

REQUEST FOR PROPOSAL

SOFTWARE for CONTROLLED CHOICE STUDENT ASSIGNMENT PROGRAM

Fayette County Board of Education
126 West Market Street. Somerville, TN 38068

Introduction

The Fayette County Board of Education in Somerville, Tennessee (the "District") is requesting software providers (Provider) to propose software and services for the District's Controlled Choice Student Assignment Program (the "Choice Program"). In particular, the District is seeking the development and licensing of software to implement and manage the Choice Program and on-going support services for the software.

The Board has been ordered by the Federal District Court for the Western District of Tennessee in the desegregation case styled *McFerrin, et al v. Fayette County Board of Education* to establish and operate a Controlled Choice student assignment program as set forth in a Consent Order entered by the Court on July 12, 2013. The goal of the Choice Program, as defined in the Consent Order, is to assign students to one of two schools (Oakland Elementary and Buckley Carpenter Elementary) based on their ranked preferences between the two schools provided that student racial diversity is achieved each school year and the capacity limitations of the two schools are not exceeded.

In the first year of operation, all kindergarten through fifth grade students zoned to either of the two schools will be assigned by the Choice Program with the exception of students previously assigned through other programs, such as Majority-to-Minority transfers, and any 4th or 5th grade students who have elected to remain in their zoned school. In subsequent years, only incoming kindergarten students, students new to the District, current students who have moved into the zone of either school, and previously assigned students who wish to again participate in the Choice Program will be assigned by the software.

In addition to students' ranked school preferences, racial diversity, and school (seat) capacity, the assignment decision process will include the additional weighted factors of sibling preference and school proximity, provided those factors have no segregating effect detrimental to the achievement of student racial diversity and do not have the effect of disproportionately burdening African-American students.

To implement and manage the Choice Program a sophisticated set of software programs is required. The successful Provider must create, implement, and monitor the software, work closely with the District's administration and Consent Order team, and train District personnel in the use of the software. The results of the software's assignment program must comply with the requirements of the Consent Order.

Date Issued: February 12, 2014

In consideration of the travel distance for likely respondents, the District will not host an on-site mandatory pre-bid meeting for interested vendors. Any questions regarding this Request for Proposal or the Choice Plan must be submitted in writing via email to choicerfp@shadowriver.net. The answers to all submitted questions will be posted on the webpage with the RFP on the District's website at www.fcsk12.net. Notice of an answer posting will be sent via email to all vendors who have previously indicated their interest by email to choicerfp@shadowriver.net.

Calendar

Issuance of RFP:	February 12, 2014
Deadline for Submission of Proposals:	February 21, 2014 at 3:00 PM CST
Opening of Proposals:	February 21, 2014 at 4:00 PM CST at Board Office
Selection of Software Provider:	February 26, 2014
Installation and Final Testing of Software:	April 15, 2014
Final Assignment of Choice Program Students:	April 30, 2014

Please provide three copies of the proposal. All proposals shall be sealed and received at the following address by no later than **3:00 PM CST on February 21, 2014**:

**Dr. Lonnie Harris
Assistant Superintendent
Fayette County Board of Education
126 West Market Street
Somerville, TN 38068**

After the proposals have been opened at 4:00 PM CST on February 21, 2014, each respondent will be contacted by email and requested to submit an electronic copy of their proposal that same day to the following email address:

choicerfp@shadowriver.net

1. Student Assignment Factors for Choice Program

The factors to be used in making student assignments to the two schools for the Choice Program are detailed below along with the user-entered parameters required for each.

A. Racial Diversity

Assignments are to be made so as to achieve racial diversity at both schools. Racial diversity is defined as +/-15 percent of the district-wide proportion of African American and white elementary students based on the District's enrollment as reported to the Court on October 15 of the preceding school year.

Parameters: NN.N Minimum percentage of African American students
NN.N Maximum percentage of African American students
NN.N Minimum percentage of white students
NN.N Maximum percentage of white students

B. Assignable Seat Capacity by Grade Level

Assignments are to be made so as not to exceed the grade level assignable seat capacity of either school and should achieve racial diversity at each grade level.

Parameters: Maximum assignable seat capacity at Buckley Carpenter Elementary

NNN	Kindergarten	NNN	3rd Grade
NNN	1st Grade	NNN	4th Grade
NNN	2nd Grade	NNN	5th Grade

Maximum assignable seat capacity at Oakland Elementary

NNN	Kindergarten	NNN	3rd Grade
NNN	1st Grade	NNN	4th Grade
NNN	2nd Grade	NNN	5th Grade

C. Ranked School Choice

Each student will submit their ranked choice of the two schools by designating their first and second choice. Wherever possible, students should be assigned to their first choice school.

