm)

are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the above
(name of my firm)

representations are material and important, and will be relied on by School District of Haverford Township in awarding the contract for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the School District of Haverford Township of the true facts relating to the submission of bids for this contract.

(Name)

and

(Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY
OF _____, 20_____.

Notary Public

My Commission Expires