# **Request for Proposal (RFP)**

## **Elementary Education Management System**

### **Woodland Heights School District**

## **RFP Release Date: May 5, 2025**

## **Proposal Due Date: June 15, 2025**

## **1. Introduction**

Woodland Heights School District (WHSD) is seeking proposals from qualified vendors to implement a comprehensive Elementary Education Management System (EEMS) for our district's seven elementary schools serving approximately 3,500 students in grades K-6. We require an integrated solution to modernize our administrative operations, enhance teacher productivity, and improve the educational experience for our students and their families.

## **2. District Background**

Woodland Heights School District serves a diverse community in the greater Portland area, comprising:

* 7 elementary schools (K-6)
* 3,500 students
* 185 teachers
* 45 administrative staff

Our district has recently completed a technology infrastructure update, including high-speed internet connectivity at all schools and a 1:1 device program for grades 3-6. We currently use a legacy student information system installed in 2012 that lacks modern features and integration capabilities.

## **3. Project Objectives**

WHSD seeks a modern, cloud-based education management system that will:

1. Streamline administrative processes across all elementary schools
2. Reduce manual workload for teachers and staff
3. Improve scheduling efficiency and resource allocation
4. Enhance student attendance tracking and reporting
5. Facilitate enrollment management and student registration
6. Provide a foundation for future expansion to include performance assessment and parent communication features
7. Integrate with our existing district financial systems (Oracle Financial Suite)
8. Comply with state and federal education data reporting requirements

## **4. System Requirements**

### **4.1 Core Functionality**

#### **4.1.1 Class Scheduling**

* Master schedule creation and management
* Classroom and specialty resource allocation
* Teacher assignment optimization
* Schedule conflict detection and resolution
* Support for special events and non-standard schedules

#### **4.1.2 Enrollment Management**

* Online student registration and enrollment
* Document collection and verification
* Student demographic data management
* Grade level and classroom assignment
* Wait-list management
* District boundary and transfer request handling

#### **4.1.3 Attendance Tracking**

* Daily and period attendance recording
* Mobile attendance options for teachers
* Absence categorization and documentation
* Automated parent notification for absences
* Attendance reporting and trend analysis
* Truancy tracking and intervention support

### **4.2 Technical Requirements**

* Cloud-based architecture with 99.9% uptime guarantee
* Role-based access control with single sign-on (SSO) capabilities
* Responsive design for access via desktop, tablet, and mobile devices
* Data encryption at rest and in transit
* Regular automated backups with 7-year data retention
* API availability for integration with third-party applications
* Compliance with FERPA, COPPA, and state data privacy regulations
* Ability to export data in standard formats (CSV, Excel, etc.)
* Comprehensive audit logging

### **4.3 User Experience Requirements**

* Intuitive, user-friendly interfaces for all user types
* Accessibility compliance with WCAG 2.1 AA standards
* Customizable dashboards for different user roles
* Batch operations for administrative efficiency
* Comprehensive help system and contextual guidance
* Multi-language support (English and Spanish required)

## **5. Implementation Requirements**

### **5.1 Data Migration**

* Complete migration from current SIS (StudentTrack 2012)
* Historical data import for the past 5 academic years
* Data validation and cleansing process
* Mapping of existing fields to new system structure

### **5.2 Training**

* Comprehensive training program for administrators, teachers, and support staff
* Train-the-trainer options for district technology coaches
* Online learning resources and documentation
* Refresher training before start of each academic year

### **5.3 Support**

* Implementation support throughout the deployment process
* Ongoing technical support with defined SLA
* Dedicated account representative
* Regular system updates and enhancements

## **6. Project Timeline**

* RFP Release: May 5, 2025
* Questions Deadline: May 20, 2025
* Responses to Questions: May 27, 2025
* Proposal Submission Deadline: June 15, 2025
* Vendor Presentations: July 1-10, 2025
* Vendor Selection: July 25, 2025
* Contract Finalization: August 15, 2025
* Project Kickoff: September 1, 2025
* System Configuration and Data Migration: September-December 2025
* User Acceptance Testing: January 2026
* Staff Training: February-March 2026
* Go-Live: July 1, 2026 (for 2026-2027 academic year)

## **7. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

| **Criterion** | **Weight** |
| --- | --- |
| Functionality alignment with requirements | 30% |
| Technical architecture and security | 20% |
| Implementation approach and timeline | 15% |
| Training and support services | 15% |
| Vendor experience with K-6 education systems | 10% |
| Cost and value proposition | 10% |

## **8. Proposal Requirements**

### **8.1 Company Profile**

* Company history and background
* Financial stability indicators
* Elementary education experience and client base
* Project team structure and key personnel qualifications

### **8.2 Solution Overview**

* Detailed description of proposed solution
* Features and functionality mapped to our requirements
* Technical architecture and security specifications
* Mobile capabilities
* Integration approaches

### **8.3 Implementation Plan**

* Project management methodology
* Implementation timeline and milestones
* Data migration strategy
* Training approach and resources
* Risk management plan

### **8.4 Support and Maintenance**

* Support services and SLAs
* Maintenance schedule and update process
* Escalation procedures
* Customer success resources

### **8.5 References**

* Three references from comparable K-6 school districts
* At least one reference from a district of similar size
* Reference contact information

### **8.6 Cost Proposal**

* Licensing/subscription costs (initial and recurring)
* Implementation services costs
* Data migration costs
* Training costs
* Support and maintenance costs
* Optional features and their associated costs
* Total cost of ownership for a 5-year period

## **9. Submission Instructions**

Proposals must be submitted electronically in PDF format to procurement@whsd.edu by 5:00 PM Pacific Time on June 15, 2025. Late submissions will not be considered.

All proposals should include:

1. Executive summary (maximum 2 pages)
2. Detailed response addressing all RFP requirements
3. Completed vendor questionnaire (Appendix A)
4. Cost proposal using the provided template (Appendix B)

Questions regarding this RFP should be submitted via email to rfpquestions@whsd.edu by May 20, 2025. All questions and answers will be distributed to all potential bidders.

## **10. Terms and Conditions**

* WHSD reserves the right to reject any or all proposals.
* WHSD is not liable for any costs incurred by vendors in the preparation of proposals.
* All submitted materials become the property of WHSD.
* Vendors must disclose any potential conflicts of interest.
* The selected vendor will be required to comply with all applicable district, state, and federal regulations.
* Proposals must remain valid for at least 120 days after submission.

## **Appendices**

### **Appendix A: Vendor Questionnaire**

### **Appendix B: Cost Proposal Template**

### **Appendix C: Current System Data Structure**

### **Appendix D: District Technical Environment**

### **Appendix E: Sample Contract Terms**

**Contact Information:**

Maria Johnson, Ed.D.  
 Director of Technology  
 Woodland Heights School District  
 technology.director@whsd.edu  
 (503) 555-1234

End of Request for Proposal