D. Sibling Preference

Sibling preference is a weighted factor in the assignment process.

If a student has a sibling living at the same address who is already enrolled for the next school year and the student requests sibling preference, the student will receive priority points in determining their school assignment. If the sibling's assigned school disagrees with the student's first choice, the application will not be processed.

The student's assignment record will include a sibling preference indicator (Y=Yes) along with the sibling's district id, name, assigned school, and grade for documentation purposes.

If all siblings are new to a school and request sibling preference, all siblings will be linked together so that subsequent siblings can be assigned to the same school as the first sibling processed wherever practicable.

Parameter: NNN Weight factor (points) for sibling preference

E. School Proximity

School proximity is a weighted factor in the assignment process based on the travel distance from the student's home to their zoned school.

Up to four school proximity levels, each expressed as a number of miles, will be used to assign associated priority points to each student. Proximity A will be the shortest distance to the zoned school and the distances will progressively increase through Proximity D.

Parameters:	Proximity A	NN.N	# of miles	NNN	Weight factor (points)
	Proximity B	NN.N	# of miles	NNN	Weight factor (points)
	Proximity C	NN.N	# of miles	NNN	Weight factor (points)
	Proximity D	NN.N	# of miles	NNN	Weight factor (points)

2. Student Database

The student database for the Choice Program will contain all students assigned or to be assigned to the two choice schools. In the first year, there will be students who have already been assigned to one of the two choice schools through other programs such as Majority-to-Minority transfers as well as the 4th or 5th grade students who have elected to remain in their zoned school. In subsequent years, the students previously assigned by the Choice Program will also become students who are already assigned.

Each student record will contain an assignment code to designate the program through which they were assigned, e.g., MM for Majority-to-Minority and CC for Controlled Choice, and the date they were assigned.

In order for the student database to accurately reflect the membership of the two choice schools throughout the school year, students who have transferred out of or otherwise withdrawn from one of the schools will be flagged as deleted with a date and reason, but will be retained in the file for audit purposes.

The student's district id will be part of their student record and will connect them to the District's student information system. Students who are not currently enrolled will not have a district id initially.

3. Required Functionality

The functionality required to administer the Choice Program is described below. Some functionality may need to be addressed by separate programs or modules while others may be combined into one program or module at the Provider's discretion.

A. Access to Assignment Factors

The Choice Program administrator will have the ability to modify any and all of the assignment factor parameters identified in Section 1 above.

B. Access to Assignment Code Table

The table of allowable assignment codes and their descriptions used to designate the program through which a student was assigned will be accessible by the administrator.

C. Entry, Modification and Deletion of Pre-Assigned Students

This mechanism will provide the ability to add pre-assigned students, make changes to their records, or flag them as deleted when they leave one of the choice schools. Once assigned, choice students will become pre-assigned students whose records will be maintained through this function.

D. Entry, Modification and Deletion of Choice Student Applications

Using this facility the applications for choice students will be manually entered into the database and may subsequently be changed or deleted.

E. Annual Assignment Process

Once a year this function will assign all currently unassigned choice students to one of the two choice schools utilizing the user-entered parameters for the assignment factors described in Section 1 above. Multiple executions of this process may be performed without the assignments being made permanent.

F. Finalization of Student Assignments

Once satisfactory results are achieved by the Annual Assignment Process, the school assignments will be permanently recorded in the student database.

G. Walk-In Assignments

Throughout the school year any new student zoned to one of the two choice schools will be entered into the database and programmatically assigned to a choice school in accordance with the user-entered parameters for the assignment factors.

H. Reports and Exports

Various reporting of the statistics and results from the Annual Assignment Process is required and will include the date/time of the run as well as the parameter settings for the run. Other reports will include student lists from the database with selection criteria and membership statistics for each of the choice schools including race percentages for African-American, White and Other.

An export of all fields in the database with optional selection criteria will produce an Excel or CSV file.

I. Rollup/Promotion and Initialization for Next Year

In preparation for a new Annual Assignment Process for the next school year, all students in the database will be promoted to the next grade. Students who have been deleted or promoted to the 6th grade will be permanently removed from the database.

Consideration must be given to the need for the current year's database to remain intact in order to process Walk-In assignments that may occur after processing for the next year has begun.

Pre-assigned students will include PreK students who are exempt from the Choice Program but are included in determining the racial diversity for each choice school. These students will have a grade of P3 or P4 which designates their age. P3 students are promoted to P4. P4 students are promoted to kindergarten and will become subject to the Choice Program. Consideration must be given as to how P4 students will be handled by the initialization.

