




**Request for Proposal (RFP)
Data Dashboard System
Cumberland County Schools**

A.

 CUMBERLAND COUNTY SCHOOLS	CUMBERLAND COUNTY SCHOOLS Request for Proposals Academic Services 810 Gillespie Street Fayetteville, NC 28306
Refer all inquiries to Priscilla Nance Email: priscillanance@ccs.k12.nc.us See Bid Questions on pg. 20.	Item: Data Dashboard System Bid Number: 173-22008 Source of Funds: Budgeted Funds and Federal Grants
DUE DATE FOR PROPOSAL: 12:00 pm (ET) May 17, 2021	

A1. Notice to Bidders

The Cumberland County Board of Education/Cumberland County Schools (CCS) Academic Services department is requesting sealed bid proposals for a data system to host, disaggregate, export, and monitor all of the district’s academic, assessment, attendance, and behavior data. Interested bidders are invited to submit a written proposal.

A2. Execution:

In compliance with this Request for Proposals, and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this bid, I certify that this bid is submitted competitively and without collusion (GS. 143-54)

Failure to complete and sign the section below prior to submittal shall render the proposal invalid and it WILL BE REJECTED. Late submissions will not be accepted.

BIDDER:	Federal Tax ID or Social Security No:	
Street Address:	PO Box:	
City, State, Zip:	Telephone No:	Fax No:
Type or Print Name & Title of Person Signing:		Date:
Authorized Signature:	E-Mail:	



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Table of Contents:

A. Request for Proposal.....	1
A1. Notice to Bidders.....	1
A2. Execution.....	3
A3. Vendor Letter.....	3
I. Invitation to Submit Proposal.....	4
II. Public Bid Opening.....	4
III. Introduction.....	5
IV. Purpose.....	5
V. Requirements of Proposal Response.....	6
A. Official Bid: Pricing Sheet.....	15
B. Attachment: References.....	16
C. Attachment: Rubric for Evaluation.....	18
D. Attachment: Vendor Scorecard.....	19
VI. Conditions and Terms.....	20
VII. Required Credentials.....	20
VIII. Invitation to Submit Proposal.....	20
IX. Insurance Requirements.....	21
X. Federal Uniform Guidance.....	21
XI. General Contract Terms and Conditions.....	22
XII. Proposal Timeline.....	24



A3

Dear Vendor:

Cumberland County Schools invites you to submit your proposal to provide a Universal Data System for grades K-12 to serve as a dashboard that will include all of the district's data including academic and social-emotional to be implemented in the 2021-2022 school year.

It is the purpose of this Request for Proposal (RFP) to:

Identify and select a publisher(s) to provide a countywide data system for Cumberland County Schools.

Proposals submitted shall be evaluated by a committee that includes district instructional leadership, district and school-based administrators, teachers, and community members. Complete information can be found in the Request For Proposal.

- The RFP post date is April 29, 2021
- All questions and inquiries should be emailed to priscillanance@ccs.k12.nc.us and are due by May 10, 2021, at 12:00 pm
- District responses to questions will be available May 14, 2021, by 4:00 pm
- Written Proposals should be mailed and must be received by May 17, 2021, at 12:00 pm
- Finalist Presentations and sample PD is scheduled for Monday, May 19 and 20, 2021

Please see the attached RFP for all information, instructions, and requirements. We look forward to reviewing your proposal.

Thank you,
Priscilla Nance, Student Success Facilitator
Academic Services
Cumberland County Schools



I. Invitation to Submit Proposal:

Cumberland County School’s district requests the submission of technical and cost proposals from all interested parties. Submission must be by hardcopy only. Proposals shall be submitted as a “sealed bid.” You must provide 8 copies of your proposal and mail the proposal packet to 810 Gillespie Street, Fayetteville, NC 28306.

Proposals will be accepted for a collective data system that will provide district, school, and student-level academic and social-emotional data. Proposals submitted shall be evaluated by a committee that includes district executive and superintendent leadership, district and school-based administrators, teachers, and community members. Complete information can be found in the Request For Proposal.

