

Notice of Blanket Purchase Agreement



State Of Rhode Island and Providence Plantations
Department of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02908-5860

V E N D O R	SKYWARD INC 5233 COYE DR STEVENS POINT, WI 54481 United States
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MPA #469 - MULTI-DISTRICT SCHOOL INFORMATION SYSTEM - DEPT. OF EDUCATION	
Award Number	3330185
Revision Number	2
Effective Period	01-JUL-2013 - 30-JUN-2017
Approved PO Date	17-MAY-2016
Vendor Number	43424

S H I P T O	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States
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Type of Requisition	ARCH, ENG & CONSULT
Requisition Number	1291758
Change Order Requisition Number	RIDE16NMC-0059
Solicitation Number	7458219
Freight	Paid
Payment Terms	NET 30
Buyer	Walsh, Gail -

This Purchase Order is issued pursuant to and in accordance with the terms and conditions of the solicitation and applicable federal, state, and local law, including the State of Rhode Island's purchasing regulations, available at www.purchasing.ri.gov.

CHANGE TO PO #3330185 DATED 6/21/13

CHANGE EFFECTIVE PERIOD:
 FROM: 7/1/13 - 6/30/16
 TO: 7/1/13 - 6/30/17

PER THE ATTACHED PRICING, LINE ADDED TO REFLECT DATE CHANGE.

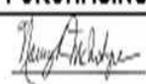
AGENCY CONTACT:
 NANCY CARINHA - (401) 222-4679

Line	Description	Unit	Unit Price (USD)
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INVOICE TO

The State of Rhode Island accepts electronic invoices via its supplier portal. To register and submit electronic invoices, visit the supplier portal at <http://controller.admin.ri.gov/iSupplier/isup/index.php>

To submit paper invoices, mail to: Department of Administration Controller, One Capitol Hill, 4th Floor, Providence 02908.

STATE PURCHASING AGENT
 Nancy R. McIntyre

1	MPA-469 - 7/1/13-6/30/15 - PROVIDE A MULTI-DISTRICT STUDENT INFORMATION SYSTEM (SIS) FOR USE IN THE STATE OF RHODE ISLAND.	Each	1
1.1	MPA-469 - 7/1/13-6/30/16 - PROVIDE A MULTI-DISTRICT STUDENT INFORMATION SYSTEM (SIS) FOR USE IN THE STATE OF RHODE ISLAND.	Each	1
1.2	MPA-469 - 7/1/13-6/30/17 - PROVIDE A MULTI-DISTRICT STUDENT INFORMATION SYSTEM (SIS) FOR USE IN THE STATE OF RHODE ISLAND.	Each	1

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 Nancy R. McIntyre

Contract Terms and Conditions

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Terms and Conditions

PURCHASE ORDER STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS PURCHASE ORDER

INSURANCE REQUIREMENTS (ADDITIONAL)

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "BILL TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

PURCHASE AGREEMENT AWARD

THIS IS A NOTICE OF AWARD, NOT AN ORDER. Any quantity reference in the agreement or in the bid preceding it are estimates only and do not represent a commitment on the part of the state to any level of billing activity, other than for quantities or volumes specifically released during the term. No action is to be taken except as specifically authorized, as described herein under AUTHORIZATION AND RELEASE. ENTIRE AGREEMENT - This NOTICE OF AWARD, with all attachments, and any release(s) against it shall be subject to: (1) the specifications, terms and conditions set forth in the Request/Bid Number cited herein, (2) the General Terms and Conditions of Contracts for the State of Rhode Island and (3) all provisions of, and the Rules and Regulations promulgated pursuant to, Title 37, Chapter 2 of the General Laws of the State of Rhode Island. This NOTICE shall constitute the entire agreement between the State of Rhode Island and the Vendor. No assignment of rights or responsibility will be permitted except with the express written permission of the State Purchasing Agent or his designee. CANCELLATION, TERMINATION and EXTENSION - This Price Agreement shall automatically terminate as of the date(s) described under CONTRACT PERIOD unless this Price Agreement is altered by formal amendment by the State Purchasing Agent or his designee upon mutual agreement between the State and the Vendor.