J. Interface with WebQuery

The District uses Edulog's WebQuery product to provide online inquiry for bus routing information. WebQuery has the capacity to validate addresses and report the travel distance from a user-supplied address to the zoned school for that address. The entry of a choice student application will need to interface with WebQuery in order to validate addresses, confirm the student is zoned for one of the choice schools, and retrieve the travel distance for the student.

4. Other Software Considerations and Information

A. Wait Lists

Since all choice school students will be assigned either by the Annual Assignment Process or as a Walk-In and will remain at their assigned school for the duration of the school year, the use of “wait lists” is not applicable to the Choice Program.

B. Expedited Creation of Student Database

In view of the large number of students to be assigned this first year and the tight schedule, the District may wish to relieve staff of a significant data entry burden and expedite the creation of the student database by providing a file containing all of the students in the two choice school zones. The file would provide basic information for each student including a valid address and travel distance. District personnel could then retrieve each student by name or district id and only have to record their choice application information or designate them as a pre-assigned student.

Any additional cost considerations for implementing this option should be included in the proposal and shown as a separate start-up cost.

C. Additional Functions and Modifications

Due to the tight schedule and the requirement to assign all students in the choice school zones for this year, the District will be mailing out application forms and using a paper system for the implementation of the Choice Program. For future years the District would like to consider an online application process either as an additional function of the Choice Program software or as a component of an online registration package that interfaces with the Choice Program software.

By submitting a proposal, the Provider agrees to provide additional functions or modifications to the Choice Program software as may be requested by the District and mutually agreed upon as to the scope of work and cost.

5. Training, Technical Assistance, and Documentation

Training of District personnel in the use of the software and all technical assistance will be provided online via a web conferencing utility, such as GoToMeeting or WebEx, initiated by the Provider.

Basic user documentation is required.

6. Hosting

Hosting of the software and data by the Provider is an option the District would like to consider. A description of hosting services should address security measures and backup procedures for the District's data.

7. Software License and Term

The District is seeking a non-exclusive license to use the software for a period of four years with the option for year-to-year renewal at the end of that period.

8. Proposal Format

The Proposal must be submitted in the three section format outlined below. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The District reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

At a minimum, each submitted proposal **MUST** contain the following information:

A. EXPERIENCE AND QUALIFICATIONS

Section A should contain the following information:

1. An Executive Overview, including the Provider's experience with software programs comparable to those required to implement the District's Choice Program.
2. Examples that demonstrate successful software implementations for other entities.
3. A description of how the Provider would manage the project.

B. SCOPE OF WORK DESCRIPTION

Section B should contain the following information about the Provider's plan to meet the District's Choice Plan goals:

1. A list of the programs/modules to be provided and the functionality provided by each.
2. A list of the standard reports included in the basic software.
3. A preliminary schedule for implementing the software modules mandatory for the assignment of students for the 2014-2015 school year by April 30, 2014.
4. A preliminary schedule for implementing the remaining software modules.

C. PROJECT COST

Section C of the proposal should contain information about the financial terms of the proposed transaction, including the following:

1. Itemized List of Start-up Costs
2. Payment Schedule for Start-up Costs
3. Annual license and support fee
4. Support services included in annual fee
5. Annual hosting fee
6. Hourly rate for custom programming

D. CONTRACT

Section D of the proposal should contain a sample of the Provider's standard software contract or proposed contract for this transaction. The contract document must use the word "contract" in lieu of the word "agreement" in its title.

9. Evaluation Criteria

The District reserves the right to reject any and all proposals and/or to waive any informality, irregularity or defect in any or all proposals and to accept that proposal which in its opinion is in the best interest of the District. Any such decision will be final.

All proposals shall be deemed final, conclusive and irrevocable. Once opened, no proposal shall be subject to correction or amendment for any error or miscalculation, unless approved by the District in its sole discretion. No proposal shall be withdrawn without the consent of the District after the date and time established for its receipt. All proposals shall be valid for a minimum of 60 days after the date established for their receipt. Providers must satisfy themselves, upon examination of these requirements, as to the intent of these requirements. After the submission of the proposal, no complaint or claim that there was any misunderstanding in regard to the proposal will be entertained from any Provider.

10. Submission Agreement

By submitting a proposal and signing below, each Provider agrees to be subject to the terms of this Request for Proposal and further agrees to execute and be subject to the terms of a contract with the District in substantially the same form as the contract submitted by Provider in response to Section 8.D. of this Request for Proposal.

Provider

Title