Mailing Instructions: Submit **eight (8)** fully executed bid documents in a sealed envelope, marked with the CCS bid number on the outside of the envelope, by the instructions below. If a bidder is submitting more than one bid, each bid shall be submitted in separate sealed envelopes and marked accordingly. **For delivery purposes, the bidder is asked to please include separate sealed bids in the same outer package.**

DO NOT SUBMIT AN ELECTRONIC OR FAXED COPY OF YOUR BID. THIS SHALL BE CAUSE FOR REJECTION OF YOUR BID. It is the responsibility of the bidder to have the bid in this office by the specified time and date of opening.

Delivered By US Postal Service, FedEx, UPS, or other courier services	Hand Delivered
Purchasing Bid # 173-22008 Attn: Priscilla Nance Cumberland County Schools 810 Gillespie Street Fayetteville NC 28306 (910) 678-2507	Call (910) 475-1072 for an appointment to deliver your bid in person to Priscilla Nance.
IMPORTANT: The Bid Number from page 1 must be shown on the outside of the envelope.	

II. Public Bid Opening: The due date and time for bids is **12:00 pm May 17, 2021**. The bids will be opened virtually using Cisco Webex® conferencing and will begin promptly at **3:00 pm May 17, 2021**. Bidders may call **(US) +1 408-418-9388 (toll)** and use Access Code **120 952 7883** to join the meeting by phone or send an email to priscillanance@ccs.k12.nc.us to be invited to the Webex® meeting online.



III. Introduction

Out of 115 North Carolina school districts, Cumberland County Schools (CCS) is the 5th largest in the state. CCS has a total of 52 Elementary, 18 Middle, 17 High, and 2 Virtual schools. The student population consists of 50,870 students of which 23,548 are elementary, 11,515 are middle, and 14,991 are high. Serving almost 51,000 students and 89 schools, we are focused on meeting the diverse learning needs of all students. CCS currently has 39,818 receiving free or reduced lunch. Student demographics based on ethnicity are 45.03% Black, 28.22% White, 14.18% Hispanic, 1.88% Asian, 1.47% Native American, 0.53% Hawaiian/Pacific, and 8.70% MultiRacial. 7,400 students receive EC Services and 5,058 are enrolled in AIG Programs. The overall CTE credentials earned are 12,883. There were approximately 3,553 total graduates in 2020.

Through CCS's strategic plan, all are committed to ensuring a safe, positive, and rigorous learning environment to prepare lifelong learners to reach their maximum potential. Our district has great schools, dedicated teachers, committed parents, and supportive community partners to help each child achieve success in the classroom and beyond. Essential elements of quality instruction include, but are not limited to, implementation of the district curriculum, teaching to the standards, utilizing effective methods of delivery, providing rigorous content, assessing, re-teaching, and providing expanded opportunities in the learning process. It is important to have a collective data system to monitor, ensure ongoing progress and support, drive instruction, alert personnel of successes, and pinpoint areas of needed growth with the end goal of optimal student achievement.

IV. Purpose

The objective in this Request for Proposal (RFP) is to contract with a qualified proposer that will provide "off the shelf" services and products necessary to create a longitudinal data warehouse from a variety of data sources and make this data available to stakeholder groups through collective and differentiated dashboards based on stakeholder role. CCS prefers systems with performance management tools that help the district move beyond the data to take action and improve program efficiency addressing learning loss and inequities to promote accelerated growth.

The purpose of obtaining a districtwide data dashboard is to examine trends of both academic and behavioral strengths, identify areas of growth, assess learning targets, and develop goals at all levels: district, school, class, and student. Using a collective data dashboard will enable CCS to quickly capture multiple data points to assist in the diagnosis and ultimate resolution of current educational and behavioral inequities. The ability to quickly identify individual student proficiencies, deficiencies, and expand the need for personalized learning will allow various levels of support, rigorous instruction, deep engagement, and challenging student experiences. The dashboard will allow sufficient data to prescribe tiers of support to address schoolwide and



student-specific needs. These needs encompass academic, social/emotional, and behavioral supports.

Cumberland County Schools through the Office of Academics is soliciting competitive written proposals from qualified vendors for a Data Dashboard System. This system must address measures outlined in the RFP proposal to meet our district’s needs. CCS will procure a vendor to meet all of the requirements and best serve our district’s strategic vision and mission.

