



# San Ramon Valley Unified School District

## REQUEST FOR INFORMATION

**RFI # 648**

For

**STUDENT ASSESSMENT SYSTEM**

**For: Assessment, Research and Evaluation Department**

**Response must be received no later than:**

**Wednesday, December 17, 2014 @ 3:00 PM (Pacific Time) & NO MINUTES, NO SECONDS**

**Deliver response to the office of:**

**Jasmine R. Gacusan, CPPO**

**Director of Purchasing**

**3280 Crow Canyon Road**

**San Ramon, CA 94583**

**[www.SRVUSD.NET](http://www.SRVUSD.NET)**

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT  
699 OLD ORCHARD DRIVE  
DANVILLE, CA 94526**

**PUBLIC NOTICE**

**RFI # 648**

Notice is hereby given that the San Ramon Valley Unified School District (hereinafter referred to as "District") in the town of Danville, County of Contra Costa, State of California desires to solicit request for information and qualifications for:

**STUDENT ASSESSMENT SYSTEM**

The District is releasing an RFI to assess market availability and estimate costs of the system that can provide a turnkey Student Assessment System for core curricular areas, including all required software licenses and other fees. Please be advised that this may be a two-step process. Should the District decide to proceed with a solicitation based on the responses to this Request for Information (RFI), phase two will be either a formal Request for Proposal (RFP) or Invitation to Bid (ITB) to be handled in accordance with the District's purchasing policies and procedures. RFI documents are available at: [http://www.srvusd.net/cms/page\\_view?d=x&piid=&vpid=1410255936944](http://www.srvusd.net/cms/page_view?d=x&piid=&vpid=1410255936944).

Each response must be sealed, marked with:

**RFI # 648**

Title: "STUDENT ASSESSMENT SYSTEM"

returned no later than:

3:00 pm (Pacific Time) and NO MINUTES, NO SECONDS on Wednesday, December 17, 2014

to the office of the Purchasing Director of the San Ramon Valley Unified School District, 3280 Crow Canyon Road, San Ramon, CA 94583. This is not a bid or proposal; therefore, no standard bid terms and conditions or contractual language is contained herein, nor is it required in your response. The District reserves the right to request clarification or additional information from any respondent at any time during this RFI process.

Date: Oct 29, 2014

Jasmine R. Gacusan, CPPO  
Director of Purchasing,  
Duplicating and Warehouse

Publish Dates: Wed, Nov. 5 and 12, 2014

## **INTRODUCTION**

### **ABOUT THE DISTRICT**

The San Ramon Valley Unified School District (SRVUSD) encompasses the communities of Alamo, Blackhawk, Danville, Diablo, and San Ramon (including the new Dougherty Valley communities) as well as a small portion of the cities of Walnut Creek and Pleasanton. The district is comprised of 35 schools serving more than 30,000 students in Transitional Kindergarten through Grade 12.

#### **Facts and Figures**

35 Schools (communities: Alamo, Blackhawk, Danville, Diablo, San Ramon)

21 elementary schools

8 middle schools

4 comprehensive high schools

1 continuation high school

1 independent study school

#### **SRVUSD Statistics (2013-2014)**

Number of Students 33,814

Number of Employees 4,136

Number of Teachers 1,414

Number of Administrators 80

Number of Pupil Services Personnel 87

Number of Classified Staff 1,155

Meals served per day: between 6,300 – 8,100

#### **District Wide Learning Standards**

District-wide learning standards are in place in the following areas:

- Language Arts
- Mathematics
- Foreign Language
- History/Social Studies
- Science
- Technology
- Health

	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
<b>Enrollment</b>	27,937	29,273	29,989	30,757	31,407
<b>Increase</b>	3.7%	4.8%	2.5%	2.46%	2.12%

**Budget/Funding**

2013-14 Operating Budget Revenues     \$248,825,243  
86.7% LCFF (Local Control Funding Formula) and Other State Revenues  
2.33% Restricted Federal Funds  
8.26% Other Local Income (interest, donations, local grants)  
2.71% Parcel Tax

2013-14 Expenditures                     \$237,782,537  
49.82% Certificated (teacher) employee salaries  
15.87% Classified employee salaries  
21.78% Employee benefits  
3.43% Books Supplies  
8.74% Services and operating expenses  
0.36% Capital outlay/Other outgo

**CALENDAR OF EVENTS**

Event	Date	Communication Venue
Public Notice	Wed, Nov 5 and 12, 2014	Daily Journal – San Ramon Valley Times
Opening Date	Wed, Dec 17, 2014 @ 3:00 pm	Purchasing Conference Room
Demonstration	Week of Jan 26 <sup>th</sup> , 2015	District Committee
Evaluation Period	Week of Feb 2 <sup>nd</sup> , 2015	District Committee
Board Report	Tues, Feb 24, 2015	Board Meeting

**REQUEST FOR INFORMATION**  
**For**  
**STUDENT ASSESSMENT SYSTEM**

**PURPOSE**

The San Ramon Valley Unified School District (the “District”) is seeking information for a turnkey Student Assessment System for core curricular areas, including all required software licenses and other fees. This Request for Information (RFI) is strictly for information and planning purposes only and should not be construed as a solicitation or as an obligation on the part of the District. Responses to this notice are not offers and cannot be accepted as binding contract.

