



Opportunities For Learning-Baldwin Park, INC.
REQUEST FOR QUOTE

STUDENT INFORMATION SYSTEM SERVICES

POSTED: APRIL 5, 2022
DUE DATE: APRIL 22, 2022

To whom it may concern,

Opportunities For Learning-Baldwin Park, Inc. (“OFL-BP”) is requesting quotes for Student Information System Services.

OFL-BP is a year-round independent study public charter school serving approximately 550 students in person and virtually through our resource center in Baldwin Park. Our goal is to provide an individualized educational environment to students who have not been successful or satisfied with their experience in traditional schools. The school serves students 7th to 12th grade, providing a High School Diploma to those who meet the requirements. OFL-BP is seeking services to assist in our charter school operations, and we encourage all interested vendors to submit a quote. This Request for Quote document is available on OFL-BP’s website.

A copy of the proposed scope of work is attached. Interested vendors are not required to submit a quote covering the entire scope of work. OFL-BP will accept quotes covering all or any portion of the services. Please ensure your quote clearly indicates which services are included in the quote. OFL-BP reserves the right to negotiate the final terms and conditions of the contract, including the scope of work.

If you would like to submit supporting documentation with your quote (e.g., customer references, statement of qualifications, company history, alternative fee structures, etc.), please feel free to do so. All quotes should be placed on your company’s letterhead and include a bid or price estimate. Please submit your quote by the due date above to:

Jeff Moreno
Assistant Principal of Instructional Operations
jpmoreno@oflschools.org

OFL-BP staff will review all quotes and make a recommendation to the Board of Directors. It is anticipated that OFL-BP will award the contract on or around May 9, 2022, and the term of any resulting contract is anticipated to begin on July 1, 2022.

If you have any questions, or if you’d like to schedule an optional tour of our school facilities, please contact Jeff Moreno using the contact information above. We very much look forward to reviewing your quote.

Sincerely,

Opportunities For Learning-Baldwin Park, Inc.

Scope of Work

- I. Software Development
 - A. Core SIS Application Modules - Build & customize the core SIS for OFL-BP. modules include: Student Info, Enrollment History, Registration, Guides, Course History/Course Grades, Calendar, and Reports
 - B. SIS - Extended Functionality Modules - Build and customize specialized application modules requested by OFL-BP (e.g., External Assessments, Student Digital File storage, Classroom, Student Forms, Student Online Assessment)
 - C. SIS Module Customization
 1. Calendar: Build and customize work product attendance tracking to OFL-BP requirements.
 2. Guides: Build and customize guides to support multiple guides & credit scales, ADA work product tracking to OFL-BP requirements.
 - D. Curriculum Tools-Build and customize specialized Curriculum Management tool (e.g., Guide Manager, Course Manager, Online Assessment Manager)
 - E. Auditor Tools- Build and customize Auditor Data Management tools so the school can maintain student records in compliance with applicable requirements.
 - F. Digital Contract Solutions-Build and customize solutions for OFL-BP's digital contracts and signature files (e.g., master agreement, course contracts, RWAs, Emergency Cards).
 - G. Technology Integration- Build and customize 3rd Party system & data integrations requested by OFL-BP (e.g., Google, Edmentum, etc).
 - H. Post-Secondary Counselor Tools- Build and customize Post-Secondary Counselor tools & reports (e.g., GPA Calculator).
 - I. Mobile Solutions- Build and customize mobile solutions for student and parent portal access.
 - J. Technology Solutions- Build proof of concept technology solutions as requested by OFL-BP.
 - K. Project Streamlining/Rapid Response Solutions-Upon request, streamline the development of unscheduled technology solutions to address urgent feature changes or enhancements required for operational workflow and/or program-direction changes.
 - L. Special Program Support- Build and customize student field trip Program registration with OFL-BP's special education consultant(s). Build and customize student information data management solutions per OFL-BP's request specific to Special Education and English Language compliance and data integrity requirements.
 - M. Core SIS Application and Module Support- Provide standard business hours HelpDesk support via email and phone, including 24/7 support via ticket-based tracking, and extended support hours for special programs.

- N. Account Management Support- Configure & manage all school staff and consultants access to SIS systems, Business Intelligence tools, reports; execute account role/permission updates through a customized payroll system event notification processes.
 - O. Student Data Management Support- Fulfill ad hoc/ticketed requests for student data changes/data entry/corrections as requested.
 - P. Curriculum Management Support- Provide Guide/Course/Online Assessment configuration assistance & data migration management and curriculum content cloning services.
 - Q. SIS Configuration Services
 - 1. Client/center hierarchy data management, multi-track calendar management, custom digital registration and student information forms, special program configurations/permissions, workflow recommendations.
 - 2. Implement custom Account Management Solutions to support special program staff management processes and workflows (e.g., summer programs, online programs, night school programs, WIOA, LCAP, etc).
 - 3. Provide consultative operational/technology planning (e.g., evaluate workflows, provide recommendations, evaluate 3rd party technology solutions proposed by OFL-BP or their consultants).
 - 4. Provide consultative operational/technology planning (e.g., evaluate workflows, provide recommendations, evaluate 3rd party technology solutions proposed by OFL-BP or their consultants).
 - R. Technology Project Management: Interface directly with OFL-BP's consultants as necessary to ensure SIS features/technology solutions/configurations are aligned with the school's requirements (i.e. with instructional leadership, marketing, tech support, etc).
 - S. Student Surveys: Create, manage and schedule the release of custom student surveys (e.g., WIOA, LCAP, etc) and compile survey results.
 - T. Training & Specialized Group Support
 - 1. Provide customized training & support for instructional/professional development staff ("train the trainer" methodology) including their real time chat-based access to support staff.
 - 2. Provide regional product & supplemental training support; offering a dedicated client services representative or service manager.
 - 3. Provide customized training & support for Accountability/Compliance team.
- II. Data Service
- A. Data Management
 - 1. Maintain student record data integrity across data warehouse, SIS core systems, data cache layers.

2. Build and maintain operational and business intelligence data warehouse, including the maintenance and preservation of legacy OFL-BP data sources.
 3. Provide data cleansing services for manually entered "poor" or "dirty" data; including mass-data entry changes as requested.
 4. Provide data solutions for mass staff account management projects requested by OFL-BP for high volume programs. Data migration services from OFL-BP legacy SIS systems and other 3rd party vendors.
- B. Data Analysis/Business Intelligence- Build standard core SIS reports (ELT, RWA, etc).
- C. Business Management Support- Build custom reports and Tableau dashboards for OFL-BP staff and consultants. Build custom reports and Tableau dashboards for Accountability/Compliance team as requested.
- D. Special Program Support -Build custom reports and Tableau dashboards for LCAP, Enrollment Specialists, Special Education, English Language development support programs as requested.
- E. Data Migration/Import- Import and aggregate student standardized test scores from 3rd party testing agencies (Renaissance Star/Star-Ren, ELPAC, SBAC, etc).