V. Requirements of Proposal Response

	Data System Non-Negotiables	Included in Bid?
	Requirements:	(Circle Answer)
100	<u>Data System General Requirements</u>	
	A general description of the vendor’s capabilities and capacities related to the development, production, and administration of a data dashboard. The description shall also identify the number of employees in the company and the company’s location(s), including any presence in North Carolina. The overall capacity of the vendor’s organization(s) and the resources that it will commit to the work for the project (by name and role in the project) shall be provided.	Yes No
	The vendor should provide its conversion recommendation and assumed scope (areas to convert and level of historical data) based on its experience with similar implementation projects for PreK-12 organizations.	Yes No
	The vendor will create a customized plan that includes timelines for professional development and support that includes recommendations for the training of district, CCS principals, and school leaders, technical onboarding assistance, online job-embedded resources, and easy online access to chat with support professionals.	Yes No
	The vendor shall describe the recommended approach for planning, designing, programming, and testing data load activities. The vendor must distinguish between district’s and vendor responsibilities and describe the mechanisms and tools included in their solution that will be used to execute the conversion.	Yes No
	Respondent representative(s) shall, in a timely manner, work regularly with district/school personnel to answer all questions regarding the production of financial matters pertaining to the individual services required.	Yes No
	The vendor is required to provide post-implementation support for the system. The support for the system will address post-implementation problem analysis and fixes and technical support for general warehouse administration and maintenance.	Yes No



	A local and/or toll-free phone number(s), live chat, and/or email address(es) for CCS's access to respondent's representative(s). Respondents shall respond to all requests/telephone calls to include personalized customer service and technical support.	Yes	No
101	<u>District Data Dashboard System</u>		
	The solution will serve as a collective data system that will house all of the county's data in one user-friendly location to allow data to be easily accessible, with the ability to generate and export various data sets to improve student performance.	Yes	No
	The district's plan to take a phased approach to the data warehouse implementation beginning with student demographic, academic, and assessment data.	Yes	No
	Data dashboards and metrics will allow stakeholders to have instant access to data sets, provide overall trends and individual data points. It will assist in the effective implementation of equity-based MTSS in all schools.	Yes	No
	A phased approach to data warehouse implementation that includes a variety of data points for example: <ul style="list-style-type: none"> ● Attendance, Behavior, and Course Performance ● County's Supplemental Assessment Program Data ● State and National Assessment Data: ie: Benchmarks, ACT, etc. ● Graduation/GPA/Course Credits ● Teacher-assigned Grades ● EVAAS Predictions/ECAT's ● Universal Screeners Measures & Growth ● Disciplinary Infractions ● Assigned Consequences for Infractions ● Exceptional Student Information & Plans (EC/IEP/504) ● SST information and interventions ● SEL information ● 504 plans & information ● AIG/ESL 	Yes	No
	Desired components include: <ul style="list-style-type: none"> ● Automated data entry ● User interface that allows for quick and easy access of student, teacher, and school data ● Data disaggregation at district, school, teacher, and student levels ● Simple discernment of data trends at all levels and in a variety of forms to assist in the identification of academic needs, behavioral needs, and potential 	Yes	No



	<p>inequities</p> <ul style="list-style-type: none"> ● Support of increased time spent on the implementation of student interventions ● All data points necessary for deep data dives at a variety of levels, including district, school, classroom, and individual student 		
	Capabilities to disaggregate data according to CCS District Strategic Plan metrics are encouraged.	Yes	No
	Capabilities to disaggregate and generate multiple charts, graphs, exportable excel sheets, presentation form, etc. are asked to obtain concrete forms of data.	Yes	No
	The vendor will provide the ability to generate reports by specific periods and data sets-(monthly, a 3-year span, individual, # of absences, grade level, school-specific, etc.	Yes	No
	The vendor displays the ability to flag data according to district and state baselines to determine proficiencies, deficiencies, short and long-term goals.	Yes	No
	In the current environment, many requests for longitudinal information require technical resources to navigate and integrate data from the various data sets. With the integration of the data sets into a single warehouse, the district expects that it will be possible for end-users to use real-time ad hoc analysis and both real-time and batch reporting tools to obtain information for themselves and perform a variety of multi-dimensional and longitudinal analyses.	Yes	No
	Particular attention will be paid to ease of use for classroom and building-level educators. In addition, it should be possible for the districts' technical staff to create read-only queries and reports for use throughout the district. The system must work in conjunction with CCS's School Information System.	Yes	No
	The proposal should describe the custom reporting, dashboards, and analysis tools available with the proposed warehouse. The response must also describe how this reporting solution addresses FERPA requirements.	Yes	No
	<p>The proposed solution would additionally support the ability to create and manage performance plans with scheduling, notifications, progress monitoring measures, and reminders.</p> <ul style="list-style-type: none"> ● Plans would define tasks, the owner of each task, due dates, and any associated attachments/documents for each step. Plans could include IEPs, instructional interventions, educator evaluations, professional growth, SIP, operational project plans, etc. 	Yes	No
102	<u>Security and Security Administration</u>		



