SHAWNEE MISSION SCHOOL DISTRICT Contact information: Shawnee Mission School District Purchasing Department 8200 W. 71st Street Shawnee Mission, Kansas 66204 **ATTN: Reed Beebe** **Please note that vendors may request a copy of this RFI in Word format by emailing purchasing@smsd.org.**	DATE: October 23, 2025 RFI NO. 25-012 RFI TITLE: **Student Information System** Responses will be accepted until: Date: **November 14, 2025** Day: **Friday** Time: **11:00 a.m. (local time)** **Terms, conditions, and specifications under which responses are requested are included. Please review thoroughly.**

Introduction:

The Shawnee Mission School District ("the District") requests a written response to this Request for Information ("RFI") for the purpose of obtaining information from qualified vendors interested in providing a student information system ("SIS") capable of meeting the District's needs.

This is a request for information only; this RFI is issued by the District solely for its information and planning purposes, and the RFI does not commit the District to contract for any supplies or services whatsoever. The District, at this time, is not seeking detailed proposals that outline specific pricing and terms and conditions, but the District intends to follow-up with selected vendor(s) that offer products and services that are of interest to the District, with possible subsequent negotiation of a multi-year contract with the desired vendor(s).

All RFI responses shall be delivered, and shall adhere to the format, as further indicated herein. The District shall have the right to ask additional questions of – or request additional information from – responding vendors. The responses may, upon review by District staff, result in a qualified list of vendors for the products and services requested in this RFI; should this occur, finalists will be notified, and formal proposals and product demonstrations will be requested that include specific pricing and other terms and conditions for the District's consideration.

This RFI includes an overview of the District's current SIS.

Overview:

The Shawnee Mission School District is located in suburban northeast Johnson County, Kansas, ten miles from downtown Kansas City, Missouri. The District is the third largest school district in the state of Kansas and is dedicated to guiding students to success. The District's current enrollment is approximately 26,500 students.

The District uses an SIS product provided by Skyward. The District has used the current SIS since 2014. The current SIS is an **on-premise**, non-cloud-based product supported by eight (8) District information technology staff. The current SIS is utilized by approximately 3,000 District staff (teachers, administrative support, student nutrition services staff, etc.) and approximately 40,000 student parents/guardians.

The current SIS has thousands of student records, with millions of data points. For context, the current SIS database size is estimated at 150 terabytes (TB).

The current SIS system is backed up by District staff using a secure tertiary data backup process.

The current SIS system generates reports for various platforms and devices, with updates occurring multiple times throughout the day.

The current SIS system is used to allow student access to District Apple devices.

The current SIS system is used by multiple District departments to provide data for operations. (see "Department Snapshots" section below)

The current SIS uses Progress as its relational database software solution. However, the District is interested in moving to an SIS that uses Microsoft SQL as the relational database software solution.

SIS Environments: The District currently uses four SIS environments:

- **Production**
- **Development** (DEV)
- **Testing** – for context, the testing environment allows the District to save records at end-of-year, which allows for subsequent editing post-year-end. Otherwise, the District would not be able to input records after the conclusion of a fiscal year.
- **Training** – for context, the training environment allows the District to train staff on the SIS via generated test records, without using actual student records

Current Contract Term: The District current SIS contract term expires on June 30, 2026; the District is currently considering a one-year renewal option to run through June 30, 2027, or a three-year renewal option to run through June 30, 2029, with the final term selection contingent upon the desired SIS transition feasibility.

Department Snapshots:

The following information is meant to provide a sense of how key departments utilize the current SIS, with some context regarding potential desired features. The information in this section is not a complete list of desired features or departments currently utilizing the SIS.

Student Nutrition Services (SNS): The District's SNS team utilizes the software PrimeroEdge, with the current SIS providing daily imports. Information is shared daily between SIS and PrimeroEdge.

SNS uses the current SIS to process payments received over the phone. The payment information is inputted into the current SIS and every thirty minutes the SIS communicates the payments to PrimeroEdge. For SNS, this inter-system payment communication is an essential SIS feature.

