

Management Council

REQUEST FOR PROPOSAL FOR Student Information Systems

General Information

The Management Council, acting in the interest of Ohio Information Technology Centers (ITCs) and school district customers, is soliciting proposals from interested parties for student information systems (SIS) that support published Ohio Education Management Information Systems (EMIS) requirements. Proposals should outline an extended pricing schedule, service level assurances, and feature roadmap for the products as proposed. Specific response requirements are outlined herein.

Management Council Point of Contact

Andrew Tompkins, Director of Member Services
Management Council
8050 N. High Street, Suite 150
Columbus, OH 43235
Email: SIS-RFP-Response@mcoecn.org
Web: <https://community.mcoecn.org/x/P4BpBw>

RFP Timeline

RFP Issued	02/01/2022
Intent to Respond Due	02/08/2022
Inquiry Period Ends	02/22/2022
Responses Due	03/01/2022
Evaluation and Clarification of Responses	03/01 to 03/18/2022
Demonstrations (as warranted)	03/01 to 04/30/2022
Final Determination	By 06/30/2022

Tax Exempt

Management Council is a tax-exempt local government entity in the state of Ohio. Exemption certificates, if required, will be furnished upon request.

Management Council Business Environment

Management Council is organized as an Ohio Council of Governments (COG). Principal membership of the Management Council COG consists of 18 independent regional data centers known as Information Technology Centers (ITCs). ITC membership primarily consists of Ohio school districts and other local governmental entities. Through member ITCs, the Management Council's collective service reach extends to approximately 1.8 million students and over 400,000 teachers, administrators, and support staff learning and working in over 900 school districts, Career Centers, and Educational Service Centers in Ohio.

Individually and collectively, the Management Council and ITCs operate multiple secure data facilities within Ohio. These facilities are interconnected through a fiber optic network at speeds of 10-100Gb. Schools connect to ITCs to consume services provisioned by ITCs.

A central role of Management Council and ITCs is implementing and supporting five core services consisting of school accounting and payroll, required state reporting (EMIS), K12 Digital Library Services (INFOhio), intra and internet connectivity, and student information management. ITCs acquire, provision, and support applications and services which are consumed on local, regional, or state level that fulfill requirements of their school district owners. This RFP is intended to generate pricing and other information necessary for ITCs to successfully acquire and provision future student information services to K12 schools.

Instructions to Respondents

Intent to Respond

Any vendor interested in submitting a final response must submit a simple email on or before **4pm on February 8, 2022**, stating their intent to respond. Management Council will use this information to plan resources for evaluating responses.

Inquiries

Inquiries must be submitted by email via the response address noted above no later than **4pm on February 22, 2022**. Answers to appropriate questions will be published at the web address noted above. If inquiries result in a constructive change to this RFP, an amended version will be issued. Management Council reserves the right to determine if a response is warranted. Management Council may, at its discretion, seek additional clarification from the sender. Management Council may also, at its discretion, seek outside assistance in formulating a response. Management Council does not guarantee a response to inquiries will be posted by the RFP response deadline.

Responses

Proposals *must* be submitted in electronic format; no other means will be accepted. A postscript file format (.pdf) is preferred. Proposals should be submitted by electronic mail to SIS-RFP-Response@mcoecn.org. The subject of the email should be "SIS RFP Response."

Proposals should include a cover letter signed by a representative of the vendor who is authorized to negotiate and approve an agreement on behalf of the vendor. The cover letter should contain a brief description of the proposal, include a summary of the costs of the proposed solution, and list pertinent contact information for the vendor and vendor's representative. Additional details are noted in the Qualifications and Evaluations section of this RFP.

Full responses to this RFP must be received no later than **4pm on March 1, 2022**. Responses will not be read in public on this date, but each timely response will be acknowledged. Management Council reserves the right to reject any proposal not received by the indicated time and date. Management Council is not responsible for any delays that may impede the timely delivery any proposal. Management Council may, at its discretion, extend the due date in consideration of events beyond the control of Management Council or respondents, or for any other reason deemed to be in the best interest of Management Council. Management Council is not obligated to acknowledge, announce, or otherwise notify respondents or potential respondents of said extension.

By submitting a response, a respondent represents to Management Council that the proposal contained therein will be held open and binding for the respondent upon acceptance, through August 31, 2022. Management Council shall not be responsible for any cost or expense a respondent incurs during the preparation, qualification, or evaluation of a response to this RFP.

Provisions and Disclaimers

Awards

Management Council reserves the right to award multiple recipients, reject any response, including that of the lowest-cost respondent, accept responses either in whole or in part, award contracts by individual items or by lump-sum total. Management Council also reserves the right to waive any irregularities, defects, or omissions in any response should it be deemed to be in the best interest of the Management Council to do so. Such irregularities, defects, or omissions are deemed to be non-prejudicial to other respondents.