AUTHORIZATION AND RELEASE

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency. A Direct Purchase Order (DPO) shall be created by the agency listing the items ordered, using the pricing and format set forth in the Master Blanket. All pricing

shall be as described in the Master Blanket and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected in Master Blanket.

BLANKET PAYMENT

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY. PAYMENTS WILL BE AUTHORIZED UPON SUBMISSION OF PROPERLY RENDERED INVOICES NO MORE THAN MONTHLY TO THE RECEIVING AGENCY. ANY UNUSED BALANCE AT END OF BLANKET PERIOD IS AUTOMATICALLY CANCELLED.

EQUAL OPPORTUNITY COMPLIANCE

THIS PURCHASE ORDER IS AWARDED SUBJECT TO EQUAL OPPORTUNITY COMPLIANCE.

QUARTERLY REPORTS

REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number. Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.

MPA BID AWARD (STATEWIDE APPLICABILITY)

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

CAMPAIGN FINANCE COMPLIANCE

EVERY PERSON OR BUSINESS ENTITY PROVIDING GOODS OR SERVICES AT A COST OF \$5000 CUMULATED VALUE IS REQUIRED TO FILE AN AFFIDAVIT REGARDING POLITICAL CAMPAIGN CONTRIBUTIONS WITH THE RI STATE BOARD OF ELECTIONS EVEN IF NO REPORTABLE CAMPAIGN CONTRIBUTIONS HAVE BEEN MADE. (RI GENERAL LAW 17-27) FORMS OBTAINED AT BOARD OF ELECTIONS, CAMPAIGN FINANCE DIVISION, 50 BRANCH AVENUE PROVIDENCE 02904 (401-222-2056).

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov."

TERMS AND CONDITIONS OF PRICING AGREEMENT

SCOPE AND LIMITATIONS - This Agreement covers requirements as described herein, ordered

by State agencies during the Agreement Period. No additional or alternative requirements are covered, unless added to the Agreement by formal amendment by the State Purchasing Agent or his designee.

Under State Purchasing Law, 37-2-54, no purchase or contract shall be binding on the state or any agency thereof unless approved by the department [of administration] or made under general regulations which the chief purchasing officer may prescribe. Under State Purchasing Regulation 8.2.1.1.2, any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state.

PRODUCT ACCEPTANCE - All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the State. The State reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the State's option.

- a) Failure by the state to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the State's right to subsequently reject the goods in question.
- b) Formal or informal acceptance by the State of non-conforming goods shall not constitute a precedent for successive receipts or procurements.

Where the vendor fails to cure the defect promptly or replace the goods, the State reserves the right to cancel the Release, contract with a different vendor, and to invoice the original vendor for any differential in price over the original contract price.

ORDER AUTHORIZATION AND RELEASE AGAINST PRICING AGREEMENT

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency.

State Agencies shall request release as follows: All releases shall reference the Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein.

A Department Purchase Order (DPO) listing the items ordered shall be created by the agency. The agency may mail or fax a copy of the order to the Vendor. In some cases the agency may request delivery by telephone, but must provide the Vendor with a DPO Order Number reference for billing purposes. Vendors are encouraged to require written orders to assure payments are processed accurately and promptly.

DELIVERY If this is an MPA, Vendor will obtain "ship to" information from each participating agency. This information will be contained in the DPO. APA delivery information will be contained in the Notice of Award.

PRICING - All pricing shall be as described herein, and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected herein.

INVOICING All invoices shall reference the DPO Order Number(s), Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein. If this is an MPA, Vendor will obtain "bill to" information from each participating agency. This information will be contained in the DPO. APA billing information will be contained in the Notice of Award.

PAYMENT - Invoices for items not received, not priced according to contract or for work not yet performed will not be honored. No payment will be processed to any vendor for whom there is no IRS W-9 on file with the State Controller.