After a review of the product information, and perhaps demonstration of the software to the District evaluation committee, it is the intent of the District to compile a qualified product list. To qualify, the product must meet functionalities, and capabilities along with specification and performance requirements. Once the product is accepted and have been identified, **ONLY** those products will be accepted when the bid or RFP is issued.

The District is seeking the broadest possible information concerning a **VENDOR HOSTED** Student Assessment System. We welcome suggestions, or comments of relevance that can assist in the information gathering phase.

**DISCLAIMER**

This RFI is issued solely for information gathering. Information submitted in response to this RFI will be used to assess feasibility of a student assessment system and its impact to the District’s existing infrastructure. Please note that all submittal or documents received in this RFI will be public records and subject to disclosure under the Public Records Act.

**PROJECT GOALS**

The District is seeking information regarding a student assessment system which provides:

- Comprehensive assessment development, which has the capacity to create and save locally developed assessments and transfer existing assessments in both online and scan-able paper formats
- High quality assessment item bank aligned to California Common Core State Standards with an interface and diversity for various item types, scoring options, data collection, and reporting, including but not limited to report cards
- Extensive statistical analyses for all assessments inbuilt or imported into the system
- Interoperability with other systems, including student information system, data warehousing system, etc.
- Ability to group students by academic screening, and apply programs to students for purposes of progress monitoring and intervention
- Intuitive user interface for data collection, reporting and customization of student performance data and exportability of reports into other formats (e.g. Excel, PDF)

## EXISTING TECHNICAL INFORMATION

Current Hardware/Software Environment	
Desktop hardware	PCs, Apple iMacs, laptops - PC and iMac, Chromebooks, iPad,
Desktop operating system	Windows 7, OSX
E-mail system	MS Outlook Client and OWA
Internet browser	Firefox, Safari, Chrome, Internet Explorer
Existing Infrastructure	
Personnel currently using the system	1,800 teachers & 200 support staff
Systems printers	Xerox, HP - Located at different locations in school sites, district offices and teacher's workrooms and classrooms.
Database	Current Student Assessment System: DataDirector

## PROPOSED TECHNICAL ENVIRONMENT/VISION FOR SRVUSD

The District is home to 25 schools that have received the California Distinguished School Award and eight schools that have been recognized as National Blue Ribbon Schools. SRVUSD is committed to excellence for all students, staff, and programs and accommodate the community's high expectations. SRVUSD promotes using data to inform decision-making that support our district's Framework for Excellence: *Supporting Students and their Learning, Supporting Staff and their Work*.

The District has a wide variety of formative, interim, and summative assessments that are administered at schools, grade levels, or subject-specific areas. SRVUSD has been using Riverside Publishing's DataDirector assessment and reporting system for these tasks. As the District considers its current and future assessment goals, having an assessment system with the capacity to administer these tests online, collect data in a centralized system, provide quick turnaround test results by way of multiple level reports (e.g. student, teacher, grade) to schools and the district is key to teaching and learning in the 21<sup>st</sup> century. The District's curriculum, instruction, assessment, and professional development strategies and practices are aligned to California's Common Core State Standards. Connecting the assessment practices and results to inform instructional strategies, curriculum development, and documenting student progress throughout the year are strategies that support focus on student achievement.

The District is interested in a system that provides high-quality assessments, scoring, and reporting to inform decision-making for improving teaching and learning. The system should be aligned with California's Common Core State Standards and support the work to prepare all students to graduate high school college- and career-ready. These assessments will be used to measure student achievement; assist in making comprehensive, methodical and pertinent instructional decisions as well as group students by academic screening, and apply programs to students for purposes of progress monitoring and intervention.

Interested vendors are encouraged to submit information on their responses regarding various solutions to include lead time, estimated hardware and software costs, implementation cost, change management process and all other significant information that the District should consider in building qualified product list.

## **RIGHTS**

By submitting a response to this RFI, the Vendor certifies that the product proposed is in productive use and capable of demonstration in the proposed configuration. The District reserves the right to require Vendor to demonstrate the functionality of the proposed product to its satisfaction prior to making a decision to include in the qualified product list. The intent of the demonstration is to show that the proposed product will perform in a completely satisfactory manner and that they will meet or exceed the expectation of the District. Failure to promptly demonstrate the product could result in their proposal solution being rejected. The District reserves the right to require the submittal of additional information that supplements or explains proposed materials.

## **PROCESS**

Please be advised that this may be a two-step process. Should the District decide to proceed with a solicitation based on the responses to this Request for Information (RFI), phase two will be either a formal Request for Proposal (RFP) or Invitation to Bid (ITB) to be handled in accordance with the District's purchasing policies and procedures.