Management Council may award a contract based upon initial responses without a discussion of such responses with other competing vendors. However, Management Council may, at its discretion, elect to conduct oral presentations with selected vendors, request additional

information, and/or conduct additional meetings with vendors still under active consideration. Management Council is not required to provide all respondents with such an opportunity.

Final Determination

Final determination of award will be made at the sole discretion of Management Council upon careful consideration of any information as it may deem pertinent. Awards will be made with the objective of securing those identified services that will best serve the overall needs of Management Council and its members in terms of functionality, efficiency, compatibility, reliability, and cost effectiveness. Management Council reserves the discretion to determine the relative importance of such criteria in the decision-making process.

Confidentiality and Non-Disclosure

All responses and supporting material become the property of the Management Council and are subject to public access. To the extent permitted by state and federal open records laws, Management Council will make reasonable effort to maintain the confidentiality of information that the respondent clearly marks as requiring confidential treatment.

Management Council may be willing to execute a non-disclosure agreement to protect designated information from disclosure as a public record. Such non-disclosure should be requested at least five (5) business days prior to the submission of a response to this RFP.

News Releases

Respondents will at no time make any news or advertising releases pertaining to the RFP document for any purpose without the prior approval of, and in coordination with, the Management Council.

Open Procurement

The sole purpose of this RFP is to communicate the interests of Management Council in obtaining pricing for the goods and services listed herein and does not in any way obligate Management Council to purchase said goods and services. Management Council reserves the right to accept any item or group of items proposed in any response, purchase more or less of each item or service at the unit price offered in the response, and negotiate with respondents regarding variations to the original RFP specifications which may be in the best interest of Management Council.

Except for agreement(s) for any application(s) currently or previously supported by Management Council or ITCs to provision student information services, this RFP is made without any previous understanding or agreement with any person, firm, or corporation making a proposal for the same purpose, and in all respects is fair and without collusion or fraud.

No person, including any member of Management Council, or any officer, employee, or person whose salary is payable in whole or in part from the treasury of the Management Council, will knowingly be permitted to participate in the review process or the selection of a successful vendor if he, a family member, or business associate would have any interest in the resulting contracts for supplies, materials, equipment, work, or services that would be prohibited by Ohio ethics laws or laws prohibiting an unlawful interest in a public contract.

Qualification and Evaluation

Qualified Solution Requirements

Successful responses must include the following:

1. A cover letter of no more than 10 pages containing executive summary information that describes your company, primary point of contact, proposed solution, and pricing.
2. A list of Ohio reference customers demonstrating at least one ITC customer, or a minimum of 10 Ohio public school district customers.
3. Response to the items noted under “Additional Qualified Vendor Requirements.”
4. A completed *Management Council SIS RFP Functional Requirements* checklist noting availability of features described in that document.
5. Details and conditions pertaining to an offer of best and lowest pricing for a student records management system product, stated on a per-student basis, with a commitment to honor said pricing for a period of at least five years.
6. A support commitment and service level agreement (SLA) and related recompense aligned to the product(s) and dates in the proposed solution.
7. A roadmap detailing new and upgraded features, modules, and user interface enhancements with planned release/availability dates. The roadmap should communicate planned enhancements through a period ending June 30, 2024, or beyond.
8. A detailed explanation of data import and export capabilities for the purpose of integrating with third-party products.
9. Hosting and/or delivery options and pricing for provisioning the product locally, regionally, statewide, or via a vendor-supported cloud-hosting alternative with said hosting located within the continental United States and preferably within a Management Council facility.
10. Options and pricing for initial and ongoing training for ITC support personnel.
11. Options and pricing for initial and ongoing training for end-user (aka school district) personnel offered by or through ITCs.

Additional Qualified Vendor Requirements

1. A commercial presence in the continental United States.
2. A description of the current US customer footprint.

3. A brief history, and description of the current ownership structure of the company.
4. Corporate financial statements demonstrating current audited financial condition including income statement, balance sheet, and statement of cash flows.

Features Checklist

A list of desired functional requirements is available in a separate Excel document titled *Management Council SIS RFP Functional Requirements*, available for download on the website noted in this RFP.

Evaluation

Responses will be reviewed by officers of the Management Council, or at their discretion, a committee of knowledgeable information technology professionals selected by Management Council. All responses to this RFP will be received and analyzed independent of any written or oral communications received prior to the RFP review process. Therefore, all responses submitted must be conclusive as outlined in this RFP document.