Company Name Skyward

PROVIDENCE				
23,867 Students	Year 5			Notes
	Seed	Unit	Year 5	
Core Cost (Annual Licensing)	\$ 5.75	student	\$ 137,264.00	Term ends 6/30/2017
Additional Modules + Charges:				
Special Ed	\$ 0.81	student	\$ 19,336.32	Term ends 6/30/2017
SIF Agent		student	\$ -	Term ends 6/30/2018
Hosting:	\$ 1.87	student	\$ 44,640.64	Term ends 6/30/2019
Hosting Setup:		total	\$ -	
Implementation: (Includes Training, Programming, and Technical/Networking and Related Travel)				# of on-site days and # of web hrs included?
Project Management: (Including Related Travel)		total	\$ -	
Data Conversion:		total	\$ -	
Total:			\$ 201,240.96	

WOONSOCKET				
5,908 Students	Year 5			Notes
	Seed	Unit	Year 5	
Core Cost (Annual Licensing)	\$ 5.50	student	\$ 33,132.00	Term ends 6/30/2017
Additional Modules + Charges:				
Special Ed	\$ 0.75	student	\$ 4,518.00	Term ends 6/30/2017
SIF Agent		student	\$ -	
Hosting:	\$ 1.80	student	\$ 10,843.20	Term ends 6/30/2017
Hosting Setup:		total	\$ -	
Implementation: (Includes Training, Programming, and Technical/Networking and Related Travel)				# of on-site days and # of web hrs included?
Project Management: (Including Related Travel)		total	\$ -	
Data Conversion:		total	\$ -	
Total:			\$ 48,493.20	

Company Name Skyward

CENTRAL FALLS				
	Year 5		Notes	
	Sp red	CFE		
2,657 Students				
Core Cost (Annual Licensing)	\$ 5.76	student	\$ 15,736.32	Term ends 6/30/2017
Additional Modules + Charges:				
Special Ed	\$ 0.81	student	\$ 2,212.92	Term ends 6/30/2017
SIF Agent		student	\$ -	
Hosting:	\$ 1.87	student	\$ 5,108.84	Term ends 6/30/2017
Hosting Setup:		total	\$ -	
Implementation: (Includes Training, Programming, and Technical/Networking and Related Travel)			\$ -	# of on-site days and # of web hrs included?
Project Management: (Including Related Travel)		total	\$ -	
Data Conversion:		total	\$ -	
Total:			\$ 23,058.08	

NORTH PROVIDENCE				
	Year 5		Notes	
	Sp red	CFE		
3,562 Students				
Core Cost (Annual Licensing)	\$ 6.30	student	\$ 25,981.20	Term ends 6/30/2017
Additional Modules + Charges:				
Special Ed	\$ 0.81	student	\$ 3,340.44	Term ends 6/30/2017
NSOE	\$ 1.34	student	\$ 5,526.16	Term ends 6/30/2017
Hosting:	\$ 1.87	student	\$ 7,711.88	Term ends 6/30/2017
Hosting Setup:		total	\$ -	
Implementation: (Includes Training, Programming, and Technical/Networking and Related Travel)			\$ -	# of on-site days and # of web hrs included?
Project Management: (Including Related Travel)		total	\$ -	
Data Conversion:		total	\$ -	
Total:			\$ 42,559.68	

Company Name Skyward

COVENTRY - N/A					
4,750 Students	Year 5			Notes	# of on-site days and # of web hrs included?
	Seed	Unit	Years		
Core Cost (Annual Licensing)		student \$	-		
Additional Modules + Charges:					
Special Ed		student \$	-		
SIF Agent		student \$	-		
Hosting:		student \$	-		
Hosting Setup:		total \$	-		
Implementation: (Includes Training, Programming, and Technical/Networking and Related Travel)					
Project Management: (Including Related Travel)		total \$	-		
Data Conversion:		total \$	-		
Total:			\$		

SOUTH KINGSTOWN					
3,349 Students	Year 5			Notes	# of on-site days and # of web hrs included?
	Seed	Unit	Years		
Core Cost (Annual Licensing)	\$ 5.50	student \$	131,296.00		
Additional Modules + Charges:					
Special Ed	\$ 0.75	student \$	17,904.00		
SIF Agent	\$ 0.25	student \$	5,968.00		
Hosting:	\$ 1.87	student \$	44,640.64		
Hosting Setup:		total \$	-		
Implementation: (Includes Training, Programming, and Technical/Networking and Related Travel)					
Project Management: (Including Related Travel)		total \$	-		
Data Conversion:		total \$	-		
Total:			\$ 199,808.64		