## **SUBMITTAL OF RESPONSES**

Submit eight (8) original proposal packages and one (1) electronic copy in a CD media under a sealed envelope, by UPS/FedEx, by mail or hand-delivery to the address shown on the yellow neon label provided with this RFI. Each submission must be marked clearly with the RFI Number, Title, Vendor Name and Date. Documents received in response to this RFI shall remain the property of the District. Responders are responsible for ensuring that their RFI is received by the San Ramon Valley Unified School District Purchasing Department on or before the due date. No faxed, verbal or electronically transferred bids will be accepted. Postmarks indicating the date of mailing shall not be considered as evidence of receipt. Any RFIs received after the schedule closing time for receipt of responses will be returned unopened.

## **RESPONSE DUE DATE**

Each response must be sealed, marked with the **RFI # 648** and titled "STUDENT ASSESSMENT SYSTEM" and returned no later than:

**3:00 pm (Pacific Time) and NO MINUTES, NO SECONDS on Wednesday, December 17, 2014,**

to the office of Purchasing Director of the San Ramon Valley Unified School District, 3280 Crow Canyon Road, San Ramon, CA 94583. This is not a formal invitation to bid (ITB) or request for proposal (RFP); therefore, no standard bid terms and conditions or contractual language is contained herein, nor is it required in your response. The District reserves the right to request clarification or additional information from any respondent at any time during this RFI process.

## **CLARIFICATION DEADLINE**

Prospective respondents can submit questions pertaining to this RFI via email to [Purchasing@srvusd.net](mailto:Purchasing@srvusd.net), no later than Wednesday, December 3, 2014 at 5:00 pm, with subject title: RFI CLARIFICATION.

## **DEMONSTRATION**

The demonstration will give the District and the Vendor an opportunity to:

- Clarify or substantiate any area(s) contained in the Vendor's response to the RFI.
- Verify functions offered by the RFI.
- Evaluate the features offered by the RFI.
- Confirm that the Vendor is clear of the intent of the District.

The District will schedule a specific time for those who are going to be invited for demonstration. In addition, the District will provide a demonstration script. Vendors should be prepared to:

- Describe service history and diagnostic information such as mean time between failures and mean time to repair for each component
- Describe the timeline required for implementation
- Describe training process
- References of the similar size contract within the last 5 years in the state of California.

## **PREPARATION and SUBMITTAL OF THE RFI**

Assemble the response in the order outlined below. Address the required content/questions. The order in which items are presented is important, as District evaluators will follow this order. IT IS HIGHLY RECOMMENDED THAT ALL INFORMATION IN THE RESPONSE IS PRESENTED IN THE FOLLOWING SEQUENCE:

1. Table of Contents
2. Cover Sheet. This sheet will serve as the cover of your response. Signed by an Officer authorized to bind the company.
3. General Information (not to exceed 2 pages)
  - a. Contact names, address, email, phone number(s), official website
  - b. Team members
4. Company Description/Capability (not to exceed 3 pages)
  - a. Brief history of the company including date of establishment and examples of relevant prior projects with similar attributes to the San Ramon Valley Unified School District.
  - b. Describe experience and capacity to manage projects of the size and scope proposed.
  - c. Describe how the system meets the District's Project Goals as outlined.
5. One-page summary. Begin with brief summary of what is being offered. How long the product has been operational.
6. Product Information (not to exceed 5 pages).
  - a. Name of product being proposed
  - b. Hardware requirements from the District (for a vendor hosted solution)
  - c. Bandwidth specifications



- d. Back-up solutions
- e. Support resources
- 7. Vision, goals, timelines, implementation and overall plan (not to exceed 5 pages). District will be looking for well-rounded, best-of-breed solutions.
- 8. Reference (minimum 3) specifically school districts of similar size and project type.
  - a. Name of Agency
  - b. Contact names including title, phone number and email
  - c. Size of school district
  - d. Project start and completion date
  - e. Brief summary of project
- 9. Cost
  - a. Non-binding estimated costs
  - b. Identify areas of the recommendation you deem OPTIONAL solution with a reference to the pricing (if any)
- 10. Copies
  - a. Provide eight (8) paper copies
  - b. Provide one electronic copy on CD

## **CONTACT**

Any questions regarding administrative bidding procedures should be directed to the Director of Purchasing, Jasmine Gacusan, CPPO, at (925) 824-1834; [jgacusan@srvusd.net](mailto:jgacusan@srvusd.net). Any questions regarding the scope or nature of the project should be directed to Mao Vang, Director of Assessment, Research & Evaluation at (925) 552-5060; [mvang@srvusd.net](mailto:mvang@srvusd.net)

## **COST OF RFI PREPARATION**

Cost of preparation of the response to this RFI is solely the responsibility of the vendor. San Ramon Valley Unified School District accepts or implies no liability in the cost of the bid preparation.

## DISTRICT BOUNDARY MAP

