Request for Proposal ("RFP")
STUDENT EDUCATION PLAN SYSTEM

Post Date: February 7, 2020
Responses Due: February 21, 2020

RFP Number (#) 2020DSSEDPLAN001

This institution is an equal opportunity provider.

CPS is committed to diversity and inclusion across all aspects of our organization.
1. Introduction and Background
The Cincinnati City School District, also known as Cincinnati Public Schools (hereinafter also referred to as “CPS”), serves about thirty-six thousand (36,000) students in over sixty (60) schools spread across a ninety-one (91) square mile district in southwest Ohio. CPS is greater Cincinnati’s largest school district and Ohio's third largest.

CPS ranks among the top two (2) percent of Ohio districts for students’ learning growth and offers families high-quality school choices and academic programs.

The district’s innovative approach to education, its investment in effective and caring teachers, vast array of collaborative partnerships, and My Tomorrow has transformed our classrooms into highly engaging learning environment have accelerated school performance to the highest level in decades – ensuring that students in preschool to 12th grade thrive and graduate prepared for successful lives in the 21st century.

1.1 Schedule
The following schedule is tentative and represents our intentions the day this document was published. The higher priority of the district issues or activities could possibly affect the schedule. All vendors must follow this schedule. Unless otherwise noted, the deadline for each item is 12 noon Eastern Standard Time.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description of Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/7/2020</td>
<td></td>
<td>Post the RFP on the Cincinnati Public Schools’ Website</td>
</tr>
<tr>
<td>2/12/2020</td>
<td></td>
<td>Deadline for submission of vendor questions. Questions must be submitted via email to <a href="mailto:hallmar@cpsboe.k12.oh.us">hallmar@cpsboe.k12.oh.us</a> (Questions will not be addressed over the phone)</td>
</tr>
<tr>
<td>2/14/2020</td>
<td>4:00 pm</td>
<td>Response Posted to Bidder’s questions to the Cincinnati Public Schools’ website</td>
</tr>
<tr>
<td>2/21/2020</td>
<td></td>
<td>RFP response submission deadline (This RFP will not be read at a public opening)</td>
</tr>
<tr>
<td>4/1/2020</td>
<td></td>
<td>RFP Award and Board Approval</td>
</tr>
<tr>
<td>4/2/2020</td>
<td></td>
<td>RFP Award and Notification</td>
</tr>
<tr>
<td>4/2/2020</td>
<td></td>
<td>Contract effective Month date, year</td>
</tr>
</tbody>
</table>

1.2 RFP Attachments; all attachments must be completed and submitted with proposal
A. Attachment A; Contract Performance
B. Attachment B; Technical and Functional Requirements
C. Attachment C; Additional Requirements
D. Attachment D; Cost Summary
E. Attachment E; Student Education Deliverables
F. Attachment F; Vendor Information Form
G. Attachment G; District Contract Terms and Conditions
1.3 RFP Questions
Questions or request for clarification of this Request for Proposal must be submitted in writing no later than the date and listed in the Schedule 1.1 section of this RFP. CPS reserves the right to decline to respond to any question.

1.4 RFP Addenda
In the event that CPS makes modifications, clarifications, or additions to the Request for Proposal ("RFP"), information will be made available and posted to the CPS website/trade publication.

1.5 Proposal Acceptance
CPS reserves the right to accept or reject any or all proposals, or any part thereof, and to waive any formalities.

A. CPS reserves the right not to accept the lowest priced proposal. Proposals that do not comply with the requirements stated within this RFP are subject to disqualification. Any proposal received after the deadline for receipt of proposal date shall not be considered and shall be returned unopened. The proposing vendor bears the risk of delays in delivery and any costs for returned proposals. The contents of any proposal shall not be disclosed as to be made available to competing entities during the negotiation process.

B. Upon receipt of vendor proposals, each vendor shall be presumed to be thoroughly familiar with all specifications and requirements of this RFP. The failure or omission to examine any form, instrument or document shall in no way relieve vendors from any obligation in respect to this RFP.

C. CPS reserves the right to request additional information from vendors after the RFP deadline, should such action be in the best interest of CPS.

