



REQUEST FOR INFORMATION

FOR

**STATEWIDE DATA COLLECTION AND STUDENT
INFORMATION SOLUTION**

RFI 2020-11

**Florida Department of Education
325 West Gaines Street
Tallahassee, FL 32399-0400**

Please email submissions to:

**Florida Department of Education
Attn: ReGina Register
Email: Regina.Register@fldoe.org**



Florida Department of Education
STATEWIDE DATA COLLECTION AND STUDENT INFORMATION SOLUTION (SIS)

I. INTRODUCTION

The State of Florida, Florida Department of Education (FDOE), hereinafter referred to as the Department, is issuing this Request for Information (RFI) for the purpose of obtaining information regarding available solutions to create a statewide data collection and State Information System (SIS) solution.

The Department is requesting information from vendors with expertise in a Statewide Student Information System (SIS). Additionally, the Department is seeking ideas and recommendations from experienced industry partners regarding an opportunity to support an SIS. This information may be used to assist with the subsequent preparation of a legislative budget request (LBR) and Request for Proposals (RFP).

In an attempt to identify all possible products available on the market and gain information on these products, the Department is issuing this RFI. The Statewide Student Information System must be cost effective, collect state and federal data from School Districts and Charter institutions in the least burdensome manner according to the mandated data elements and reporting periods and support existing reporting functionality.

The Department encourages all vendors and/or professional services providers to provide information which describes a solution that meets the needs of this system and how it could maintain/support the system for extended periods. The Department is interested in receiving information about all products and or services available that will work for the entire landscape of districts (small rural to large metropolitan to charter institutions).

II. PROGRAM BACKGROUND

The Department is responsible for the collection of Pre-kindergarten through 12th grade (PK12) student and staff information for purposes of funding accountability and reporting both at the state and federal level. This data collection is based on statutory requirements. The process for the collection of these data is set by the Department's Database Manual, which is set by the State Board of Education rule.

Student and staff databases are stored at Northwest Regional Data Center (NWRDC). The database management system used is IBM's DB2 relational database management system. Relational in this sense, means that the data are stored in rows and columns, like those in a spreadsheet. Related groups of rows and columns are called tables. For the most part, each reporting format submitted by the school districts is loaded into a single DB2 table. A group of these tables forms a DB2 database.

The Department conducts surveys of school district student and staff information at scheduled survey times during the reporting year. Surveys 1-4 are concurrent with the FTE survey weeks specified by the Commissioner of Education. Survey 6 is a beginning of the year student enrollment report and populates the FACTS.org system. Survey 8 populates the Progress Monitoring and Reporting Network (PMRN) system. Survey 5 is used to collect end of year

information and secondary career and technical education information. . Survey 9 is used to collect information about students in schools for neglected and delinquent youth. Surveys A, B, C and D provide an avenue for school districts to submit verification of the enrollment/non-enrollment of McKay Scholarship students in their local public schools.

Staff data is collected in surveys 2 and 3 as point in time information and in survey 5 for end of year and full-year information. Staff information is also collected in survey 8 for use in the PMRN system.

The student and staff data collection system used by the Department has been in existence for over 30 years and hinges on mainframe technology. This technology lacks some of the interactive feedback and robust technological features afforded by today's advancement in web-based systems. A goal of the Department is to move towards modernization of the legacy mainframe system.

Modernizing the front-end data collection system through a state-wide solution would present a first step towards a more interactive and timely response to data collection, transmission and quality that could benefit small rural districts and charter schools.

The state is looking for ways to assist with small rural district and charter school data collection. While there would be no mandate to change SIS platforms, the state is considering multiple options on the model for offering state-sponsored SIS.

III. PROGRAM GOALS

The Department's ultimate goal is to put a system in place that minimizes the amount of work required by school districts while providing a robust reporting platform.

Given the growth in school choice options available in the state of Florida, the Department is seeking options that will allow choice schools the opportunity to improve processes that best ensure accuracy and securely report student and staff data to the Department. This will enable schools of choice to better align their focus on education, while the technology solution handles the security, collection, reporting and transmittal of student and staff data.

In addition, to provide options for Florida's small and rural districts, the Department is seeking a solution that would provide districts a choice in how to collect, secure, transport and report student and staff data.

