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# REQUEST FOR PROPOSALS

# For

# PROFESSIONAL LEARNING MANAGEMENT PLATFORM

**Request for Proposals Issued: August 27, 2018**

**Deadline for Submittal of Proposals: September 27, 2018 at 4:00pm**

**I.**

Technical architecture and proposed/available integration models (articulation of APIs, Web Services, etc.);

ERP Integration;

Security architecture;

Data model;

Data conversions

## II.	__GENERAL INSTRUCTIONS__

Interested firms are invited to submit one original plus three (3) hard copies, and one (1) electronic copy of the RFP on a flash drive in write protected PDF format.
The complete response, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:00 p.m. on Thursday, September 27, 2018 to the

    d.   Personalization - Contains options for personalization including branding and application settings.

**3)      Collaboration**

    a.   Resource Sharing - Program has the capability to house resources created and curated by users.

    b.   Resource Identification - Program has the capability to search and browse for resources and content.

    c.   Discussion - Allows for comment and discussion around resources and content.

    d.   Cohorts - Ability to create custom cohorts and flexible user groups.

**4)      Content Organization and Creation**

    a.   Content Creation - Allows users to easily and efficiently create new course content.

    b.   Course Materials - Allows for the creation of course content using a variety of materials (multimedia, file formats, third party content, etc.).

    c.   Choice - Course format allows for flexibility and additional choice-based content (breakout sessions), for single-strand and multi-strand (conference-style) professional learning

f.   Evaluation - Provides for course evaluation with content that is customizable.

**6)    Reporting Capabilities**

a.  Data extracts/Custom reports:
   i.    Custom report writer/data extract utility should be available
   ii.   System should provide a means by which the District can create a custom extract without the need for the Proposer to create it
   iii.  Extracts can be in different formats including but not limited to: fixed length text, delimited text, HTML, CSV
   iv.   Exports to Excel for analysis

b.  Report access should be controlled by security within the system with varying levels of access granted to administrators, professional development technician, training coaches, principals and/or central office staff. This access should be configurable by the District.

c.  SCUSD to have full access to extract user-generated, system and usage data.

d.  Reports should be generated at any time without interruption of other operations and system functions.

e.  There should be an ability to schedule reports to run at predetermined times and on predetermined schedules.

**7)    Data Capabilities**

a.  Data will be

c. Secure access via the Internet will use only 2048-bit SSL, Active Directory authentication and single sign-on.

d. The system shall be available 24/7, 365 days per year.

e. If a hosted SaaS solution, Proposer must demonstrate ability to conform to all security, privacy and regulatory requirements governing K-12 data.

f. Provide a means by which to post general purpose notifications or announcements.

g. Provider will host dedicated, separate production and test environments for SCUSD under ts governing

c.  Detailed documentation for integration with ERP system

d.  Dedicated support staff assigned to SCUSD

e.  Detailed training and training documentation

f.  Direct support during post implementation    3 months, 6 months, 12 months after user acceptance

## IV.    <u>PROPOSAL CONTENTS</u>

Each proposal shall include a description of the type, technical experience, background, qualifications and expertise of the firm as described in this RFP including, but not limited to, the Scope of Services included. The description shall show that the firm possesses the demonstrated skills and professional experience to perform the general functions requested and fulfill the goals and vision of District. Proposals shall contain the following:

**A.    Executive Summary**
Provide an overview of the entire solution describing the general approach or methodology the firm will use to meet the goals and fulfill the general functions as set forth in this RFP.

**B.    Table of Contents**

**C.    Identification of the Proposer**                                                                              **.**

Please provide full identification and company contact information to include:

a.3 Legal name and address of the company BDC q0.00003912 0 612 792 reW*nBT/F2 11.04 Tf1 0 0 1 93.6
b.  Legal form of the company (corporation, partnership, etc.).
c.  Subsidiaries and affiliations.
d.  Address an

1) Provide the name of the system application you are proposing, the version/release of software and the date when this version/release first became available, and address the following:

 a. Database(s) utilized

 b. Support for Browsers

 c. Features/Subsystems (components the version/release Syster)w**syd** austome perat3.3 T39[ sydhe

 d. Describe the standard features for each subsystem

2) Identify other subsystems offered by your company that are integrated with the proposed system. State whether these are standard features of the proposed software or are optional modules.

 a. What are the effects from adding optional systems as specified on any aspect of operations?

 b. Address any and all issues applicable to adding these optional systems that the District needptiom4(o)1/Ts/g0c0 g0 G[0 612 79om adding optional syd madio3Qq0.000009681(ub)3(sy)1[(b.)]

b. Integrity checks   Describe the checks used in the proposed system which ensure integrity within/between the tables that make up the database(s).

c. Describe the data dictionary and their definitions.

