REQUEST FOR PROPOSAL
FOR
STUDENT INFORMATION SYSTEM
OF
MAGNOLIA PUBLIC SCHOOLS

About Magnolia Public Schools

The Magnolia Educational & Research Foundation ("Foundation") dba Magnolia Public Schools (MPS) is a non-profit organization established in August 1997. The Foundation is granted tax-exemption status (501(c)(3)) by the IRS and the State of California. The headquarters of the Foundation is located in Los Angeles, California. MPS oversees a network of charter schools throughout California dedicated to inspiring students to choose career paths in science, technology, engineering, art, and math (STEAM), while providing a robust, standards-based education program within a supportive culture of excellence.

In the fall of 2002, the Foundation established its first charter school, Magnolia Science Academy-1 ("MSA-1"), in the San Fernando Valley. Since then, the Foundation has successfully replicated its educational program and philosophy at 9 other charter school sites throughout California:

School Name	City	Grades Served	Enrollment Numbers (As of Census day Oct 2, 2019)
Magnolia Science Academy-1	Reseda	6-12	650
Magnolia Science Academy-2	Lake Balboa	6-12	435
Magnolia Science Academy-3	Carson	6-12	497
Magnolia Science Academy-4	Los Angeles	6-12	131
Magnolia Science Academy-5	Reseda	6-12	282
Magnolia Science Academy-6	Los Angeles	6-8	134
Magnolia Science Academy-7	Northridge	TK-5	292
Magnolia Science Academy-8	Bell	6-8	482
Magnolia Science Academy-SA	Santa Ana	TK-12	444
Magnolia Science Academy-SD	San Diego	6-8	546

Magnolia Public Schools today is made up of 10 school sites listed above. The 10 schools have a combined total of 3,893 students in grades TK-12.

MPS is accepting bids from qualified companies to replace our current Student Information System. The product would be purchased as a consortium to include all schools. Billing would be managed through Magnolia Public Schools. Implementation and support would be at each individual school. Please break down costs per site in order to calculate for budgeting.

Any award / contract will be pending the Magnolia Public Schools Board approval and availability of funds.

PURPOSE

The purpose of this Request for Proposal is to establish a contract for an internet based Student Information System, henceforth referred to as SIS to be used MPS-wide.

It is our goal to optimize data entry and analysis of student information at the student, site, and district levels. In an effort to obtain this goal, Magnolia Public Schools is looking for a viable platform that is designed to help all district users, school site administrators, and teachers, streamline the way they enter, store, edit, and view the information collected.

Transitioning to the new SIS will begin in the 2020-21 school year. Full integration and use will commence the 2021-22 school year. In person training should be made available to our school sites and district throughout the transition.

SCOPE OF WORK

The MPS District is composed of elementary, middle, and high-schools. Schools have different authorizers and must be able to customize their Student Information System to meet their requirements

At a minimum, the platform should provide solutions in the following areas:

- A district-wide web based database for all student information that can hold historical data, for the legal amount required, from 2 legacy SIS's (CoolSIS & Illuminate) as well as the current school year's data.

- A transition plan that is easy to follow and implement district wide so that all schools are operating fully off of the system by 2021-22 school year.

- A customizable approach to student data management and reporting that spans pre-K, elementary, middle and high school and various authorizer, state and federal requirements

- A system in which multiple levels of access are available, so users are only presented with information that is directly relevant to them and should have access to. (e.g., Central Administrator, School Level Administrator, Other staff, Parents, etc.).

Requirements are broken down into categories. Provide your response for each category as these areas are the focus of our review. We are looking for a system that offers innovative, simple solutions for the input and monitoring of:

- Student Demographics
- Scheduling
- Grading
- Attendance
- Health Records

- Special Education
- Behavior
- Student Achievement Information
- Information required for State and Federal reporting

As well as providing substantial components of the following:

- Security
- Compatibility with other systems
- Data Migration
- Administrative Reporting

- Teacher Portal
- Parent Portal
- Student Portal
- Customer Service and Support

Specific requirements are found in attached SIS criteria document. Each vendor is strongly encouraged to address each and every one of these capabilities in its response, as well as to include "value added" items that will supplement or enhance the capabilities listed.

SUBMISSION REQUIREMENTS:

In order to facilitate the analysis of responses to this RFP, proposers are required to prepare their proposals in accordance with the instructions outlined in this part and elsewhere in this RFP.

Please submit complete proposals electronically by emailing Jennifer Wade at jwade@magnoliapublicschools.org. Completed proposals must include the following:

- Complete response to attached criteria.

- Thorough transition plan.

- A price breakdown that includes price per student, per site, transition fees and services included in those fees.

- Provide end-user to review the demo accounts at a minimum for district admin, mentor/teacher, school site administrator, and student roles.

