



450 Dale Avenue

Homewood, Alabama 35209

Phone: (205) 870-4203

January 29, 2016

INVITATION TO BID

Online Registration Management System

Sealed bids will be received by the Homewood City Board of Education, ATTN: Desiree L. Smith, 450 Dale Avenue, Homewood, Alabama 35209, until **1:00 PM on Wednesday, February 10, 2016.**

The right is reserved to reject any or all bids, to waive any informalities in bids received, and to accept or reject any items of any bids. The award date is February 17, 2016.

Envelopes containing bids must be sealed, sent postpaid or hand delivered, marked on the lower left-hand corner with name and address of bidder and identified as “**Sealed Bid for Online Registration Management System**” to be opened at the date and time specified in the invitation. Each vendor should submit 1 original and 1 copy Bid specifications are attached.

All bids must comply with the Alabama State Bid Law. In compliance with the invitation for bids, and subject to all the conditions thereof, the bidder offers, and agrees, if this bid is accepted, to furnish the items and services quoted at the prices set and on the date specified.

HOMEWOOD BOARD OF EDUCATION

Bill Cleveland
Superintendent

Bid Requirements

All vendors must read and use the following forms in submitting bids.

Section 1	
Objective	<p>To obtain a contract for an Online Registration Management System that will be used by students, parents, and employees of Homewood City Schools using personal devices onsite and off-site and school devices in preparation for the 2016-2017 school year</p> <p>A total of 4,010 students across five schools will be involved. The registration system must be available to parents/guardians of both returning and new students using any Internet connection. The system must pull data from the district's Student Information System (SIS), iNow, to pre-load forms, and parent submissions must ultimately write back to iNow seamlessly.</p>
Section 2	
Vendor Eligibility/Reference	<p>Vendor must be an established business for a minimum of three (3) years, has deployed its solution for a public school district in the state of Alabama for at least two years, offers integration that is a seamless, efficient write-back to the SIS, and will provide contact information for at least five (5) current public school customers in Alabama.</p>
Section 3	
Contract	<p>Contracts will be awarded to the single lowest "responsible" bid meeting specifications on the TOTAL COST on the BID RESPONSE FORM. The intent of Homewood City Schools is to purchase immediately an Online Registration Management System that can be implemented instantaneously, and, to purchase for 4,010 students for the first 12-months.</p> <p>The contract is for a 24-month period. During this time, Homewood City Schools reserves the right to add students at each 12-month interval at the per user cost indicated on the BID RESPONSE FORM. Payments will be made at each 12-month interval of the 24-month contract.</p> <p>Homewood City Schools reserves the right to reject any or all of the bids or any items of any bids, to waive any informalities in bids received, and to waive technical errors if the best interest of the Homewood City Schools will thereby be promoted.</p> <p>Use of trade names and numbers shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.</p> <p>Homewood City Schools will determine all equivalency of products and services listed in specifications. Homewood City Schools also reserves the right to test the product that falls into the category of "or equivalent." These products must be provided for examination and testing with no obligation on the system's part to purchase the product.</p>
Section 4	
Bid Submission	<p>Bids must be submitted on furnished BID RESPONSE FORM that is included as the final page of this bid invitation.</p>
Section 5	
Prices	<p>All prices submitted on the bid are to be "delivered prices" and shall include any shipping/handling charges and shall not include any state or local tax. Prices shall include and distinguish all fees for professional services, initial set-up, and subscription or service fee. Tax exempt information is available upon request.</p>

Section 6	
<p>Maintenance/ Technical and Professional Support Services</p>	<p>Yearly maintenance, varied formats of technical support services, and ongoing professional development services must be provided and included in the price of the software.</p> <p>Professional services shall be flexible in the delivery formats, times and dates of delivery, and selection of the target audience for such services.</p> <p>A detailed outline for User Training for district personnel shall be provided.</p> <p>Unlimited phone, live chat, and email support shall be available for school and district staff at no additional charge beyond the service fee.</p> <p>Online help functions shall be inherent throughout the system as a reference for District staff (e.g. standard help screens, as well as help specific to district customizations and workflow).</p> <p>Extended support hours shall be available during peak usage periods.</p> <p>An experienced implementation Project Manager shall be dedicated as a direct point of contact to manage and follow the implementation process and to provide assistance in a timely manner.</p> <p>At installation and start-up, an implementation schedule and proposed schedule for training shall be provided. (Section 7A requires related information to be included with the sealed bid.)</p> <p>A custom project plan with deliverables and dates shall be provided at kick-off.</p>

Section 7: Online Registration Management System	
A. One-time Set-up Cost	Cost of set-up of new product, along with an overview of set-up an implementation, must be submitted for consideration of bid. Implementation plan for set-up must include timeline.
B. Features, Capabilities, and Functionality	See the <u>two</u> attached pages of criteria for Section 7B.
Section 8	
Additional Information	<p>Vendor should include any additional information that is believed to be pertinent but not explicitly asked for elsewhere in the specifications.</p> <p>Any questions that arise concerning technical or purchasing information must be submitted to:</p> <p style="text-align: center;">Dr. Desirée Smith 450 Dale Avenue Homewood, AL 35209 Phone: (205) 870-4203</p>