Page 5 of 5

Company Name Skyward

LITTLE COMPTON - N/A				
243 Students	Year 5		Notes	
	Seed	Unit		
Core Cost (Annual Licensing)		student \$	-	
Additional Modules + Charges:				
Special Ed		student \$	-	
SIF Agent		student \$	-	
Hosting:		student \$	-	
Hosting Setup:		total \$	-	
Implementation: (Includes Training, Programming, and Technical/Networking and Related Travel)				# of on-site days and # of web hrs included?
Project Management: (Including Related Travel)		total \$	-	
Data Conversion:		total \$	-	
Total:			\$	

PAWTUCKET				
9,022 Students	Year 5		Notes	
	Seed	Unit		
Core Cost (Annual Licensing)	\$ 5.30	student \$	126,521.60	Term ends 6/30/2017
Additional Modules + Charges:				
Special Ed	\$ 0.81	student \$	19,336.32	Term ends 6/30/2017
Professional Development Center	\$ 0.32	student \$	7,639.04	Term ends 6/30/2017
Hosting:	\$ 1.87	student \$	44,640.64	Term ends 6/30/2017
Hosting Setup:		total \$	-	
Implementation: (Includes Training, Programming, and Technical/Networking and Related Travel)				# of on-site days and # of web hrs included?
Project Management: (Including Related Travel)		total \$	-	
Data Conversion:		total \$	-	
Total:			\$ 198,137.60	



RI Purchase Agreement Amendment Report

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

SKYWARD INC
 5233 COYE DR
 STEVENS POINT, WI 54481
 United States

Amendment Date: 16-APR-15
 Original Award Date: 21-JUN-13
 Buyer: G Walsh
 Phone #:
 FOB: Destination
 Terms: NET 30
 Vendor # 43424

S H I P T O	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	Change Order Number 1 Award Number 3330185 Effective Period 01-JUL-13 - 30-JUN-16	I N V O I C E	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States
	MPA #469 - MULTI-DISTRICT SCHOOL INFORMATION SYSTEM - DEPT. OF EDUCATION			

Description			Bid Number	Change Order Req#	
MPA #469 - MULTI-DISTRICT SCHOOL INFORMATION SYSTEM - DEPT. OF EDUCATION				RIDE15NMC-0049	
Line #	Code	Class-Item	Quantity	Unit	Unit Price
		CHANGE TO PO #3330185 DATED 6/21/13 CHANGE EFFECTIVE PERIOD: FROM: 7/1/13 - 6/30/15 TO: 7/1/13 - 6/30/16 PER THE ATTACHED MASTER SERVICES AGREEMENT DATED 3/30/15. LINE ADDED TO REFLECT THE DATE CHANGE. AGENCY CONTACT: NANCY CARINHA - (401) 222-4679			
1.1	918.32	MPA-469 - 7/1/13-6/30/16 - PROVIDE A MULTI-DISTRICT STUDENT INFORMATION SYSTEM (SIS) FOR USE IN THE STATE OF RHODE ISLAND.		Each	1

STATE PURCHASING AGENT
Nancy R. McIntyre

This Notice of Award/Purchase Order is issued in accordance with the specific requirements described herein and the State's Purchasing Regulations and General Conditions of Purchase, copies of which are available at www.purchasing.state.ri.gov. Delivery of goods or services as described herein shall be deemed acceptance of these requirements



Notice of Blanket Purchase Agreement

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ONE CAPITOL HILL
PROVIDENCE RI 02908

SKYWARD INC
5233 COYE DR
STEVENS POINT, WI 54481
United States

MPA #469 - MULTI-DISTRICT SCHOOL
INFORMATION SYSTEM - DEPT. OF
EDUCATION

Award
Number
3330185

Effective Period:
01-JUL-13 - 30-JUN-15

S H I P P T O	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States	Date: 21-JUN-13 Buyer: G Walsh Shipping: Paid Terms: NET 30 Vendor #: 43424	I N V O I C E	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States

Department	Type of Requisition	Bid Number	Requisition Number	
		7458219 XXXX	1291758	
Line	Item	Item Description	Unit	Unit Price