8) Facilities for off-loading and retrieving historical data

a. Describe the facilities used to off-load data from the standard database for storing in an archival repository.

b. Within the facility, describe the criteria that can be used to select records for removal and


c. Describe the facility to make use of data in the archival repository.

9) Documentation: Describe availability of the following documentation:
a. User reference manuals, installation manuals, system administrator manuals, training materials (guides, handouts, quick referen

15) Ad Hoc Reporting: Provide a description of your ad hoc reporting product and its capabilities. If data must be exported and imported to another system, describe the process for doing so.

16) Data Validation and Editing Criteria

   a. Describe the data validation elements.

   b. Describe the edit check functionality and content structure.

   c. How are the error messages referenced and explained?

17) Management Software

   a. Identify the systems/applications management software that will be used to support implementation and operation of the proposed system.

   b. Identify the network management software that will be used to support implementation and operation of the proposed system.

18) System Integration

   a. Describe the degree of integration with the various components/subsystems of the proposed system.

   b. Describe the methods provided in the proposed system for navigating from screen to screen or function to function.

   c. If essential data carried forward to the new screen/function? Does data have to be moved between the systems modules? If so, how?

19) Performance

   a. Describe in detail any limitations in the operation of this system that would limit the number of concurrent users.

   b. Does the operation of any subsystem adversely affect the operational performance of any other subsystem? If so, in what way and under what conditions?

   c. Are there any required processes that preclude the full and complete operation of the proposed system? If so, please specify how and when these processes are performed and what their impact is.

   d. Data volumes: What are the ranges of data volumes your system(s) can support? Provide specifics considering the size and requirements of the District.

20) Response times: Give response times for the following areas:

   a. Screen to screen within the same module.

   b. Switching time between modules.

   c. Log-in time

   d. Generating the average report.

   e. Describe limitations regarding concurrent users.

21)

c.  Provide a strategy and brief explanation of your data conversion processes.

## K.      Recommended Training Plan

District understands that training is key to a successful project. The Proposer should also present a recommended training plan that will be needed throughout the implementation. The training approach should begin with the software installation and continue through the end-user training and post go-live training as needed; as well as continuous training offerings by the Proposer, or other recommendations. Proposers are encouraged to expand on the types of trainings available for their recommended system.

1)      Describe the training strategy normally provided to new clients. Include what subject area and the duration of each training session. Describe how the training will be delivered, i.e. classroom, webinar, etc. Identify the preferred number of attendees typically in each target audience. What is the maximum number of users that can be trained in one session? What additional training is available? What additional training do you recommend abo

technical staffing levels and associated skill set that District should expect to employ in order to satisfactorily support the system. The District staff levels should be broken down for the following: Implementation Phase, Post-Implementation Phase, and on-going Maintenance and Support. For each of these phases provide the roles, number of positions, and skill set required in each area for proposed system.

| Implementation Phase | | | | |
|---|---|---|---|---|
| Role | # of FTEs | Skills | Responsibilities | % of Time |

Responsiveness to the proposal specifications and detailed submittal requirements. Proposals found to be incomplete may be rejected as non-responsive. Proposals not deemed to be competitive may also be rejected.

Previous successful installation of proposed software in school districts within the state of California is preferred. However successful installations of proposed software outside the state of California are also deemed appropriate for evaluation.

Proposal must be a comprehensive management information software application that includes the functionality identified in the Scope of Services.

SCUSD reserves the right to conduct negotiations or to award a contract without negotiations. Terms, conditions, prices, methodology, or other features of the firm
and subsequent revision. As part of the negotiations, the firm may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the response.

The names of all firms submitting proposals an