

# Student Information System Transition and Implementation

Amani Public Charter School  
60 South 3<sup>rd</sup> Avenue  
Mount Vernon, NY 10550

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## Introduction

Amani Public Charter School (APCS) has operated in Mount Vernon, New York since 2011 with the mission to provide 100% of Mount Vernon students who attend the school from 5<sup>th</sup> through 8<sup>th</sup> grade with the academic and critical thinking skills necessary to succeed in competitive high school programs, college, and the career of their choice. To that end APCS is evaluating potential student information systems in an effort to ensure that the system we use best supports our student and staff in accomplishing our mission.

## Project Goal

The goal is to select the student information system that will most easily accomplish the functions of the school currently and to introduce additional options to help us improve our record keeping, communication, and self-evaluation capabilities.

We are seeking a student information system which contains the following key elements:

1. Record Student Information for approximately 380 students per year and maintain records of students in previous school years – records include but not limited to:
  - a. Student Demographic Information
  - b. Parent Demographic and Contact Information
  - c. Student Program Participation
  - d. Student Disciplinary and Behavioral Information
  - e. Student Health Information
2. External Reporting Requirements
  - a. Create extracts for loading to Level 0 for New York State Reporting
  - b. Create reports of information to be reported to New York State or other authorities through IRS Portal and other New York State Reporting pathways, including but not limited to; Dignity for all Students Act required reporting, VADIR reporting, CRDC reporting, and BEDS reporting.

3. Internal Reporting
  - a. Staff users must be able to easily access reports on all data recorded in the system.
  - b. Staff users should be able to customize reports by time period desired to be viewed or subgroup of students.
4. Accessibility
  - a. Parents, Students, and Staff should be able to access and utilize the system on a computer, tablet, and mobile phone on platforms or applications optimized for each.
  - b. All users should have an intuitive and easy to operate platform to access the system.
5. Communication
  - a. Email to all parent and/or staff, and/or students and/or groups of selected parties from the previously mentioned
  - b. Phone call to parent and/or staff, and/or students and/or groups of selected parties from the previously mentioned
  - c. Text message to parent and/or staff, and/or students and/or groups of selected parties from the previously mentioned
  - d. Users within the system should be easily able to communicate with each other.
  - e. User responses will be able to be generated and recorded via customizable fillable forms/surveys
  - f. Parents, staff, and students will be able to upload pdfs of documents in response to prompts from staff
6. Scheduling and Attendance
  - a. Record School Calendar including instructional and non-instructional days
  - b. Record and maintain school and student schedule including class periods, course names and instructor assignment.
  - c. Record student attendance including student absence, and tardiness and will be able to code them excused and unexcused.
  - d. Produce report cards for individual students on a quarterly basis
  - e. Create and maintain extra-curricular schedules, attendance, and enrollment.
7. Teacher Functionality
  - a. Electronic gradebook with optional assignment categories and weights
  - b. Record attendance electrically
  - c. Host teacher or department websites accessible by students and teachers
  - d. Allow for standards-based grading.
8. Student/Household Fees
  - a. Allow the recording of student fees for athletics, meals, library fines, activity fees, etc.
  - b. Allow the collection of student fees through funds transfer and credit card payments
9. Support
  - a. Support should be available to staff users.
    - i. Support resources should include 'how-to' written guides
    - ii. Technology troubleshooting via phone
  - b. Available continual Staff user development via recorded and live trainings
10. Integration with Google Suite
11. Electronic evaluation of forms (ex: Free and Reduced Price Lunch or Socio-Economic Status Forms) and automatic generation/issuance of follow-up letters and communication.

## Anticipated Selection Schedule

Request for Proposal will be issued on XXX date. Vendors are encouraged to contact Amani Public Charter School as soon as possible to state an interest in submitting a proposal. All questions by vendors should be submitted no later than February 20<sup>th</sup>, 2019. Amani Public Charter School will post any updates to this proposal or response to vendor questions on its website [www.amanicharter.org](http://www.amanicharter.org). Vendors who have expressed an interest in submitting a proposal will also be contacted directly with any updates or responses to vendor questions.

**All proposals must be received by March 1<sup>st</sup>, 2019 to be eligible for consideration.** Initial evaluation of all proposals between the date this request for proposals is issued and March 30<sup>th</sup>, 2019. Vendors whose proposals pass the initial screening will be invited to conduct a live or webinar demonstration between April 1<sup>st</sup> and May 15<sup>th</sup>, 2019. Final determination will be made on or before May 31<sup>st</sup>, 2019

## Proposal Submission Instructions

Proposals must be submitted via mail or delivered to the designated Amani contact person at:

Amani Public Charter School  
Attention: Student Information Systems Committee  
60 South 3<sup>rd</sup> Avenue  
Mount Vernon, NY 10550

Again, **all proposals must be received by March 1<sup>st</sup>, 2019 to be eligible for consideration.**

## Implementation Timeline

The system must be operational (including ready to receive new student data and operate the 2019-2020 school year no later than August 1<sup>st</sup>, 2019. The vendor must be able to transfer data from the existing student information system to their information system between July 1<sup>st</sup> and August 15<sup>th</sup>.

The vendor must offer at least 20 hours of initial training to staff to ease the transition to the new system. These training hours will be scheduled in cooperation between APCS and the vendor. Training hours must be available between July 1<sup>st</sup>, 2019 and August 31<sup>st</sup>, 2019.

## Expected Proposal Elements

All Proposals must contain the following:

- Direct contact information for Vendor point person
- One page narrative describing any unique values or qualities of your firm
- Description of how all key elements will be satisfied
- Timeline for transition from current system to proposed system
- Draft contract for services
- Respondents must submit 1 original and 3 copies of their proposal.
- Responses must be received by March 1<sup>st</sup>, 2019 to be eligible for consideration.

- The system and the information contained within will be kept safe and secure from unauthorized access and or use.
- Proposals must contain information on any hardware, software, or other system requirements.
- Lists of compatible 3<sup>rd</sup> party applications
- System and Information contained within should be cloud hosted

It is strongly encouraged that proposals contain:

- Links to or DVD of demonstration videos of product in use
- Electronic access to test site

## Evaluation Criteria

Proposals will be evaluated based on how many of the key elements are satisfied, price, security, and apparent ease of system use. Please note: Amani Public Charter School reserves the right to reject all proposals without explanation to respondents.