		<p>CONTRACT TERM: 7/1/13 - 6/30/15 WITH AN OPTION TO RENEW FOR THREE ONE-YEAR EXTENSIONS. MASTER PRICE AGREEMENT #469</p> <p>MULTI-DISTRICT STUDENT INFORMATION SYSTEM IN ACCORDANCE WITH THE PROVISIONS OF RFP #7458219; THE STATE OF RHODE ISLAND'S GENERAL CONDITIONS OF PURCHASE; AND THE ATTACHED DOCUMENTS:</p> <ol style="list-style-type: none"> 1. ORIGINAL COST PROPOSAL 2. APPENDIX A - BUDGET DETAIL 3. APPENDIX B - RESPONSE MATRIX - WITH CLARIFICATIONS 4. SPREADSHEET SHOWING CLARIFICATIONS OF ORIGINAL PROPOSAL <p>PRICES QUOTED HEREIN ARE THE MAXIMUM RATES THAT MAY BE CHARGED BY THE VENDOR. SCHOOL DISTRICTS/STATE AGENCIES ARE STRONGLY ENCOURAGED TO NEGOTIATE LOWER RATES WHEN REQUESTING PRICING.</p> <p>THERE IS NO GUARANTEE OF ANY LEVEL OF SPENDING ACTIVITY TO A VENDOR OR VENDORS SELECTED FOR THIS MPA.</p>		
1		MPA-469 - 7/1/13-6/30/15 - PROVIDE A MULTI-DISTRICT STUDENT INFORMATION SYSTEM (SIS) FOR USE IN THE STATE OF RHODE ISLAND.	Each	1

STATE PURCHASING AGENT

Lorraine A. Hynes

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STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ONE CAPITOL HILL
PROVIDENCE RI 02908

SKYWARD INC
5233 COYE DR
STEVENS POINT, WI 54481
United States

MPA #469 - MULTI-DISTRICT SCHOOL
INFORMATION SYSTEM - DEPT. OF
EDUCATION

Award
Number
3330185

Effective Period:
01-JUL-13 - 30-JUN-15

S H I P P I N G T O	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States	Date: 21-JUN-13 Buyer: G Walsh Shipping: Paid Terms: NET 30 Vendor # 43424	I N V O I C E	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States

Department		Type of Requisition	Bid Number	Requisition Number
			7458219 N/A	1291758
Line	Item	Item Description	Unit	Unit Price

	<p>VENDOR CONTACT: KEVIN MCFERRIN EXECUTIVE VICE PRESIDENT TEL: (715) 892-6777 kevin@skyward.com</p> <p>AGENCY CONTACT: KRISTEN COLE - (401) 222-4681</p>		
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STATE PURCHASING AGENT

Lorraine A. Hynes

This Notice of Award/Purchase Order is issued in accordance with the specific requirements described herein and the State's Purchasing Regulations and General Conditions of Purchase, copies of which are available at www.purchasing.ri.gov. Delivery of goods or services as described herein shall be deemed acceptance of these requirements.

Pricing Overview

This document is provided to help outline the pricing strategy we have included. You will notice that Appendix A refers to Skyward's Exhibit B on more than one occasion.

Exhibit B is a tiered pricing model that has proven to be successful in other state contracts. This pricing model allows districts to immediately see implementation/training costs as tiered by student counts. It is broken down into the following categories.

Summary CORE Subscription and ASP Hosting

The Costs are based on student enrollment for each individual district

Optional Modules

Individual districts have the option to add additional modules
Additional training would be required with the optional modules

Professional Services

Our experience has taught us that every district is unique. The suggested training that is part of the initial implementation is sufficient for most districts, but should there be a need for additional services, Skyward is able to provide those services.

Enrollment-Based Fees (Travel Expenses Billed Separately) & Enrollment-Based Fees (Travel Expenses Included)

Training outlines are based on school size to maximize effectiveness of the training program while eliminating unnecessary costs to smaller districts. Each tier is based on your districts enrollment which will show you the prices for Implementation, Project Management, Data Conversions, and Hosting Setup. To view the amount of training included in the Implementation column, please reference the Training Detail.

Enrollment	Onsite Days	Web Hours	Classroom Days
< 2.5K	4	29	7.5
2.5 - 5K	9	49	13
5 - 10K	58	18	0
10 - 20K	88	16	0
20 - 40K	131.5	28	0
> 40K To be negotiated based upon district training requirements			

If there are any questions on the following pricing forms, please don't hesitate to contact me, Kevin McFerrin.