- Provide a thorough business plan which supports the sustainability and growth of the company.

STUDENT INFORMATION SYSTEM RFP TIMELINE NOTICE

MPS would like to inform the qualified vendors of the tentative RFP timeline outlined below:

RFP Posted	December 13, 2019
RFP Q&A Period Please direct all communication and questions to Jennifer Wade by emailing them at jwade@magnoliapublicschools.org	December 13, 2019 through January 31, 2020
RFP Deadline to submit	January 31, 2020
Presentation to Evaluation Committee (Subject to change)	February 3, 2020 through February 14, 2020
Evaluation Committee Meeting Date (Subject to change)	By February 14, 2020
MPS Board Meeting Date to decide winning bidder (subject to change)	March 5, 2020

*Note: Dates of all meeting dates are subject to change and based on availability.

Functional Requirements Compliance Legend and Score Key: 3 = Compliant 2 = Partially Compliant 1 = Future Compliant 0 = Not Compliant		
SIS Requirements/Criteria:	**Compliance**	**Comments**
1. General Requirements		
1	Solution provides a district-wide database for all student information, (which include TK,Elementary,Middle and High school students) with access to historical data from 2 legacy SISs (CoolSIS & Illuminate) as well as the current school year's data.		
2	Has a transition plan that is easy to follow and implement so that all schools within the district are fully operational by the 2021-22 school year.		
3	Vendor must be an established SIS system for a _minimum of 5 years._		
	Holistic Category Score:		
2. Security		
1	Must allow or exclude users by: a. one or more schools b. function (such as attendance, grading, etc.) c. task (adding, changing, printing, deleting) d. specific program function (posting daily attendance for specific groups of students) e. school year		
2	Conforms to security and confidentiality of student records as required by all applicable statutes and regulations, including California State, FERPA & HIPAA.		
3	Has ability to give one user access to multiple or all schools.		
	Holistic Category Score:		
3. Compatibility-The system must interface with additional systems via complete read/write API including but not limited to:		
1	SchoolMint		
2	ParentSquare		
3	Illuminate		
4	Welligent		
5	CALPADS		
6	SEIS		
7	Clever		
8	Primero Edge/Meals Plus		
9	Google Classroom		
10	Canvas		
11	SchoolAbility		
	Holistic Category Score:		
4. Data Migration		
1	Provide the ability to migrate data and perform the data conversion from our current vendor, Illuminate, and former vendor, CoolSIS, to the new Student Information System. Full retirement of the old applications is required.		
2	Provide ability to rollover student level data & ID's created in Illuminate & CoolSIS		
3	Allows for mass updates to certain fields (to make replacements directly in database) so that quick updates can be made by properly authorized system users.		
	Holistic Category Score:		
5. Administrative Reporting		
1	System provides extensive pre-built reports with data that is frequently asked: e.g. chronically absent students, at risk students, student programs, student demographic information, address labels, emergency information, end-of-year cumulative labels etc. And ability to view reports in browser or save as excel/txt/pdfs		
2	System provides the ability to create custom reports that can pull and group information from various fields and ability to view reports in browser or save as excel/txt/pdfs		
3	Provides mail merge capabilities.		
4	Provides integrated wizards for graphing and charts.		
5	Print and design forms in multi-language (Spanish, Vietnamese, etc.).		
	Holistic Category Score:		