Section 7B: Features, Capabilities, and Functionality

Hosted Solution:
1. The system is a hosted solution 24 hours per day, 7 days per week, 365 days per year and is not hosted in the “public cloud”.
2. Vendor customizes all pages to reflect the District’s branding and preferences.
3. Purchase of additional software licensing or hardware is not required to utilize this registration system.
4. The system is SSL encrypted and at no time will student data be transmitted unencrypted or housed on non-secure servers.
5. Services are accessible to users of desktops, laptops, tablets and mobile devices, allowing multiple web browsers to be used; no client-based software will be required beyond modern web.
6. The user-interface is offered in multiple languages. (Indicate if only specific languages are available)
7. Adaptive logic is used to only show users the forms/questions specific to the student’s school and/or grade level based on established permissions.
8. The system provides for an unlimited number of online forms.
District Portal:
1. The system allows for an unlimited number of administrative users who can be assigned various roles and permissions for viewing select data.
2. The system holds relevant data imported constantly from the District’s SIS to pre-fill online forms.
3. Designated personnel viewing student demographics and contacts have a side-by-side view on a single screen comparing year-to-year data changes, with these changes color-coded for prominence.
4. The system supports workflow management allowing data captured from the online forms to be presented to appropriate district departments (such as health services) for review prior to final approval.
5. The system automatically flags records based on pre-defined criteria (e.g. a change in address) and administrative users may manually flag records for similar purposes (e.g. indicating a missing document).
6. The system provides an unlimited number of predefined print and email templates that can be customized by the District to be used to communicate with families regarding the online enrollment process before and during the process.
7. Administrative users may create their own communication templates and add them to the system’s repository.
8. The system allows on-demand email/print communications to groups of families based on assigned flags (e.g. correspondence to all families flagged for a missing document).
9. The system reformats data provided by the families via the online forms into a consistent format prior to writing back into the SIS.
10. The system creates an export file for SIS in a CSV, TAB, or XML format of any and all data fields and any and /or all records.
11. The system provides an unlimited number of pre-defined report forms.
12. The system allows parents to schedule an appointment with the appropriate school personnel to bring in required documents, with the District having the capacity to manage the available time slots, reschedule, etc.
13. Printing is supported within the application for school personnel.
14. Administrative users are provided with password reset for families.

Parent Portal:
1. The system provides a unique sign-on ID for each family.
2. The system provides a user-interface that will include simple form fields, check boxes, radio buttons, etc., with one-click submission upon completion of required fields.
3. The system secures user name and password.
4. The parent portal provides “stop, exit and return” functionality with auto save.
5. Parents may save or print a copy of the forms after submission.
6. The system must compel parents to complete “required” fields prior to submission.
7. The parent portal provides a security feature to insure that only designated parents/guardians are able to access their student’s information.
8. Vendor provides real-time support to parents using the online forms.
9. Parents have access to the password self-reset functionality.
10. Parents will visit a single site to complete registration forms.
11. Unlimited phone and email support is available for families.
12. Live Chat is available to communicate with the vendor’s support staff.
13. The vendor provides an online Help Center for families to “self-help” on simpler questions.
14. Families have the ability to submit support tickets directly to the vendor.
Security and Privacy
1. Vendor provides a non-disclosure agreement to the district.
2. Vendor follows all guidelines of the Family Education Rights and Privacy Act (FERPA).
3. Vendor does not display commercials/ads in the District or Parent Portal.
System:
1. The system exchanges information with the SIS on a schedule determined by the District.
2. A reset schedule and plan will be determined by the District for the next year’s registration session.
3. Any work flow used will be automated and set up by the vendor.
4. The system automates work flow without the need for sending documents as an email attachment.
5. The system allows for a variety of data fields – text fields, date fields, radio buttons, drop-down menus, etc.
6. Select fields can be locked down / “read only” as designated by the District.
7. The system disseminates district documents as PDF files to families.
8. The system allows users, based on user permissions, to upload scanned documents and photographs of items that will be named with the student ID and form type.
9. The system captures electronic signature on District registration documents/forms.
10. The system does not require the purchase of any additional hardware, scanners, etc.
11. The system connects families so that there is no duplicate data entry required for each child in the family.
12. The system provides data validation at the data entry point to ensure accuracy and proper format of all data collected.
13. The system uses United States Postal validation.
14. The system offers new feature enhancements at no cost beyond the service fee.

BID RESPONSE FORM
Homewood City Schools

Online Registration Management System

All bids should be on this BID RESPONSE FORM. Contracts will be awarded to the single lowest “responsible” bid meeting specifications on the **TOTAL COST**.

DESCRIPTION OF PRODUCT/SERVICES	UNIT COST	NUMBER OF UNITS	COST
ONLINE REGISTRATION MANAGEMENT SYSTEM SUBSCRIPTION	\$ _____ Per Student	4,010 students	
OPTIONAL SERVICES (LANGUAGE SUPPORTS)			
ONE-TIME SET-UP COST			
TOTAL COST			

Company Name

Signature

Authorized Representative

Date