Thanks,
Kevin McFerrin
kevin@skyward.com
715-892-6777



APPENDIX A BUDGET MULTI-YEAR PROJECTS

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

Expense Category	Estimated Expenditures		
	Year 1	Year 2	Year 3
1. Salary and Fringe Benefits	Incl. in Consultant rate	Incl. in Consultant rate	Incl. in Consultant rate
2. Consultant	Included in PM	Included in PM	Included in PM
3. In-State Travel	Included in Training rates	Included in Training rates	Included in Training rates
4. Out-of-State Travel	Included in Training rates	Included in Training rates	Included in Training rates
5. Hosting by 3 rd party vendor	1.80	1.80	1.80
6. Skyward Software Core per student per year	6.35	6.50	6.75
(Core defined to meet requirements of the RFP responses less Special Ed)			
See attached Sheet for complete Break down including conversion, Project Management, Training costs by LEA district size)			

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for

reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds is permitted between Expense Categories (1) (2) and (3) up to 10% or \$25,000, whichever is less; all other transfers require prior written approval by the Department of Education.

BUDGET DETAIL SHEET
FISCAL YEAR __2013

SALARY AND FRINGE BENEFIT DETAIL

NAME	POSTION TITLE	HOURLY RATE WITH FRINGE \$	NUMBER OF HOURS	SALARY & FRINGE TOTAL \$
To be determined	Trainer	120	See Implementation schedule	Depends on size of LEA
	Programmer	125	See Implementation schedule	Depends on size of LEA
	Project Manager	125	See Implementation schedule	Depends on size of LEA
	Technical/Networking	125	See Implementation schedule	Depends on size of LEA
TOTAL REQUEST				

DETAIL OF CONSULTANT

NAME	POSTION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$
		Costs and hours dependent on size of LEA and modules purchased.		
TOTAL REQUEST				

EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)

EXPENSE CATEGORY	DESCRIPTION	COST
Optional Skyward Products- costs per student per year	Fee Management	.75
Additional modules would require additional training.	Food Service	.75
	SIF Agent- (ZIS not included)	.25
	Special Ed	.75

Summary CORE Subscription and ASP Hosting

	FY 2013	FY 2014	FY 2015
CORE Subscription Fee	Annual \$ 6.35	Annual \$ 6.50	Annual \$ 6.75
ASP Hosting Fee	Annual \$ 1.80	Annual \$ 1.80	Annual \$ 1.80

Optional Modules

	FY 2013	FY 2014	FY 2015
Special Education	Annual \$ 0.75	Annual \$ 0.75	Annual \$ 0.75
Food Service	Annual \$ 0.75	Annual \$ 0.75	Annual \$ 0.75
Fee Management	Annual \$ 0.75	Annual \$ 0.75	Annual \$ 0.75
Textbook Tracking	Annual \$ 0.75	Annual \$ 0.75	Annual \$ 0.75

Professional Services

	FY 2013	FY 2014	FY 2015
Programming	Per Hour \$125	Per Hour \$125	Per Hour *
Project Management	Per Hour \$125	Per Hour \$125	Per Hour *
Training	Per Hour \$120	Per Hour \$120	Per Hour *
Network/Technical Consulting	Per Hour \$125	Per Hour \$125	Per Hour *
Daily Training Rate (expenses included)	Per Day \$1,400	Per Day \$1,400	Per Day *

* These Optional Modules and Professional Services were fixed for FY 2013. The following years' pricing reflects incremental increases at a minimum of 3.8% but not to exceed 5% per year.

Implementation Fees as described to include the following:

Enrollment	Onsite Days	Web Hours	Classroom Days
< 2.5K	4	29	7.5
2.5 - 5K	9	49	13
5 - 10K	58	18	0
10 - 20K	88	16	0
20 - 40K	131.5	28	0

> 40K To be negotiated based upon district training requirements

Enrollment-Based Fees (Travel Expenses Billed Separately)