	<p>The proposed solution will incorporate security features which should include access controls; audit trails, etc. The solution must support encryption for data transfers and should have a hierarchical role-based permission structure to manage who can view and make changes to data.</p> <p>The proposed solution must allow remote access from outside the networks without compromising security.</p>	Yes	No
	<p>The proposer must provide an overview of the security controls provided in their solution, describe how their solution manages role-based security and how this will be integrated into the proposed single sign-on solution of the district.</p>	Yes	No
103	<u>Project Approach and Plan</u>		
	<p>The proposer will be responsible for the development and maintenance of the project task plan and schedule, based on the approach, methodology, and tools used successfully by the proposer in previous engagements. The proposer will be responsible for regular reporting of progress against the plan, recommending corrective actions to be taken in the event of unanticipated changes to the plan or schedule, and regular updates to the plan and schedule to accommodate any changes.</p>	Yes	No
	<p>To minimize cost and reduce risk, the district believes it is important for the successful proposer to use their methodology, applying it to the particular needs of CCS. The “how” of the project should, therefore, be provided by the proposer, using a proven methodology, approach, and work plan that the proposer has used successfully in other PreK-12 Warehouse implementations.</p>	Yes	No
104	<u>Knowledge Transfer</u>		
	<p>Knowledge transfer is a continuous process designed to enable the district to properly support the operation and continuous improvement of the warehouse without the support of external consultants. The proposer will be responsible for the development of a knowledge transfer plan for the project team. Through training, workshops, and mentoring relationships, the proposer will be responsible for educating the project team in the methodology, architecture, and design of the warehouse, and maintenance techniques.</p>	Yes	No
105	<u>Database Administration</u>		
	<p>The proposer will be responsible for assisting in the initial system, database and security set up. During the project, the proposer will be responsible for supporting district staff with administration during the project. This support will include analysis and recommendation for the installation of all interim and final configurations of the warehouse.</p>	Yes	No
106	<u>Technical Environment</u>		



	The proposed solution should be hosted and managed by the selected vendor and must be a web-based application. The proposal must provide a standard architectural framework of the network and hardware configuration. A diagram representing the major components and relationships of the solution, network capacity, considerations, and support of the proposed software components should be addressed.	Yes	No
	<p>The ad hoc analysis and reporting tools must support the development of an Early Warning System (EWS) that can be used to identify at-risk students based on threshold criteria established by the district.</p> <ul style="list-style-type: none"> ● The initial set of leading indicators will be based on attendance, behavior, and course completion with additional indicators anticipated in subsequent years. ● Ability to generate data from other CCS partner academic programs. Data integration of benchmarks, ECATs, supplemental data, universal screeners. ● The tools should provide drill-down analysis from district to school to grade to the classroom(s) to student(s). ● Thresholds must have the ability to roll up and be defined at various levels including: by the school, subject area, grade level, user-defined group, and the teacher. 	Yes	No
	Extensive reporting capabilities are expected and should include tables, charts, graphs, dashboards, and briefing books. The user interface must be easy to use and intuitive.	Yes	No
	Printer-friendly reports and query results from the data warehouse front-end business intelligence layer must be web-enabled (standard reports, ad-hoc reports, and role-based dashboards). Reporting outputs should support multiple output types – HTML, XML, PDF, CSV, etc. and provide compatibility with multiple browsers (Safari, Firefox, Internet Explorer and Chrome Browser).	Yes	No
	The district expects to be able to control access to data by stakeholder role. For example, a school administrator would be limited to information about students in his or her school(s).	Yes	No
	The proposal must itemize all standard reporting including report descriptions and formats to be delivered. This will only include a list of standard reports as defined by the proposer based on their experience. These reports should be outlined in response to this requirement in a table that lists and defines each report to be delivered.	Yes	No
107	<u>Data Requirements</u>		
	The proposer will work with the district to develop an inventory of the data to be included in the warehouse, identifying the mapping of source to target for each data element, along with a definition of each element and the frequency of update. Also, the proposer will develop a timeline for migration and update of the data during the project.	Yes	No