The SNS team needs global access to the current SIS because it needs to match students to their siblings. The current SIS does not provide sibling information to SNS, and staff have to use the SIS to determine if a student has siblings. SNS desires an SIS solution that can communicate family/household information more efficiently.

The SIS solution must also be able to keep students' meal benefit status restricted to users who meet United States Department of Agriculture (USDA) guidelines for access to this information. For example, teachers, principals, and school secretaries will **not** have access to the meal benefit status information, but SNS staff and select other staff will have access.

Special Education (SPED): The District's SPED team currently generates about 10,000 to 15,000 Individualized Education Plans (IEP) each year in SIS. SPED has a number of reports that are generated for the State of Kansas (via the platform SPED Pro). As examples, these reports include caseloads, personnel, progress reports, transportation data, Extended School Year (ESY) data, and exit and entrance reports.

For SPED, the ability to generate reports in an efficient, easy-to-use manner is an important feature, along with the ability to transmit any reports needed by the State of Kansas. Aesthetic, intuitive, easy-to-navigate screens and dashboards are desired features. The ability to insert graphics (for progress reporting) is desired, along with the ability to easily customize forms.

Student and Family Services: The District's Student and Family Services team currently generates about 1,000 **504 Education Accommodation Plans** each year in the SIS. This team has a need for reporting functionality by school entity and district. As examples, these reports include caseloads, personnel, accommodation data, and start and ending reports.

The ability to generate reports in an efficient, easy-to-use manner is an important feature to identify needs for teacher and building support, resource allocation, and training. Aesthetic, intuitive, easy-to-navigate screens and dashboards are desired features. The ability to easily customize forms is an important feature.

Curriculum & Instruction (C&I): The District's C&I team uses the current SIS to generate the following reports.

- Active students with basic demographic information (student IDs, name, grade level, default entity, default school, race/ethnicity, lunch status [for select C&I users, as authorized by state and federal requirements], English Language Learner (ELL) status, IEP status); this is a daily report.
- Active student course enrollments; this is a daily report.
- Active staff members; this is a daily report.
- Gradebook grades for all secondary courses; this is a biweekly report.
- Attendance details and attendance summaries; this is a biweekly report.

Easy access to all data tables for special projects, internal research, and data validation is a desired SIS feature. C&I reports are generated in Excel or variations of delimited files (comma, tab, etc.)

C&I desires customizable dashboard views, based on the user. Such dashboard views might include:

- Enrollment and demographic characteristics of active students.
- Case management processing, such as with IEPs, 504 plans, or other specialized student plans.
- Case management processing as it relates to discipline (open/closed), actions taken, students currently suspended, etc.
- Attendance views, including students with excessive total absences, excessive unexcused absences, or excessive tardies.
- At-risk view, based on multiple criteria that can be set by the user and/or set by District administrators (e.g., using test scores, attendance, grades, etc.)

The C&I team also desires the following features in an SIS:

- Ability to automate exports through a variety of methods (API, direct export to SFTP, etc.)
- Ability to mass-import data, particularly related to fields associated with State of Kansas reporting. Examples include ELL minutes, at-risk flags, and post-secondary asset (PSA) completions.

Desired Features:

The District currently desires a SIS solution with the following features:

- The ability to automate exports through a variety of methods (API, direct export to SFTP, etc.)
- The ability to mass-import/export data, particularly related to fields associated with State of Kansas reporting
- The ability to create custom dashboards for users; preferably create custom default dashboard elements for specified security groups
- The ability to easily generate reports
- The ability to easily transport reports to the State of Kansas (such as SPED Pro, KIDS, and KEDS)
- Aesthetic, intuitive, easy-to-navigate user screens and dashboards
- The ability to customize forms and easily export the data from customized fields
- The ability to insert graphics for progress reporting
- The ability to communicate and transmit data to a variety of software platforms
- The ability to provide a variety of access levels to staff, based on data needs and state and federal requirements regarding who can access the information
- The ability to provide/link sibling records for family data
- The ability to provide customized utilities that meet the needs of District users
- The ability to provide four environments: Production, Development, Training, and Testing
- The ability to encrypt data using the AES-256 algorithm

Desired Services:

The District currently desires a SIS solution vendor that can provide the following services:

- Demonstrated ability to transition data from a Progress relational database to Microsoft SQL
- The ability to develop a clear transition plan from the current SIS system to a new SIS system
- The ability to provide consistent staffing over the course of the transition period
- The ability to facilitate meetings with staff to discuss SIS workflow and feature needs
- The ability to accurately forecast the needed transition timeframe and resources for data migration
- The ability to provide a Service Level Agreement (SLA) with weekday business hours, along with after-hours emergency support if needed
- The ability to provide ongoing customer support and training
- The ability to assign a designated, top-tier project manager to interface with the district's project manager
- The ability to successfully manage data encryption implementation and validation with district security personnel

Software Requirements:

The District's current SIS platform is on-premise. While the District is agreeable to considering cloud-based solutions, such a cloud-based solution would need to allow for timely data transfers to and from various software platforms (for example, PrimeroEdge). Additionally, any cloud-based solution would need to consider the data encryption requirements for at-rest data as well as in transit data.

Desired Budget and Implementation Timeframe:

The District currently has established no budget for a SIS solution, but the District's current annual subscription costs (which excludes any past applicable implementation costs) are approximately $230,000. However, at this time the District is interested in gauging general features and cost ranges, and understands that final costs will be contingent upon the SIS features and implementation services selected by the District.

Currently, the District has no finalized implementation timeframe goal and is wanting to get feedback from vendors regarding the anticipated timeframe to implement an SIS solution that meets District needs. The District is primarily interested in gauging typical implementation timeframes for a desired SIS solution.

RFI Response Requirements:

Submitted responses should be limited to the sections and items identified below. The capacity of the respondent to make a complete and responsive presentation will be favorably considered.

Submittals should contain the following items:

A. **Letter of Interest:** Provide a brief letter expressing the respondent's interest and appropriate qualifications. The letter of interest should include the following information:
   - Title of this RFI **("RFI 25-012 Student Information System");**
   - Name and mailing address of respondent (including physical location, if mailing address is a P.O. Box);
   - Contact person, telephone number, and email.

B. **Completion of Exhibit A Questionnaire:** Respond to the questions listed in **Exhibit A**. Please note that a Word copy of this RFI, including Exhibit A, can be requested by emailing purchasing@smsd.org.

C. **Completion of Exhibit B Checklist:** Please check "Yes" or "No" regarding your firm's ability to provide the desired SIS solution features listed in the provided checklist. You may also use this checklist to clarify or provide additional information regarding your firm's ability to provide a SIS solution that addresses the District's desired features. Please note that a Word copy of this RFI, including Exhibit B, can be requested by emailing purchasing@smsd.org.

D. **References:** Provide three (3) references for similar products/services provided within the last five (5) years, to institutions of similar size and needs to the District. Provide a brief description of the products and services provided. If a vendor is selected for subsequent negotiations, the vendor will be asked to provide specific reference contact names, addresses, and telephone numbers that can provide feedback on the proposed products and services.

Response Submittal Instructions:

Responses shall be submitted no later than the time and date indicated herein. Responses submitted to a location or individual other than that listed below will not be considered duly delivered or timely. The District shall not be responsible for re-routing responses delivered to a person or location other than that specified below. Late response submittals shall not be accepted or considered. All responses, whether accepted or rejected, shall become the property of the District and will not be returned. The District reserves the right to waive minor defects and/or irregularities in response submittals and shall be the sole judge of the materiality of any such defect or irregularity. The District reserves the right to seek

additional responses if the received responses are deemed unsatisfactory. All costs associated with response preparation shall be borne by the respondent.

All responses must be received no later than **11:00 a.m. (local time), Friday, November 14, 2025**. Responses may be submitted electronically via the District's electronic bidding system, **Public Purchase,** or via hardcopy format.

To submit responses electronically, please follow the Public Purchase submission instructions in **Exhibit C**. Please note that other forms of electronic delivery (email, fax, etc.) will not be accepted.

To submit responses in hardcopy format, please send one physical copy (along with a thumb drive containing an electronic copy of the response) to the "Official Contact" address listed in this RFI for delivery in person or via service (US Mail, UPS, FedEx, etc.) in a sealed envelope or box. The packaging should be clearly marked **"RFI 25-012 – Student Information System."**

Please note that vendors may request a copy of this RFI in Word format by emailing purchasing@smsd.org.