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	SIS Requirements/Criteria:	Compliance	Comments
6. Student Demographics			
1	Student Demographic Data fields are defined by the mandatory fields required by the California state reporting system (CALPADS) and includes, but not limited to, the following information 1.Student full name, birthdate, gender, rance, & ethnicity 2.Student Local & State ID 3.English Language Acquisition information (US/CA start date, primary/first/home language) 4.Parent & Emergency contact information If specific demographic fields are not automatically generated by the SIS, SIS allows district to create demographic fields needed and add those fields to the necessary reports		
2	The district and individual schools must be able to store multiple addresses and relationships for each student, ability to prioritize contacts and define access based on relationship. This includes, but not limited to the following: a. Student's legal guardian, and their preferred first and last names b. after school care and pick-up authorization c. mother and father relationship (custody) if separated or divorced d. If an order of protection in place		
3	Validates the student address and can assign an assigned public school district and assigned public school based on the student's grade level and address.		
4	Maintain instructional staff information such as employee ID, system ID, state ID, name, initials and short name, buildings, team, department, homeroom, position/role, phone, email address.		
5	Contains an enrollment/registration module which can run lotteries and allows the parent to register their new student which would then create and populate the student's profile and demographic information This should be customizable and support multiple languages as appropriate.		
6	Flags medical, legal, disability alerts system-wide.		
	Holistic Category Score:		
7. Student Scheduling			
1	The system must provide a user-friendly means (e.g. one screen, one step) of entering course requests, modeling a schedule, and enrolling a student in a modeled schedule for elementary, middle, & high schools and be capable of handling rotating block scheduling as well as traditional scheduling methods.		
2	All courses must be defined with a code and description based on the CALPADS course descriptions and must be updated as the course descriptions are updated by the state.		
3	Support scheduling of sequenced, corequisite and prerequisite, anti-requisites, schedule before, schedule after, schedule opposite classes. Must include auto-checks for pre-requisites and whether a student has passed the class before allowing a course to be added to a student's schedule.		
4	The system supports locking a scheduling run and preventing it from being deleted or modified, with override capabilities. Also provides mass/individual scheduling of students as well as a walk-in student scheduler for students enrolling after the start of the school year.		
5	Allow for a course to be inactive in the course catalog, without deleting the course and allows the school to use the current year master schedule as a starting point for next year's master schedule.		
6	Provide conflict matrix of each student with irresolvable conflicts, indicating all courses elected and corresponding master schedule class possibilities, and flag master schedule classes that are filled.		
7	Provide ability to print schedules sorted by distributing period and date, by homeroom teacher, for future or current schedules.		
8	Allow counselors to create student 4-year plans and track students' progress towards meeting graduation requirements and diploma types		
9	Allows the user to define teacher qualifications and preferences to be used in scheduling. May require interface with HR system to access qualifications. Based on the preferences set by the district, the system should provide the ability to track a teacher's Highly Qualified Teacher status and alert the scheduler when an unqualified teacher is assigned to teach a class.		
	Holistic Category Score:		
8. Grading			
1	Grade information, transcripts, amd assessment data must be easily available by year, by school attended and for each marking period display the course section, grade, earned credits, comment code, if credits were adjusted and why, and be able to be printed for individual students, selected students, and in mass.		
2	The system must be able to handle alphabetic, numeric or combination grading. Each school may have its own grading scheme, so the system must be flexible to address the unique needs of each school, controlled at the district level.		
3	Report cards & progress reports are available in a mailable format, with citizenship/conduct grades, that address high, middle, and elementary school needs		
4	Labels for the student's cumulative record with finalized grades should be a report that can be easily generated by staff		
5	The system should allow standards/mastery-based grading.		
6	Real time letter grade and cumulative GPA should be accessible at any time, not only after grades are finalized for progress reports/ report cards		
	Holistic Category Score:		

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	SIS Requirements/Criteria:	Compliance	Comments
9. Attendance			
1	Attendance taken within the system should be intuitive and easy to use for teachers and administrators and must be updated in real time. The office attendance clerk may access and modify student attendance history and enter reason for the absences in a communication log, and should prevent teachers from overwriting absences entered by the office.		
2	Enrollment summary reports that calculate tardies and absentees by grade and various demographic information, must be available. The report must also calculate the average daily attendance and average daily enrollment . This information must be available for any specific date for a specific student.		
3	Multiple user defined letters must be able to be stored and merged with the address/relationship information to notify family members of excessive absences, tardies, and/or Truancy.		
4	The system must produce all State required auditable attendance reports per CA State format, automatically calculates ADA (average daily attendance, total and in district)based on the school's accounting period. and provides audit trail management		
5	Ensure that absences cannot exist for a student on days that the student is not enrolled and alerts staff of unverified cases of Independent study and missing attendance. The system must automatically find and delete the invalid absences, and flag users of pending independent study/missing items		
6	School calendars can be: Altered during the school year (before or after the fact) Saved for prior years Copied to other campuses		
	Holistic Category Score		
10. Student Health Records			
1	Allows staff to enter and keep track of: Immunizations, health alerts, upcoming screening and results, medication given, and emergency contact information easily		
2	Automatically calculates immunization compliance on-screen based on specific State requirements to determine which students are not up-to-date and which ones are complete. System must be easily configurable updated as State requirements change and have the ability to enter exemptions and their expiration date.		
3	The ability to view and print the most recent CA "Blue Card" for each student's cumulative record as needed.		
4	Ability to generate user defined medical alerts & that also show up in teacher gradebooks to alert them of special health risks/needs as well as an Emergency contact list with all telephone numbers and contact information.		
5	Capacity to produce professional reports, logs and letters. e.g.immunization notices, immunization compliance reports, medication logs, emergency contact list and alerts etc.		
	Holistic Category Score:		
11. Teacher Portal			
1	The system shall provide for real time class rosters including transferred student in the teacher gradebook.Changes made in the Main SIS or the Teacher's portal should be seen immediately in the teacher attendance/gradebook & Main SIS		
2	The system shall provide the ability for creation of various customized seating charts for each class allowing for flexibility on the room arrangement. Seating charts can be used as an entry point for logging attendance, behavioral events, grades. etc.		
3	The system shall provide the ability to create and define grading categories, weights of assignments, copy multiple assignments to multiple class files, exempt students from an assignment, and the ability to create special scores for assignments and extra credit.		
4	The system shall provide the ability for identification of missing or incomplete assignments.		
5	The system shall provide for score display as letter grade, code, percentage and/or raw numeric score.		
	Holistic Category Score:		