	The Districts request that the proposer includes in its response an approach, reviewing existing internal and external data sets and reporting requirements. Also, provide a recommended approach to migrating this data to the warehouse.	Yes	No
	The proposer must address how the district will participate in this process and project how many district staff will be needed, and for what timeframe.	Yes	No
108	<u>Data Quality and Standards</u>		
	Data standards are expressed as standard data definitions, code and value sets, business rules, and technical specifications. The district believes that adherence to existing data standards will increase data interoperability, portability, and comparability. The current quality assurance processes of the district are very time-consuming and labor-intensive.	Yes	No
109	<u>Assessment and Data Reports</u>		
	Predictability values are generated with each of the assessment benchmarks.	Yes	No
	The successful vendor shall provide CCS and selected technical advisors with a secure, password-protected web-based system to analyze the assessment processes and the resultant data and allow CCS access to and oversight of all aspects of online performance during the data collection windows. Access is needed to captured data after the data collection windows close. The vendor shall indicate how it proposes to do this.	Yes	No
	The reporting platform should provide the district the ability to disaggregate data for underserved student groups efficiently.	Yes	No
110	<u>Data Integration Capabilities</u>		
	The program must integrate data from the district Student Information System (SIS), Powerschool and other 3rd party applications, state databases, and assessments used by the district (ie. Successmaker, iStation, Educator’s Handbook, ABE, NCELI).	Yes	No
	Please list the progress monitoring tools and services of your data program.	Yes	No
	Includes the ability for teachers to collaborate and share customized assessments with colleagues.	Yes	No



200	Technical Requirements	
	Minimum Technical System Requirements that meet the client computing device standards	Yes No
201	<u>Windows PC Standards</u>	
	a. Operating System - Windows 10 Pro	Yes No
	b. Processor - Intel i5 or better	Yes No
	c. RAM - 8GB	Yes No
	d. Storage - 128 GB SSD (HDDs larger than 100 GB)	Yes No
202	<u>Chromebook/HP Standards</u>	
	The program must be fully compatible with district-used devices and should be in communication with our technology department on updates and changes.	Yes No
	Capability with various devices (Windows 10 laptops and GoogleChromebooks, HP Thinkpad, HP Devices) and fully function through the Chrome browser.	
	a. Operating System - Chrome OS (version 68 or higher)	Yes No
	b. Display - 11.6" Screen with 1024x768	Yes No
	c. Processor - 1.6 GHz Intel Celeron Processor or better	Yes No
	d. RAM - 4GB	Yes No
	e. Storage - 16GB SSD	Yes No
203	<u>Enterprise Technical Requirements</u>	



	a. Software/apps MUST NOT require Flash plugin	Yes	No
	b. HTML5	Yes	No
	c. Software must be compatible with multiple browsers. <i>The system must be compatible with the following, but not limited to:</i>	Yes	No
	Chrome	Yes	No
	Safari	Yes	No
	Internet Explorer (v.11)	Yes	No
	Microsoft Edge	Yes	No
	d. Software enterprise solution shall be externally hosted and managed by the vendor	Yes	No
	e. Hosting is within the Continental United States of America	Yes	No
300	<u>Data Integration</u>		
	a. The vendor will support the initial and ongoing data migration process.	Yes	No
	B. The vendor must appoint a data custodian to protect student and teacher confidentiality and security.	Yes	No
	c. In the event of a data breach, the vendor's data custodian shall report the incident to CCS no less than one (1) business day after the provider learns of such use or disclosure.	Yes	No
	d. The vendor must have an individual who is authorized to execute contracts sign our Data Security Agreements (DSA) (included in Attachments G and H).	Yes	No
	e. The vendor will supply an sFTP system for data exchanges, including but not limited to ingesting and exporting data.	Yes	No
	f. The solution should have Learning Tools Interoperability (LTI) capabilities.	Yes	No