Official Contact/Deadline for Questions:

Additional feedback or questions may be addressed by the official contact below:

Reed Beebe
Shawnee Mission School District
8200 W. 71st Street
Shawnee Mission, KS 66204
913-993-6475
purchasing@smsd.org

All questions concerning this RFI must be received no later than **Wednesday, November 5, 2025 by 4:00 p.m. (local time).** The District will address questions via addenda (see **"Addenda/Cancellation"** below); it is currently anticipated that any applicable addenda will be issued by **Friday, November 7, 2025 by 4:00 p.m. CST.**

Response and Response Evaluation Availability:

To the extent allowed by the laws of the State of Kansas, including the Kansas Open Records Act (K.S.A. 45-215 *et seq*.), responses received by the District will not be open to public review, nor disclosed to unauthorized persons, prior to award of a contract (or a decision by the District not to award a contract) for the products and services listed in the RFI. Likewise, the District's evaluation documentation of the received responses will not be open to public review nor disclosed to unauthorized persons, prior to award of a contract/decision not to award. Thereafter, all proposals and related evaluation documentation shall be open to public inspection.

Addenda/Cancellation:

The District may modify or cancel this RFI at any time prior to the RFI due date by issuance of an Addendum or Cancellation. Such Addenda and/or Cancellations will be posted on the District's website, currently: **smsd.org (Go to About; Department Teams; Purchasing & Bidding; Bids & Bid Summaries View Page.**

Selection Criteria:

After the District's initial review of submitted responses, the District intends to choose one (1) to three (3) highly qualified vendors considered best qualified and capable of providing/performing the desired products/services outlined in this RFI and, if desired, request product demonstrations of the proposed solution(s); the District may attempt further negotiation with the goal of executing a final contract with the selected vendor(s). However, the District reserves the right not to make a contract award, to make a partial contract award, or to make a multiple vendor contract award, at its sole discretion, through this RFI process.

The following criteria will be used by the District to evaluate the RFI responses:

- The response's adequacy in providing the desired information outlined in this RFI (5 points);
- The desirability to the District of the SIS features identified in the response (50 points);
- The desirability to the District of the general cost ranges/cost model(s) in relation to the District's needs (15 points);
- The respondent's experience and qualifications in providing the products and services desired by the District (10 points).
- The respondent's ability to provide adequate implementation services (10 points)
- The respondent's ability to provide ongoing customer support and training (10 points).

Confidentiality of Respondent Information:

The District is a state agency, and information submitted to the District in response to District solicitations for product or service information is generally a public record. Accordingly, no response shall restrict the District's ability to produce the solicitation response and/or any corresponding documents in response to a lawful request or from otherwise complying with the Kansas Open Records Act (K.S.A. 45-215 *et seq*.)

Confidentiality of District Information:

Respondent acknowledges that any information provided by or obtained from the District in connection with this RFI is the sole property of the District and must be treated as confidential, and that this confidential information is not to be used for any purpose other than replying to this RFI, and that this confidential information must not be disclosed without the prior written authorization of the District, and, if applicable, that this confidential information must be returned to the District immediately upon the request of the District.

Pricing/Cost Model Information for General Information Purposes Only:

Any pricing/cost model information provided by respondents is for general information purposes and is not intended to be binding on respondents. Any legally binding pricing or purchasing commitments will be established only when specified by the express terms of a subsequent bid or negotiation process, or where established through the execution of a written agreement.

The District understands that specific pricing will be determined by the products and services selected by the District, and at this time the District is interested in information regarding general pricing structure options and general cost ranges, not a finalized price quote.

Information in RFI Only an Estimate:

The District and its representatives make no representations, warranty, or guarantee as to the accuracy of the information contained in the RFI or issued via addenda. Any quantities or data contained in this RFI or related addenda are good-faith estimates provided only as general background information.

Governing Law:

It is understood and agreed that the construction and interpretation of this RFI and related addenda shall be governed by the laws of the State of Kansas.