D. Following the deadline for RFP submittals: CPS, its Board, its employees, its agents, its representatives and its attorneys reserve the right to have further discussions related to price and services provided with any prospective vendor during the review process. CPS, its Board, employees, agents, representatives, and attorneys reserve the right to conduct these discussions with one or more respondents in order to arrive at a final selection.

E. If Vendor has operations (production, sales, administrative) physically located within the CPS district boundaries, the vendor should develop procurement and contracting strategies aimed at supporting the district’s Supplier Diversity Development Program. Strategies shall include sourcing methods, goals, reporting, and efforts to encourage
local, small disadvantaged and minority business partnerships. Vendor shall use its best efforts to use such Business Enterprises.

F. All proposals and all supporting documentation submitted with the proposals shall become the property of CPS and will not be returned.

G. All proposals and supporting proposal documents become public information after award or rejection of all proposals and are available for inspection by the general public.

H. Responses to this RFP may be incorporated into the resulting contract at the discretion of CPS.

I. The respondent expressly understands that any data stored on any computer system owned by CPS shall remain the sole and exclusive property of CPS.

J. Expenses incurred by vendor in developing a response to this RFP are entirely the responsibility of the vendor and may not be charged to CPS. Respondent shall make no public statement, explicitly or implicitly, indicating a vendor or potential vendor relationship with CPS unless agreed upon in writing by CPS.

K. This RFP may be awarded to a single vendor or multiple vendors in order to meet the service requirements of this RFP.

1.6 Proposal Evaluation

The Cincinnati Public Schools will consider the following criteria in evaluating proposals:

<table>
<thead>
<tr>
<th>Weight Factor</th>
<th>Evaluation Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>70</td>
<td>Ability to satisfy the requirements stated if RFP</td>
</tr>
<tr>
<td>10</td>
<td>Demonstrate experience and ability to assist with the management and execution of services</td>
</tr>
<tr>
<td>5</td>
<td>Local Business Enterprise Initiative participation (per Board Policy 6320.03 and 6320.01*)</td>
</tr>
<tr>
<td>5</td>
<td>Price/Benefit analysis</td>
</tr>
<tr>
<td>5</td>
<td>Reliability and/or past performance</td>
</tr>
<tr>
<td>5</td>
<td>Response to the CPS special conditions and attachments</td>
</tr>
</tbody>
</table>

1.7 RFP Responses
A. Please provide six (6) hard copies of your response, and one (1) electronic copy (in MS Word format or PDF format) on a flash drive of your response to the RFP. Hard copies must be on 8 ½ x 11 paper, single-sided, three-hole punched and unbound.

B. CPS requires a uniform proposal format to make our evaluation as efficient and as fair as possible. Respondents must respond to ALL items provided in this RFP. All questions concerning the submission of this RFP shall be directed to David Rineair at rineaid@cpsboe.k12.oh.us

C. Submit a cover letter on your letterhead, signed by the responsible official in your organization, certifying the accuracy of the information in the response, and that the proposal will remain valid for 90 days from the proposal due date.

D. Proposals must be mailed or hand-delivered to the following address by Noon, February 21, 2020:

CPS - Education Center  
2651 Burnet Avenue  
Cincinnati, Ohio 45219-2551  
Purchasing Dept., 3rd Floor  
Attention: David Rineair  
Vendor Name: _____________________  
Title of RFP (RFP #): 2020DSSEDPLAN001

E. Unnecessarily elaborate responses that do not adequately address the RFP are not desired. Elaborate brochures are not desired. Reproduced copies of standard manuals may not be substituted for the specific responses requested. Emphasis should be on completeness and clarity of the proposal. Failure to comply with the format guidelines may be considered indicative of the respondent’s unwillingness to support customer needs: Those who do not respond in keeping with the format guidelines may be omitted from the evaluation process at the discretion of CPS.