Enrollment	Implement	Project Mgmt	Data Conversion 5 Years	Data Conversion 10 Years	Hosting Setup
< 2.5K	\$ 9,382	\$ 3,005	\$ 9,238	\$ 13,390	\$ 1,500
2.5 - 5K	\$ 18,095	\$ 5,509	\$ 12,744	\$ 18,972	\$ 1,500
5 - 10K	\$ 57,840	\$ 7,863	\$ 27,245	\$ 40,739	\$ 1,500
10 - 20K	\$ 86,400	\$ 10,016	\$ 27,245	\$ 40,739	\$ 1,500
20 - 40K	\$ 129,600	\$ 22,536	\$ 35,033	\$ 52,684	\$ 1,500
> 40K	Negotiated	Negotiated	Negotiated	Negotiated	\$ 1,500

Enrollment-Based Fees (Travel Expenses Included)

Enrollment	Implement	Project Mgmt	Data Conversion 5 Years	Data Conversion 10 Years	Hosting Setup
< 2.5K	\$ 11,073	\$ 4,005	\$ 9,238	\$ 13,390	\$ 1,500
2.5 - 5K	\$ 20,911	\$ 7,509	\$ 12,744	\$ 18,972	\$ 1,500
5 - 10K	\$ 70,368	\$ 9,863	\$ 27,245	\$ 40,739	\$ 1,500
10 - 20K	\$ 92,661	\$ 14,016	\$ 27,245	\$ 40,739	\$ 1,500
20 - 40K	\$ 148,211	\$ 24,536	\$ 35,033	\$ 52,684	\$ 1,500
> 40K	Negotiated	Negotiated	Negotiated	Negotiated	\$ 1,500

to be based upon training methodology.

APPENDIX B

RESPONSE MATRIX FUNCTIONALITY/REQUIREMENT CHECKLIST- TO BE COMPLETED BY			
		Skyward	
		Addition Cost (only if component is not included in overall contract price and must be developed at an additional fee)	
1.1 SIS General Requirements			
1.1.1	The system must be designed as a District Level/Centralized system.	Y	
1.1.2	The system must be flexible to accommodate ongoing technological and curricular changes implemented by the district.	Y	
1.1.3	Workflow features should be incorporated where appropriate, e.g. in registering a new student, handling disciplinary referrals, or constructing or approving an IEP.	Y	
1.1.4	The system must be modular in design and allow user access/restrictions at the module level. System must allow the district the ability to add or take away individual components within a user level.	Y	Users are assigned to groups and the group assignment(s) control access levels to modules/screens
1.1.5	The system must have a consistent and lucid interface that simplifies complex activities. Easy to use interface.	Y	
1.1.6	The system must ensure the confidentiality of student information. The system should provide various levels of security extending to individual modules, specific screens, and specific fields within a screen. For example; ability for pop ups to occur where an individual is notified/warned that they are interacting with confidential student data.	Y	Security controls access to modules and screens, but not down to the field level. Alerts and indicators are viewable on student screens, but do not provide pop-up screen warning.
1.1.7	The system must permit the PSD to treat each school location as a separate entity, while still having the ability to group all school locations as a district for reporting purposes.	Y	
1.1.8	The system must have an online help system allowing assistance to the end user at the field level.	Y	
1.1.9	The system must allow for default field values to be prefilled based on definitions provided by the district	Y	Some code fields allow for the end user to set a preference or default field values.
1.1.10	The system must both notify end users and lock records when multiple users are accessing the same record	Y	
1.1.11	The system must indicate the name of user locking the record.	Y	
1.1.12	The system must allow printing on dot matrix, laser, ink jet printers, copy machines. Exporting to pdf files is also needed for report production	Y	
1.1.13	The system must allow unlimited concurrent users to be logged in and using the system at any one time.	Y	
1.1.14	The system must allow modules to be accessed via the Internet with any modern browser.	Y	
1.1.15	The system must allow for both a RI State Level as well as a local student identifier	Y	State reporting requirements will be included at no charge.