EXHIBIT A: QUESTIONNAIRE

Please respond to the questions below; a Word copy of the RFI, including Exhibit A, can be requested by emailing purchasing@smsd.org. In addition to completing this questionnaire, please provide a letter of interest and references, along with completing Exhibit B, as outlined on page 5 of this RFI.

1. Please discuss your firm's experience and qualifications with SIS solutions and services. Please include information regarding your firm's years of operation and service to institutions of similar size and needs to the District, as well as general information about your staffing size.

2. Given the timeframe needed to transition to a new SIS solution, please discuss your firm's ability to retain key project staff over the course of the transition term.

3. Please discuss your SIS solution's data analytics and reporting capabilities. Please describe the various standard reports that your solution can provide.

4. Please discuss how your SIS solution manages data imports and exports. Can these data imports/exports be automated? How does your solution communicate and transmit data to a variety of software platforms?

5. Please discuss how your SIS solution allows user customization, such as customizing forms or dashboards.

6. Please discuss your firm's ability to provide customized utilities to clients.

7. Please discuss your SIS solution's ability to provide a variety of user access levels, based on data needs and state and federal requirements regarding who can access this information.

8. Please discuss your firm's familiarity with the student data reporting requirements for the State of Kansas. Does your firm have other Kansas school districts as clients?

9. Does your SIS solution have the ability to link student records, such that users can identify a student's other student family members in the system?

10. Please discuss the types of files (graphics, Excel, Word, etc.) that can be stored in a student record, via your SIS solution.

11. Please discuss your SIS solution's environments. Does your solution offer Production, Development, Testing, and Training environments?

12. Please discuss whether your SIS solution is cloud-based or on-premise, or if either site option is available for consideration. If cloud-based, how would your solution ensure timely updates to various District platforms? Also, please discuss how often the cloud-based solution backs up data, and to what level (tertiary, etc.)

13. Please discuss your firm's ability to migrate from Progress (the District's current SIS relational database software solution) to Microsoft SQL. What experience does your firm have with such data migrations?

14. The District currently has an estimated SIS database size of 150 terabytes (TB). Please describe your firm's past experience with migrating database information of that size.

15. Given that the District has an estimated 150TB database size, and desires a transition from Progress to Microsoft SQL, how long does your firm estimate that a typical implementation timeframe of this scope would take?

16. Please discuss your firm's standard SLA service options and typical pricing for these options.

17. Please discuss how your firm provides user training to your clients, for both implementation and ongoing needs. What training resources are available to clients who use the SIS solution?

18. In addition to standard SLA and training services, does your firm offer any other ongoing customer support options (such as report customization services, customized utilities creation, etc.)?

19. Please discuss your solution's pricing structure. For example, are ongoing costs based on the number of student records, user licenses, a flat annual subscription fee, etc.? Is discounted multi-year pricing available? How are implementation costs, if applicable, billed (deposit, progress payments, etc.)? If pricing is based on user licenses, how is the term "user" defined (for example, staff who upload records, staff who view documentation, etc.)?

20. The District understands that final costs for a SIS solution are contingent upon final features and services selected by the District, and the District is not seeking a formal or binding quote at this time. However, based on the District's needs, what is a typical annual cost range for your firm's SIS solution? Also, what is a typical implementation cost range, if applicable?

21. Is there any additional information about the capabilities of your firm's SIS solution in meeting the needs of the District, not addressed in the questions above or in the District's checklist of desired features, that you would like to share? You are welcome to submit any additional information materials (brochures, online links, etc.) that you think may be of interest to the District.

EXHIBIT B: DESIRED FEATURES/SERVICES CHECKLIST

Please check "Yes" or "No" regarding your firm's ability to provide the desired SIS solution features listed below; a Word copy of the RFI, including Exhibit B, can be requested by emailing purchasing@smsd.org. In addition to completing this questionnaire, please provide a letter of interest and references, along with completing Exhibit A, as outlined on page 5 of this RFI. **NOTE: The District understands that proposed SIS solutions may not be able to provide all of the desired features listed below, and the inability of a solution to provide all desired features is not disqualifying for consideration.** The checklist below is meant to help District staff gauge which desired features may be available from a proposed solution.