The desired solution must be intuitive, easy to use and flexible enough to be customized to meet current and future business requirements. Below is a list broadly described functional needs as identified by the Department:

1. **Data collection requirements of the Department** – including the ability to adhere to the guidelines and formats of the Department's PK12 database manuals.
2. **Electronic data transfer** – including the ability to accept electronic data that complies with the Department's electronic formats and submit student and staff record information required by the Department in the electronic format based on the Department guidelines.
3. **Feedback and edit reporting** – including the ability for Local Education Agencies (LEA) and Charter sponsors to receive feedback and edit reports based on school level data to ensure that data is correct and valid. Edits should be based on the Department's database

guidelines. Feedback and reports should be customizable to meet the needs of the user. Allows the users to view class size, FTE, graduation rate and school grades data relevant to the individual entity.

4. **Compliant with Section 508 (29 U.S.C. § 794d), of the Rehabilitation Act of 1973** – including the ability for users with disabilities to access the same information/features as well as, charts and tables that are accessible by a user without disabilities. This includes the ability to access information using keyboards and other assistive devices including screen reader software.
5. **Compliant with Agency for State Technology rule 74-2** – including security design that employs at least privilege security model and provides management, operational and technical security controls.
6. **Partitionable** – including the ability to partition the system based on a variety of choice organizations.
7. **Student Information System (SIS) Functionality** – including the ability to provide SIS functionality, to include but not limited to:
 - a. Master schedule creation
 - b. Course scheduling
 - c. Grades and report card generation
 - d. Attendance data collection
 - e. Transcript collection and retrieval
 - f. Food services interface
 - g. Transportation interface
 - h. School discipline collection, reporting and tracking
 - i. Immunization collection and reporting
 - j. Exceptional Student Education (ESE), English Language Learners (ELL) Federal title grants information collection and reporting
 - k. Parent, student and staff portal for information dissemination
8. Total solution for FDOE, including fully integrated
 - a. Student Information Management
 - b. State Education Agency Specific Management
 - c. Educational Services Management
 - d. Student Safety Information Management
 - e. Staff Management
 - f. Immunization Compliance Reporting
 - g. Financial Reporting
 - h. District Reporting
 - i. School Reporting
 - j. FLEID System
 - k. Parent Access Portal

IV. PURPOSE OF THE REQUEST FOR INFORMATION

This RFI is issued for the purpose of obtaining information regarding solution options and cost analysis to develop the solution requested.

Responses should provide information that supports the below Response Format section based on the above paragraphs.

V. PROCESS

Department management will review and analyze information received in response to this RFI to determine the feasibility of issuing a competitive solicitation for these products/services. Any request for cost information received will be used solely to gain a perspective of the potential budgetary magnitude.

Responses to this request will be reviewed for informational purposes only and will not result in the award of a contract. Vendors submitting a response to this RFI are not prohibited from responding to any related subsequent solicitation.

This is a non-competitive, non-binding RFI. This RFI is issued solely for information and planning purposes only and does not constitute a solicitation. NOTE: Any information about costs and pricing is submitted voluntarily, and is non-binding on the respondent. Replies to the RFI will not be considered official offers, nor will replies result in an award of services.

Should an RFP be issued, qualifications and further details on the RFP process will be provided within that document.

VI. RESPONSE FORMAT

This RFI is open to narrative responses. Please reply to as few or as many areas of this RFI for which you have information. Please review the following items and respond to the item(s) for which you have information or ideas. Please be sure to include the section letter, number, and the complete text of each question to which you respond.

Respondents are required to submit responses using the following format:

- Letter-sized paper
- Printed on one side in 12-point font or larger
- Page numbers on each page
- Precede each response with the question number and complete text of the numbered question from this RFI
- For appendix responses, provide responses in table provided
- Microsoft Word or PDF submission

Respondents are requested to address all of the following in their response:

1. Company Name
2. Company Contact Person Information, including:
 - a. Name and Title
 - b. Address
 - c. Phone Number

d. Email Address

3. Company Experience, including:

- a. A description of your organization, corporate overview and company structure.
- b. A description of your experience complying with federal and state requirements, laws, rules and regulations.
- c. A description of your experience designing, developing, and maintaining/supporting data collection and SIS solutions that are compatible with various platforms and browsers.
- d. A description of how the Department could approach a modern web-based solution to reporting.
- e. A detailed description of the strongest component or feature of your overall Florida State reporting solution, if applicable.
- f. A list of the Florida districts using your solution for Florida state reporting and the number of years the Florida reporting solution has been in use.
- g. A detailed description of the most difficult area to address with your Florida State reporting solutions and detail of what measure(s) you taken to address these challenges.
- h. A description of your experience in providing state reporting in Florida (Workforce Development Information System (WDIS), K12, McKay, Florida Automated System for Transferring Educational Records (FASTER), etc.).