	SIS Requirements/Criteria:	Compliance	Comments
	12. Student/Parent Portal		
1	The System shall provide Parent and Students access to current grades, missing assignments, assignment grades, class attendance, and discipline entries by class or date range. The System shall also display a list of the student's behavior point totals, current classes,with their current and cumulative gpa.		
2	Parent can select language (English, Spanish) in which to view assignments, grades and other student information.		
3	Allow for Parents to have a single login to access all of their assigned students as well as multiple logins to be associated with the same student to provide for split-household situations.		
4	The system shall provide Parent and students a view of met diploma requirements. Views should include where the student is currently, will be at the completion of current courses, and based on course requests for next year.		
5	Changes in system data should be mirrored in real-time updates to parent portal.		
6	Ability to enable/disable portal features (i.e. course registration, assignments, etc) by school.		
7	Vendor has a functional mobile platform available for parents, student, and school/district users.		
	Holistic Category Score:		
	13. Special Education		
1	The system tracks students who are receiving special services under IEP or 504.		
2	The system tracks students who are not attending (or only attending part-time) in the school district but who are receiving special education services from the school district.		
3	The system can integrate with 3rd party systems (e.g., SEIS/Welligent) and automate importing and exporting of data.		
4	The system has the ability to denote that a student needs to participate in special programs/IEP/504 within a class roster, so a teacher can easily understand and research the student's needs.		
5	The system tracks students who has a modified curriculum, grading standard or graduation/promotion criteria.		
	Holistic Category Score:		
	14. Behavior Student Discipline		
1	The system allows for the tracking of positive behavior points		
2	A simple posting routine must be in place that will allow the user to add the incident date, time, type, location, staff reporting the incident, free-form comment of what happened, incident reason, activity at the time of the incident, other incident factors, and participants involved in the incident. Stores consequence, duration of consequence, and if authorities were involved in major incidents. Allows for escalation of incidents and the ability to differentiate between students accused of something vs students who have been confirmed to have commited the incident. The teacher must be able to create an electronic referral that can be completed by an administrator to generate a major discipline incident in the system. A notification should be sent to applicable administrators via email or alert within the SIS system.		
3	The system must be able to track communication attempts, reentry plans, interventions, hearing outcomes, and any other corrective action that was taken for that student and relative incident		
4	The system must allow for multiple offenders, victims, and witnesses to be attached to an incident and different actions (Disciplinary measures) to be assigned to each participant. and must protect victim/offender/witness identity must be protected when discipline items are shared on student or parent portal.		
5	Required fields populate important state and federal reports. State offense codes should be tied to any major incident with the option of omitting minor infractions.		
6	The system allows the user to specify the duration of the in-school or out-of-school suspension for each student and generate the appropriate attendance codes, in accordance with the state, federal, and district policy.		
	Holistic Category Score:		

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	SIS Requirements/Criteria:	Compliance	Comments
	15. State & Federal		
1	The vendor must guarantee that the system will maintain compliance with all California and Federal regulations and reporting requirements. Must update the system in a timely manner when changes in regulations happen		
2	The system meets, district,authorizer, California, and federal data retention requirements.		
3	The system produces the necessary electronic files to fully and seamlessly integrate with the State of California or Federal requirements (e.g., Civil Rights,CALPADS)		
4	The system must have built-in data checks available to use as a pre-submission data validation tool for state and Federal Reports		
5	For federal reporting purposes, if the student selected "NO" for Hispanic ethnicity and has selected two or more race categories, the student would be reported as "Two or More Races" and NOT counted in each of the individual races. If the student selected "YES" for Hispanic ethnicity and has selected one or more race categories, the student would be reported as "Hispanic".		
	Holistic Category Score:		
	16. Student Achievement Information		
1	Provides a platform to store and display student achievement data, inlucing SBAC and ELPAC scores		
2	Allows upload of interim, benchmark, and other assessment scores		
3	Allows upload of historical assessment scores		
4	Provides a platform to monitor student academic progress and interventions		
	Holistic Category Score:		
	17. Technical/Customer Support		
1	Provides adequate support to the district in transitioning all data to new software		
2	Provides district with in person training opportunities for the various user types, especially when district is launching new software at school sites		
3	Provides fast, efficient customer support with no more than 48 hour turnaround time in resolving issues		
4	Provides trainings throughout the year to learn about updates and new tools available within the system		
5	Provides Production and Training environments		
	Holistic Category Score:		
	OVERALL SCORE: (out of 51)	0	