REQUEST FOR PROPOSALS

Student Academic and Non-Academic Tracking System

Request for Proposals Issued: August 19, 2022

Deadline for Submittal of Proposals: September 6, 2022, 5:00 pm

# I. INSTRUCTIONS

LaunchNW is seeking proposals from qualified consulting firms to assist in replicating Spokane Public Schools Early Warning System and Intervention tracking system (also known as the MTSS Team Dashboard) by building a dedicated platform in a cloud environment to be hosted by Spokane Public Schools in service of neighboring districts and by enhancing user functionality.

Interested firms are invited to submit one original signed proposal and one (1) separate digital copy in PDF format. The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than September 6th, 2022, at 5:00 pm to the following address: 421 W Riverside Ave., Ste. 606, Spokane, WA 99201

This Request for Proposals (RFP) does not commit LaunchNW to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. LaunchNW reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this RFP. LaunchNW further reserves the right to accept the proposal that it considers to be in the best interest of LaunchNW.

All requirements must be addressed in your proposal. Incomplete proposals will not be considered. All proposals, whether selected or rejected, shall become the property of LaunchNW. Firms are responsible for checking the website periodically for any updates or revisions to the RFP.

Requests for Information

Questions related to this RFP should be submitted in writing to Jeff Lenberger (jlenberger@innovia.org) no later than August 24th, 2022, at 5:00pm.

# II. BACKGROUND

LaunchNW, incubated by and born out of the strategic framework of Innovia Foundation, is a community and economic vitality initiative which spans 20 counties in Eastern Washington and North Idaho, impacting 102 school districts, nearly 150,000 students and over one million residents. A supported promise scholarship serves as an incentive and change agent to transform the trajectory of our communities. LaunchNW coordinates holistic, wraparound services and supports to break down the barriers to high school completion and post-high school career pursuit.

# III. SCOPE OF WORK

LaunchNW is seeking to research and implement a solution that replicates Spokane Public Schools Early Warning System and Intervention tracking system (also known as the MTSS Team Dashboard) for other districts to benefit from data insights and tracking mechanisms and is looking for collaboration and assistance from qualified firms who can satisfactorily provide the following:

- Demonstrated experience building site-based customized intervention tracking systems
- Demonstrated experience problem solving student information system limitations for data transfers
- Demonstrated experience building an Academic Early Warning System (EWS)
- Demonstrated experience with PowerSchool & Skyward student information systems
- Demonstrated experience integrating Early Warning data with intervention tracking systems
- Expertise with aggregating academic data from multiple sources
- Expertise with building secure and highly governed web applications
- Expertise in deploying secure and highly governed cloud resources

- Demonstrated experience training staff and support staff on educational uses and technical support requirements

**Detail Specification and Requirements**

LaunchNW is seeking to implement a custom tool, similar to Spokane Public School's MTSS Team Dashboard, for partnering Spokane County districts to participate in proactive academic tracking of early warning indicators from multiple measures (Attendance, Behaviors, Course Grades, Social-Emotional, Health and Wellness indicators). In addition to tracking academic indicators, this tool must be able to collect interventions, actions, school-designed activities for tracking improvements and school actions in order to support students.

LaunchNW requires the entire platform to be deployed and hosted by Spokane Public Schools and managed and controlled by LaunchNW as a hub for Spokane County partnering districts.

Data integrations from each partnering district must be secure and set up on a per district basis using methods that have minimal impact to each district's technical staff and resources, utilizing ESD 101 where necessary.

Partnering districts must have a mechanism to opt-out and remove/destroy any transferred data from prior engagements with Spokane Public Schools in any partnership.

This tool must be a secure web-based platform integrated with each partnering district's student information system. The web-based tool must be secure by either complying with leading industry standards for data/password encryption or use external authentication systems already in use (and secured) by each partnering district.

Data reporting for each district, as well as holistically for Spokane County partnering districts, is required for LaunchNW to measure efficacy of its goals and initiatives.

LaunchNW is also seeking educational training on the use of academic monitoring systems and intervention tracking as well as any technical training for identified individuals from partnering districts, Spokane Public Schools and ESD 101.

# IV. CONTENTS FOR PROPOSALS

For proposals to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both the respondent's qualifications and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits, is important in the proposal. The proposal shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with LaunchNW requirements. Failure to provide all requested information or deviation from the required format may result in disqualification. Restate each item prior to addressing said item.