4. Solution Description, including detailed information on the following:

- a. Solutions currently in production and used by clients.
- b. Solutions that are currently in development.
- c. Solution usage model including required licenses.
- d. The detailed technical architecture recommendations for the Division solution including remote or cloud-based hosting options.
- e. Examples of the architecture implemented to ensure data security.
- f. The use of industry best practices in the development and delivery of similar solutions.
- g. How your company provides implementation services (in house or via a third party).
- h. Optional modules not included in your core solution and how they can be used for the benefit of the State of Florida. Provide a breakdown of core and optional models including function and costs.
- i. Customization capabilities to meet the unique needs of the State of Florida.
- j. Reporting capabilities responsive to Section 508 (29 U.S.C. § 794d), of the Rehabilitation Act of 1973 and the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).
- k. The expected timeframe to configure, test, train, convert and implement the solution.
- l. Your training approach (one-on-one, train the trainer, etc.).
- m. Existing training that is readily available and could be provided to employees, particularly via on-line formats.
- n. Recommended security measures for securing protected information.

5. Proposed Approach, including:

- a. Recommendations with regard to how required solution might be planned and implemented to provide:
 - i. Functionality that supports all of the aforementioned business requirements.

6. Cost Considerations, including:

- a. Total possible cost range for the recommended solution including any recurring licensing costs.
- b. Possible development costs.
- c. Possible migration costs.
- d. Typical ownership and support costs.

SCHEDULE OF EVENTS

A. Time Schedule

The following timetable shows the approximate dates for this RFI. All times indicated are Eastern Time (ET).

Request for Information Issued	June 4, 2019
Questions Due to no later than	June 12, 2019, 4PM ET
Answers to Vendors on or about	June 17, 2019
RFI SUBMISSION DEADLINE	JUNE 26, 2019, 4PM ET
Review of RFI responses	Through July 8, 2019

PLEASE PROVIDE RESPONSES VIA EMAIL

Submit one electronic copy of your response, please note that early responses are appreciated.

B. Questions and Restrictions

The Department may be contacted via email or fax regarding submission of questions concerning this RFI. Any respondent's questions must be submitted in writing and received by the Department on or before the specified due date at the following email address (preferred) or fax:

**Please deliver questions to:
Florida Department of Education
Attn: ReGina Register
325 W. Gaines Street, Suite 332
Tallahassee, FL 32399
Email (preferred): Regina.Register@fldoe.org
Fax Number: 850-245-0719**

Respondents may make written inquiries in Microsoft Word format (via email) concerning this RFI to obtain clarification of request. No inquiries will be accepted after June 12, 2019.

The Department will provide written answers to all questions that respondents submit by the specified due date. E-mail submissions must be clearly labeled in the subject line with "RFI 2020-11". Questions and Answers and notice of changes (addenda) will be posted on the Florida Vendor Bid System (VBS) at www.myflorida.com (click on Business & Industry, under Doing Business with the State of Florida click on State Purchasing, click on Everything for Vendors and Customers, then Vendor Bid System and Search Advertisement, select the Department of Education in the Agency window and initiate search), under this RFI number. It is the responsibility of all respondents to monitor this site for any changing information prior to submitting a response.

The Department would like an accurate representation of each vendor's capabilities, along with other options or suggestions that each vendor or services organization may make.

If your response includes information on a potential Florida state reporting system that is still under development, please make that clear in your response.

The Department will not reimburse submitters for any expenses associated with responding to this RFI. In order to fully comprehend the information contained within a response to this RFI, the reviewing group may seek further clarification from selected respondent(s) or all of the respondents verbally, electronically, or in written format.