2. Statement of Work

2.1 Background
CPS is searching for a comprehensive, integrated, full-featured system designed using a web-based architecture. The application must be able to fully interface with our current Student Information System (SIS), PowerSchool, or any other SIS used in Ohio, via API (Application Programming Interface). The new application and all functionality must be ready for production for the 2020-2021 school year with a go live date of August 1, 2020. Along with the
information provided in Section 1, please note the following: Approximately five-hundred (500) students attend one of fifteen (15) “satellite schools”, which are facilities that provide specialized services for students with diverse learning needs. The present student education plan system is EdPlan through Public Consulting Group, a third party web-based solution. There are approximately eight-hundred and fifty (850) staff members using the current system.

2.2 Scope
CPS is looking for a vendor who can provide a software system that meets the technical and functional requirements listed below, in addition to completing the implementation of data migration, project management, and training services. The awarded vendor will have project management responsibility for the entire project. They will be the sole point of contact/responsibility for CPS.

2.3 Objectives
Vendors should provide pricing for the Student Education Plan component to support students with disabilities (ETRs, IEPs, and Service Plans), gifted, LEP/ESL, WEPs, WAPs, etc. Although the preference is to purchase all components and functionality from the same vendor, Cincinnati Public Schools may choose to purchase ONLY the student education plan component OR the Medicaid component from the bids submitted. Vendors should take this into consideration when submitting pricing.

2.4 Place of Performance
The Cincinnati City School District serves about thirty-six thousand (36,000) students in over sixty (60) schools spread across a ninety-one (91) square mile district in Southwest Ohio. CPS is greater Cincinnati’s largest school district and Ohio’s third largest. Approximately five-hundred (500) students attend one of fifteen (15) “satellite schools”, which are facilities that provide specialized services for students with diverse learning needs. Also, approximately six thousand eight hundred (6,800) students are enrolled in forty-seven (47) nonpublic schools within the CPS boundary.

2.5 Period of Performance/Timeline
The expectation is for the system to be fully implemented and functioning for the 2020-2021 school year; with a go live date of August 1, 2020. Contract effective April 2, 2020 through June 30, 2023, with two, one-year options to renew (renewal options effective July 1, 2023 – June 30, 2024 and July 1, 2024 – June 30, 2025).

3. Award Information
3.1 Shall Respondent be awarded the RFP:
A. The final award of a contract is subject to approval by the Cincinnati City School District’s Board of Education. The District has the sole right to select the successful vendor(s), to reject any proposal as unsatisfactory or non-responsive, to award a contract to other that the lowest priced proposal, to award multiple contracts, or not to award a contract, as a result of this RFP.

B. Notice in writing to a vendor of the acceptance of its proposal by the District and the subsequent full execution of a written contract will constitute a contract.

C. Respondent acknowledges and agrees to the requirements in any and all Exhibits, Attachments, and Policies to this RFP. If there are any Exhibits, Attachments, and Policies that Respondent is not willing to comply with or does not have the capability to accept or agree to, please address in the response to this RFP. Failure to specify any concerns, disagreements, and/or issues with any and all Exhibits, Attachments, and Policies to this RFP shall be deemed as an acceptance of the Exhibits, Attachments, and Policies by Respondent.

D. Respondent acknowledges and agrees to the District policies, which may be found online at: https://community.cps-k12.org/sites/boardpolicies/default.aspx

E. Respondent acknowledges and agrees to submit invoices no later than sixty (60) days after completion of Services. If Services are provided in separate milestones and/or Deliverables, Respondent agrees to submit invoices no later than sixty (60) days after completion of each milestone and/or Deliverable. Payment terms are Net 30 after receipt of a valid and verifiable invoice. CPS reserves the right to conduct a Supplier Performance Review if Invoices are submitted more than sixty (60) days after completion of Services.

F. Respondent will be required to conduct criminal background checks on all employees who will be working on school property and will not permit any employee to enter the premises of CPS who has been convicted of any offense listed in Ohio Revised Code §3319.39(B)(1). Respondent must provide written certification that no employee who enters CPS property has been convicted of, or pled guilty to, an offense listed in Ohio Revised Code §3319.39. All employees who work directly with students must provide a background check.