Desired Features	Yes	No
The ability to automate exports through a variety of methods (API, direct export to SFTP, etc.)		
The ability to mass-import/export data, particularly related to fields associated with State of Kansas reporting		
The ability to create custom dashboards for users; preferably create custom default dashboard elements for specified security groups		
The ability to easily generate reports		
The ability to easily transport reports to the State of Kansas (such as SPED Pro, KIDS, and KEDS)		
Aesthetic, intuitive, easy-to-navigate user screens and dashboards		
The ability to customize forms and easily export the data from customized fields		
The ability to insert graphics for progress reporting		
The ability to communicate and transmit data to a variety of software platforms		
The ability to provide a variety of access levels to staff, based on data needs and state and federal requirements regarding who can access the information		
The ability to provide/link sibling records for family data		
The ability to provide customized utilities that meet the needs of District users		
The ability to provide four environments: Production, Development, Training, and Testing		
The ability to encrypt data using the AES-256 algorithm		

Desired Services	Yes	No
Demonstrated ability to transition data from a Progress relational database to Microsoft SQL		
The ability to develop a clear transition plan from the current SIS system to a new SIS system		

The ability to provide consistent staffing over the course of the transition period		
The ability to facilitate meetings with staff to discuss SIS workflow and feature needs		
The ability to accurately forecast the needed transition timeframe and resources for data migration		
The ability to provide a Service Level Agreement (SLA) with weekday business hours, along with after-hours emergency support if needed		
The ability to provide ongoing customer support and training		
The ability to assign a designated, top-tier project manager to interface with the district's project manager		
The ability to successfully manage data encryption implementation and validation with district security personnel		

CLARIFICATIONS -- If you would like to clarify or provide additional information regarding your firm's ability to provide a SIS solution that addresses the District's desired features (for example, if your solution offers a different but equivalent feature, or alternative or additional features that may be of interest to the District), you may do so below:

EXHIBIT C

VENDOR INSTRUCTIONS FOR SUBMITTING BIDS/PROPOSALS/RESPONSES VIA PUBLIC PURCHASE

The District will be using Public Purchase, a free web-based e-Procurement service. Vendors submitting bids/proposals/responses via Public Purchase will need to follow the two-step registration instructions detailed below. Please register as soon as possible so that you have access to the District's bids and bid notifications.

INSTRUCTIONS

1. **Register with Public Purchase:**

   Use the link below to begin the registration process. ***It can take up to 24 hours for your account to become active.*** **You will receive an email from notices@publicpurchase.com letting you know your account is activated. Be sure to add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.**

   https://www.publicpurchase.com/gems/register/vendor/register

   If you are already registered with Public Purchase, please proceed directly to step 2.

2. **Register with The Shawnee Mission School District:**

   1. Once you have received your activation email from Public Purchase log in to www.publicpurchase.com and accept the terms and conditions of use.
   2. Click on the "Tools" tab located on the far right of the menu header.
   3. On the new list of sub-tabs, click on "Agencies"
   4. Search for the agency: **Shawnee Mission School District** - Make sure the Registration Status field is set to "All"
   5. Once you find the result, please click on the [Register] tab on the far right of the agency name.
   6. Complete the registration steps with the agency.

It is important that this second part of the registration is complete or you will not receive notifications of upcoming quote opportunities via Public Purchase from the **Shawnee Mission School District.** *It is your responsibility to keep the information up to date, particularly the contacts and email addresses.*

Why the switch?

Using this service will make the quoting process easier for us and our suppliers. The Public Purchase eProcurement System was designed exclusively for use by government agencies and their vendors.

Benefits to Vendor

This eProcurement system will create a single location in which to view open bids and award information for previous bids issued through the Public Purchase website. This system will also provide you with automatic notification and transmittal of bid solicitations to vendors. In addition, Public Purchase gives you access to bid opportunities with other government entities.

All of this is provided at no charge to you.

If you need any assistance with this process, please contact Public Purchase at support@publicpurchase.com or use their Live Chat during business hours. It can be found in the upper left corner of the website.

NOTE: As an alternative to electronic submission, hard copy bids/proposals/responses may be submitted as outlined in this solicitation document.