	g. SAML version 2.0 for Single Sign-On (SSO) compatibility. Cumberland County Schools uses and prefers that the vendor integrate for data automation and rostering with the NC Ed Cloud, RapidIdentity by Identity Automation for SSO for teachers, administrators, and district personnel.	Yes	No
400	<u>Service Level Agreement (SLA)</u>		
	a. The solution's environment must be Family Education Rights and Privacy Act (FERPA) compliant.	Yes	No
	b. CCS requires that all data collected, analyzed, and/or disseminated by the solution remain the sole property of and for the exclusive use of Cumberland County Schools.	Yes	No
	c. The vendor will monitor the platform's performance and uptime. Reporting to the district-level staff of any outages.	Yes	No
	d. The SLA must include consequences for not meeting service level obligations (such as credit, reimbursement, or termination of contract).	Yes	No
	e. The vendor must include a Disaster Recovery plan.	Yes	No
900	<u>User Interface</u>		
	a. The system provides easy and intuitive navigation for CCS district staff, administrators, and teachers.	Yes	No
	b. Accessibility: <ul style="list-style-type: none"> ● Supports ADA compliance guidelines for websites and content ● UI colors, color contrast, background colors, ● Typography: Font size, font-weight, and the spacing between letters, words, and paragraphs. 	Yes	No



A. OFFICIAL BID PRICE SHEET

All payments to the contractor are dependent upon and subject to the availability of funds to Cumberland County Schools (CCS) for the purpose outlined in this agreement. No goods or services should be shipped or provided prior to issuance of an official purchase order to the vendor/contractor by CCS. CCS is NOT exempt from N.C. sales tax. Any applicable taxes shall be invoiced as a separate item.

Please provide the following in your price bid. Indicate your cost structure and price proposal:

1. Vendor's Price Proposal
2. Any add-on modules (not part of the base system) should be included, identified/described, including whether they are required.
3. Examples include item bank items, reporting modules, online assessment modules, etc.
4. Any add-on 3rd party products or license fees should be included and identified/described, including whether they are required.
5. Examples include but are not limited to database software, report development software, etc.
6. Training, support, or implementation costs should be included and identified and described, including whether they are required.
7. For each of the above, you must provide and include the cost for the first year and all subsequent years of the Term of the Contract. Please see the table below.



<i>Cumberland County Schools</i>	<i>Total Base product</i>	<i>Total Add On Module Fees</i>	<i>Total 3rd Party Product Fees</i>	<i>Training</i>	<i>Support</i>	<i>Implementatio n Costs</i>	<i>Other</i>
Year One							
Year Two							
Year Three-Five							
Grand Total for 5 Years							

B. ATTACHMENT: REFERENCES



Vendors shall provide at least three (3) references, for similar size and scope projects, for which comparable services and supplies have been provided. One (1) of these references must be a public school district in North Carolina.

Reference #1:

Name of School District		Contact Person Name	
School District Size (Number of Students)		Contact Person Title	
Annual Contract Value		Contact Person Telephone Number	
Contract Start Date		Contact Person Email Address	
Contract End Date			

Reference #2:

Name of School District		Contact Person Name	
School District Size (Number of Students)		Contact Person Title	
Annual Contract Value		Contact Person Telephone Number	
Contract Start Date		Contact Person Email Address	
Contract End Date			

C. ATTACHMENT: REFERENCES (Continued)

Reference #3:



Name of School District		Contact Person Name	
School District Size (Number of Students)		Contact Person Title	
Annual Contract Value		Contact Person Telephone Number	
Contract Start Date		Contact Person Email Address	
Contract End Date			