G. Should Respondent receive an award from CPS, Respondent acknowledges and agrees to the terms and conditions in Attachment G, CPS’ Contract Terms and Conditions. If there are any terms and conditions that Respondent is not willing or unable to comply with or does not have the capability to accept or agree to, please address in the response to this RFP.
H. Respondent acknowledges and agrees to the conditions in **Exhibit A**, Resolution on Equal and Fair Opportunity in Contract Employment and Business Opportunities.

I. Respondent acknowledges and agrees to the conditions in **Exhibit B**, Provisional Contractor Employment Goals.

J. Respondent acknowledges and agrees to the conditions in **Exhibit C**, Provisional Annual Contract Benchmarks in Construction for Economically Disadvantaged and Small Business Enterprises.

K. Respondent acknowledges that CPS is subject to the Ohio Public Records Act.

L. Respondent shall be responsible for identifying its employees who are participants in the School Employees Retirement System ("**SERS**") and/or School Teachers Retirement System ("**STRS**"). Respondent shall be responsible for withholding and paying all SERS/STRS contributions, including both the employees’ and employers’ contributions, and all surcharges.
Exhibit A

RESOLUTION ON EQUAL AND FAIR OPPORTUNITY
IN CONTRACT EMPLOYMENT AND BUSINESS OPPORTUNITIES
Revised June 28, 2004

WHEREAS, the Board of Education of Cincinnati City School District desires to provide all citizens or lawfully admitted permanent residents equal and fair opportunities to participate on a level playing field in employment and development opportunities sponsored by the Cincinnati City School District, including the Facilities Master Plan to rebuild or renovate all schools over the next ten years; and

WHEREAS, discrimination based on race, color, gender, national origin, and other factors as referenced in “Equal Employment Opportunity and Affirmative Action Policy” (4001) is prohibited by various federal and state laws, and by policy of the Cincinnati City School District Board of Education; and

WHEREAS, Cincinnati City School District recognizes its obligation concerning its employment and contracting practices, and the employment and contracting practices of its contractors and their subcontractors, to ensure that applicants, employees, bidders, and contractors are not discriminated against on the basis of race, color, gender, national origin, and other factors; and

WHEREAS, Cincinnati City School District wishes to ensure that its contractors and their subcontractors recruit, train, hire and promote all personnel in an equitable fashion and that economically disadvantaged and small business enterprises are afforded an equitable opportunity to share in all forms of contract opportunities;

NOW THEREFORE BE IT RESOLVED, That Cincinnati City School District shall encourage all of its contractors and their subcontractors to embrace goals shown in Exhibit A, to take affirmative action to achieve and maintain levels of minority and female employment, reasonably attainable by means of applying good faith efforts, subject to administrative updates annually or more frequently based on factual availability determinations; and

FURTHER BE IT RESOLVED, That Cincinnati City School District shall assure that economically disadvantaged and small business enterprises have the maximum practicable opportunity to participate in construction contracting opportunities by establishing provisional benchmarks for their participation, as shown in Exhibit B, reasonably attainable by means of applying good faith efforts, subject to administrative updates annually or more frequently based on factual
availability determinations and that every effort will be made to attain the highest percentage of the ranges; and

FURTHER BE IT RESOLVED, That Cincinnati City School District shall utilize relevant and factual data to determine the availability of economically disadvantaged and small business enterprises and minority and female employees in our relevant geographic area versus our utilization levels; and

BE IT FINALLY RESOLVED, That the Cincinnati Board of Education directs the Superintendent and the Treasurer, in conjunction with the Supplier Diversity Office, to administer the implementation of this resolution in accordance with the Cincinnati City School District’s Equal Opportunity Program.
**Exhibit B**

*To the Cincinnati Public Schools*

**Resolution on Equal and Fair Opportunity**

**In Contract Employment and Business Opportunities**

**Provisional Contractor Employment Goals**

**for Minorities and Women***

<table>
<thead>
<tr>
<th>Trade</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Construction Trades</td>
<td>20 percent, based on Board Resolution April 28, 2003 to be reasonably attained by means of applying good faith efforts.</td>
</tr>
<tr>
<td>All Other Occupations</td>
<td>Targets, to be determined by CPS administration, reasonably attainable by means of applying good faith efforts.</td>
</tr>
</tbody>
</table>