**A. Submittal Letter**

Include the RFP's title and submittal due date, the name, address, fax number and telephone number of the responding firm. Include a contact person and corresponding email address. The letter shall state that the proposal shall be valid for a 30-day period and that the staff proposed is available immediately to work on this project. The person authorized by the firm to negotiate a contract with LaunchNW shall sign the cover letter.

**B. Description of Firm**

This section should provide information regarding the size, location, nature of work performed, years in business and the approach that will be used in meeting the needs of LaunchNW.

**C. Organizational Structure**

Describe your firm's organizational structure. Supply the names of the professionals who will be responsible for this project. Please provide brief resumes for these individuals.

**D. References and Description of Experience**

This section should identify similar projects that the firm has completed as outlined in the RFP. Use this section to indicate the areas of expertise of your firm and how the firm's expertise will enable LaunchNW to benefit from that expertise.

**E. Project Overview**

This section should clearly convey the consultant's understanding of the nature of the work related to student academic performance and the general approach the consultant will use to complete the project. This section should include, but not be limited to, a discussion of the organization of the project and a summary of the proposed approach.

**F. Detailed Work Plan**

This section of the RFP should include a full description of each step your firm would follow in completing the project. The work description should be in sufficient detail to show a clear understanding of the work and proposed approach. This section should also include a description of the format, content and level of detail that can be expected for each deliverable. A schedule showing the important milestones should also be included.

**G. Cost Proposal**

This section must provide a full description of the expected expenditures for the work described in this RFP. The cost proposal must include all consultant fees, preparation of deliverables, travel expenses, printing, etc.

## V. SELECTION CRITERIA

Consulting firms submitting proposals are advised that all proposals will be evaluated to determine the firm deemed most qualified to meet the needs of LaunchNW. The selection criteria will include, but not be limited to, the items listed below:

A. Demonstrated understanding and responsiveness to the RFP.

B. Proposals and experience of firm and personnel named in the proposal.

C. Experience in assisting school districts in implementing custom data warehouses for the purpose of tracking academic and non-academic data over the course of the year with interventions tracking mechanisms included.

E. Project understanding and approach including an understanding of LaunchNW.

F. Satisfaction of previous clients. Provide three (3) references that reflect similar demographics and student performance and are similar to the work contemplated in this RFP. Include the scope of work for each reference.

G. Oral interview.

H. Completeness and quality of the proposal.

I. Cost proposal.

# VI. PROCESS FOR SELECTING FIRM

A Selection Advisory Committee will select and rank in the order of their qualifications those companies deemed to be the most highly qualified to perform the required work.

The Selection Advisory Committee may choose to interview any, all or none of the respondents as may be in the best interest of LaunchNW. If interviews are held, the chairpersons will notify those companies selected as to the place, date and time. LaunchNW will make investigations as necessary regarding the financial stability of any or all respondents and may require review by LaunchNW's legal counsel. The names of all firms submitting proposals and the names, if any, selected for interview shall be public information. After award, final ranking, committee comments and evaluation scores, the contents of all proposals become public information. Firms that have not been selected shall be so notified in writing after the conclusion of the selection process.

Schedule for Submission & Evaluation Process

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| RFP distributed to vendors | August 19, 2022 |
| Deadline for RFP questions | August 24, 2022 |
| Deadline for RFP response to questions | August 26, 2022 |
| Proposals due | August 29, 2022 |
| Evaluation committee review | August 31, 2022 |
| Negotiate contract/provider signed contract | September 5, 2022 |
| Contract fully executed | September 5, 2022 |
| Anticipated earliest begin date | To be determined |

Late bids will be returned to the bidder unopened.

# VII. Award

**Evaluation of Bid Proposals**

Proposals will be evaluated based on the degree to which the proposed solution meets or exceeds the stated requirements, the perceived maintainability and supportability of the proposed solution, the acquisition cost of the proposed solution, recurring costs associated with the proposed solution, other capabilities provided by the proposed solution not addressed in this RFP, the delivery and implementation timeframe of the proposed solution, reputation of the vendor, products included in the proposed solution and LaunchNW experience with the vendor.

The order of the criteria listed is of no consequence. The weight to which each criterion is considered at the sole discretion of LaunchNW will be based on the following: Cost, Security, Sustainability, Purchasing Power and Technology.

**Award of Contract**

The award of the Contract will be made to the responsive Bidder whose bid conforms, as specified in this document, and that is most advantageous to LaunchNW price and other factors being considered. LaunchNW reserves the right to reject any and all bids or part thereof and waive any irregularities.

**Timeline to Start Work**

Start time to begin the work shall be determined after LaunchNW Approval.