D. ATTACHMENT: RUBRIC FOR EVALUATION

Scoring of individual items within categories	Score	Response Descriptions
Excellent	5	Clearly states how requirements or criteria will be satisfied in a comprehensive manner with sufficient detail and specifics. (Overall, the quality, and organization of response to the specific item are excellent.)
Good	3	States how the majority of requirements or criteria will be satisfied but has a few unexplained gaps; missing details; and/or inconsistencies. (Overall, good response but could have been clearer compared to others.)
Unsatisfactory	2	States how the majority of requirement or criteria will be satisfied but has at least one of the following: a) significant unexplained gaps; b) missing major details, c) extraneous and unnecessary information; and/or 4) inconsistencies.
Poor	1	States that requirement or criteria will be met but provides little to no explanation explaining how. (Insufficient information provided to gauge the strength of the response relative to other responders.)
Non-responsive	0	No response was offered or the response does not address the question.





E. ATTACHMENT: VENDOR SCORECARD

Category / Criteria	Score Weight	Points Awarded
Platform costs and pricing are clearly explained in detail. Comparable costs to other vendors for same product functionality, usability, strategic contracting, value add, the total cost of ownership, and guarantee on agreements.	.30	
Product, Service Capabilities, and Relevance, Reports, Reporting Flexibility, Ease of Access, Customizable, Alignment to CCS's overall and specific requirements, Addresses most or all RFP components. Provides different data tiers, multiple examples of data sets, ease of access.	.30	
Vendor experience, support plan, online modules, documentation, database descriptions, pilot, trial accounts, oral presentations. Presents qualifications and experience demonstrating similar solutions to the district in size and scope.	.20	
Integration, implementation, and training plan. Demonstrates a thorough project plan with timelines for integration and fully implemented by deadlines.	.10	



Conformity to Technical Standards and Technical Fit to CCS computing Environment. Addresses hardware and tool requirements. Provides robust, customizable, adaptable solutions. Addresses full solution requirements.	.10	
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VI. Conditions and Terms

With your proposal, provide your price for your data program. This is an estimate and not a guarantee of the total contract. Should it become necessary, based upon budgetary limitations, CCS reserves the right to reduce or increase the desired data and number of users. It should be understood that CCS is not limited to the initial data needs and the number of users in any given year as goals and expectations are updated.

Bid Questions: Upon review of the RFP document, bidders may have questions to clarify or interpret the RFP to submit the best proposal possible. To accommodate the questions process, bidders shall submit any such questions in writing only to Priscilla Nance by **12:00 pm ET on May 10, 2021**

VII. Required Credentials

Bidder must provide detailed information about its credentials to include:

- Licensing status with the state of North Carolina and Board of Education
- Experience providing similar services for K-12 students and school districts
- Utilization of background checks for staff handling student data
- Biographical information for bidder/company and leadership team including credentials and experience implementing large-scale online curriculum materials.

Bidder authorizes CCS under N.C.G.S. §115-332 to conduct a background investigation and authorizes the release of information in connection with the same.

VIII. Invitation to Submit Proposal

Cumberland County School District requests the submission of technical and cost proposals from all interested parties. Proposals will be accepted for a districtwide data dashboard system that provides specific data sets, reports, graphs, and adheres to the needs of CCS for all students, schools, and the district that allows instant access to needed data. Proposals submitted shall be evaluated by a committee that includes district associate superintendents, executive district instructional leadership, district, and school-based administrators, teachers, and community members. All proposals must adhere to the sealed bid to be considered.



IX. Insurance:

Bidder must provide evidence of insurance for the following coverage and limits. Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 05 09 or 25 04 05 09) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, covering hired, (Code 8) and non-owned autos (Code 9), with a limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers’ Compensation: as required by the State of North Carolina, with Statutory Limits, and Employer’s Liability Insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. Professional Liability (Errors and Omissions): Insurance appropriate to the Contractor’s profession, with a limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.
5. Sexual Abuse and Molestation Liability: Limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate. If claims are made, retro dates should be provided.

Cumberland County BOE should be listed as additional insured under the General Liability, Professional Liability, and Sexual Abuse and Molestation Liability policies.