*Note: The Cincinnati City School District will update the above goals periodically, based on factual availability determinations. These employment goals will be used as a partial basis in determining Bidder’s responsibility, except that the failure of Bidder to comply with this requirement shall not be the sole basis of the rejection of a Bidder as not responsible.*

Construction trade categories include the following: Asbestos workers, boilermakers, carpenters, elevator construction, floor layers, glaziers, lathers, marble, tile & terrazzo workers & helpers, millwrights, operating engineers, painters, pipe fitters, plasterers, plumbers, sheet metal workers, other trades.
Exhibit C

To the Cincinnati Public Schools
Resolution on Equal and Fair Opportunity
In Contract Employment and Business Opportunities

Provisional Annual Contract Benchmarks in Construction for Economically Disadvantaged and Small Business Enterprises

<table>
<thead>
<tr>
<th>Business Category</th>
<th>Goal/Benchmark Ranges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economically Disadvantaged and Small Business Enterprise</td>
<td>25-30 percent</td>
</tr>
<tr>
<td>Minority Business Enterprises</td>
<td>20-25 percent</td>
</tr>
<tr>
<td>Women Business Enterprises</td>
<td>4-9 percent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Category</th>
<th>Contracts Valued Less Than $25K</th>
<th>Contracts Valued More than $25K</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
<td>50%</td>
<td>30%</td>
</tr>
<tr>
<td>Goods and Services</td>
<td>50%</td>
<td>30%</td>
</tr>
<tr>
<td>Nonprofessional Services</td>
<td>50%</td>
<td>30%</td>
</tr>
</tbody>
</table>

The Cincinnati City School District will update the above goals periodically, based on factual availability determinations.

Note: Cincinnati City School District relies on the SBA definition of socially and economically disadvantaged business. Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias within American society because of their identities as members of groups and without regard to their individual qualities. Please see 13 CFR 124,103 for further definition.

Note: Cincinnati City School District will attempt to achieve these goals at both the prime and subcontractor level. Cincinnati City School District will utilize good faith efforts to evaluate the activity of Cincinnati City School District procurement agents and prime contractors. Evidence of good faith efforts is outlined below:
A. The purchasing agent or contractor has attended any pre-bid conference which was
scheduled for this project.

B. The purchasing agent or contractor selected portions of the work which are
commercially feasible and which reasonably could be expected to be performed by
SMWBs in order to increase the likelihood of meeting the SMWB goals, (i.e., breaking
contracts into economically feasible units to facilitate SMWB participation).

C. The purchasing agent or contractor has advertised in general circulation, trade
associations, and minority and women owned business-focused media concerning the
prime and subcontracting opportunities.

D. The purchasing agent or contractor provided written, timely notice to a reasonable
number of identified SMWBs that their interest in this contract was being solicited.

E. The purchasing agent or contractor provided interested SMWBs with adequate
information about plans, specifications and requirements of the contract opportunity in
a timely manner.

F. The purchasing agent or contractor has followed up the initial solicitations of interest by
contacting SMWBs to determine with certainty whether the SMWBs were interested in
providing a quote, bid or proposal, to associate with contractor either as a joint venture
partner or similar business associations, sub-consultant or subcontractor to provide
goods and services needed by Cincinnati Public Schools.

G. The purchasing agent or contractor negotiated in good faith with interested SMWBs and
did not reject SMWBs as unqualified without sound reasons, based on thorough
exploration of SMWB capabilities.

H. The purchasing agent or contractor made efforts to assist interested SMWBs in
obtaining bonding, lines of credit, or insurance required by Cincinnati City School District
or the contractor.

I. The purchasing agent or contractor has effectively used the services of the available
minority and women’s community organizations; SMWB contractors’ groups; local,
state, and federal MFBI assistance offices; and other organizations that provide
assistance in recruitment and placement of SMWBs.
J. The purchasing agent or contractor has effectively used the services of SMWBs in the past.