X. Federal Uniform Guidance:



The source of funds for this purchase shall include federal grants. Therefore, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable): Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2CFR § 200.324). The federal government is not a party to this contract



XI. GENERAL CONTRACT TERMS AND CONDITIONS

1. **Availability of Funds:** Any and all payments to the contractor are dependent upon and subject to the availability of funds to Cumberland County Schools (CCS) for the purpose set forth in this agreement. No goods or services should be shipped or provided prior to issuance of an official Purchase Order to the vendor/contractor by CCS.

2. **Taxes:** CCS is NOT exempt from N.C. sales tax. Any applicable taxes shall be invoiced as a separate item. By execution of the bid document, the vendor certifies that it and all of its affiliates, (if it has affiliates); collect the appropriate taxes.

3. **Situs:** The place of this contract, its situs, and forum, shall be North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation, and enforcement shall be determined.

4. **Governing Laws:** This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina.

5. **Inspection at Contractor's Site:** CCS reserves the right to inspect, at a reasonable time, the equipment/item, plant, or other facilities of a prospective contractor prior to contract award, and during the contract term as necessary for CCS' determination that such equipment/item, plants or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the contract.

6. **Payment Terms:** Payment terms are Net 30 days after receipt of correct invoice or acceptance of goods, whichever is later.

7. **Affirmative Action:** The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex national origin or disability.

8. **Standards:** All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate state inspector which customarily requires the label or re-examination listing or identification markings of the appropriate safety standard organization; such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and/or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas-operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.

9. **Condition and Packaging:** Unless otherwise provided by special terms and conditions or specifications, it is understood and agreed that any item offered or shipped has



not been sold or used for any purpose and shall be in the first-class condition. All containers/packaging shall be suitable for handling, storage, or shipment.

10. Patent: The contractor shall hold and save the CCS, its officers, agents, and employees, harmless from liability of any kind, including costs and expenses, on account of any copyrighted material, patented or unpatented invention, articles, device, or appliance manufactured or used in the performance of this contract, including use by the government.

11. Assignment: No assignment of the contractor's obligations nor the contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority and solely as a convenience to the contractor, CCS may:

- a. Forward the contractor's payment check directly to any person or entity designated by the contractor and;
- b. Include any person or entity designated by the contractor as a joint payee on the contractor's payment check.

In no event shall such approval and action obligate the Cumberland County Board of Education / Cumberland County Schools to anyone other than the contractor and the contractor shall remain responsible for fulfillment of all contract obligations.

12. Iran Divestment Act and Divestment from Companies Boycotting Israel: No contract may be entered into with a restricted company as listed by the State Treasurer in accordance with N.C.G.S. Chapter 147, Articles 6E or 6G, except as permitted by those laws. By entering into this contract ("Contract") and providing materials, equipment, or services described in the Contract (the "Work"), Contractor acknowledges and represents that it is not a restricted company as defined in N.C.G.S. Chapter 147, Articles 6E or 6G.

13. Lunsford Act: Contractor acknowledges that N.C.G.S. 14-208.18 prohibits anyone required to register as a sex offender from knowingly being present upon the premises of any school, and Contractor shall ensure that neither Contractor, its subcontractors, nor its suppliers shall allow any person registered as a sex offender to come on or about the premises of any subject school in any manner or for any reason related to the Work or the Contract.

14. E-verify: Contractor shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

15. Policy Compliance: Contractor, its subcontractors, and suppliers shall comply with all Board policies relating to visitors in the schools while engaged in the Work.

16. Electronic Procurement: (Applies to all contracts that include e-procurement and are identified as such in the body of the solicitation document): The successful bidder(s) shall pay a transaction fee of 1.75% (.0175) on the total dollar amount (excluding sales taxes) of each purchase order issued through the statewide E-Procurement service.



XII. Timeline

Date	Action Steps
April 29	RFP posted to the District Website and sent to identified vendors. Proposals must be mailed. See above for mailing details.
May 10	All inquiries regarding the RFP are due by 12:00 pm via email to Priscilla Nance.
May 14	All District responses to questions will be available by 4:00 pm .
May 17	Written Proposals are due by 12:00 PM .
May 17	Finalists are notified after receipt between May 17-20 and may be invited to present materials and samples to a task force.
May 19-May 20	Possible Finalist Presentations Selected finalists are requested to complete a brief online presentation as part of the finalist selection. We would like to see not only the solution but how the professional development would be presented to teachers.