1.1.16	The RI State level student identifier must be imported directly into the system from RIDE with minimal user intervention	Y	State reporting requirements will be included at no charge.	
1.1.17	The system must provide audit record change tracking, utilizing a journalized database structure.	Y		
1.1.18	The system must record the last user that updates the main student record.	Y		
2.1.1-2.1.4: District Data Manager, Office Manager, Software Developer, Technician/Support/Trainer				
2.1.1	District Data Manager: individual will be responsible for the day to day operations of the SIS. Individual will communicate with district staff and RIDE to provide all data related requests. Extensive programming knowledge, SQL database, report creation skills required.	Y	Skyward is quoting ASP hosting services that will handle the day to day operations of the SIS. Connections to 3rd party vendors will be facilitated through Skyward.	
2.1.2	Office Manager/Master Scheduling assistant: individual will manage the daily work flow for data office staff. Data collection, Report card/progress report processing, schedule printing, application research are a few of the daily tasks. Additionally, this individual will assist all schools with building and verification of an efficient master schedule. Individual must possess mastery level skills in student master schedule building.	Y/N	Skyward will provide training and on going webinars to assist the district to maximize the software to its fullest. Skyward does not manage the daily work flow of the districts office staff.	
2.1.3	Software Developer: individual with extensive programming knowledge in Visual Basic, SQL Server, .NET development to maintain district applications and the SIS as needed.		The district applications are being supported by the hosting agreement. Any programming/development would be very minimal and would be the districts responsibility.	
2.1.4	Technician/Support/Trainer: provide bi-weekly classes on the SIS. Travel to schools to assist end-users with software and hardware issues.		Skyward will provide detailed training to the districts. Additional bi-weekly classes can be offered for additional fee's if required. Our districts typically take advantage of our recorded and	
3.1.1-3.1.4: Programming knowledge, Extensive knowledge in all areas of student record management, Extensive knowledge of the SIS for training of groups ranging in size from 5 to 100 users, Computer hardware, router, NCS OMR scanner, HP-Dell-Lexmark troubleshooting skills via on-site user visits at the building level				
3.1.1	Programming knowledge utilizing all of the following tools...Visual FoxPro, Visual Basic, SQL Server Query creation, database maintenance, stored procedures and integration service, ADO.net, ASP.net, Crystal Reports	Y	These services are available both onsite and via remote access. Most districts do NOT need these additional services as our documentation and data base schemas are very detailed. These services are not included in our base quote.	
3.1.2	Extensive knowledge in all areas of student record management. Specifically student course scheduling and grade reporting.	Y	Included in the installation services.	
3.1.3	Extensive knowledge of the SIS for training of groups ranging in size from 5 to 100 users	Y	Included in the installation services.	
3.1.4	Computer hardware, router, NCS OMR scanner, HP-Dell-Lexmark troubleshooting skills via on-site user visits at the building level	N	Provided by remote access unless required by the district/building. Additional fees would apply.	

3.1.5	Staff must have proven experience supporting school systems comparable in size with Providence Public Schools.	Y	Skyward has many districts larger than PPS.	
4.1.1 Perform activities necessary to maintain an adequate and efficient system for controlling electronic school department records and information				
4.1.1	Perform activities necessary to maintain an adequate and efficient system for controlling electronic school department records and information	Y	Provided by Skywards normal online support program.	
4.1.2	Supervise all data processing services required to maintain current and future software application projects for the district	Y	Skyward with our business partner offering Hosting Services, manages all aspects of the database, updates, DR services etc. Outside of the mentioned scope additional fees could apply.	
4.1.3	Complete all reports required by the PSD and/or external agencies as directed by PSD.	N	Skyward will assist or empower the users to be self sufficient to save the district and state money. If support is needed, Skyward can provide tools and services at an additional fee.	
4.1.4	Manage and supervise services performed by external consultants as well as clerical employees of the district that may be assigned to the data processing division	N		
4.1.5	Serve as the central point of contact/helpdesk and troubleshooter for all users directly utilizing the SIS	N	Skyward will assist or empower the users to be self- sufficient to save the district and state money. If support is needed, Skyward can provide tools and services at an additional fee.	
4.1.6	Centralized printing and distribution of all report cards, progress reports, student schedules, detailed reporting analysis for all schools.	Y	The district / schools choose where reports should be printed and by whom.	
4.1.7	Provide on-site training sessions from users as related to all functions of the SIS. Additionally, provide one-on-one individualized training where needed.	Y/N	Training is provided by job classifications to maximize costs and efficiency. One on one is available for an additional fee.	
4.1.8	Provide training manuals for the SIS	Y		
4.1.9	Provide custom programming solutions for the district as needed related to the integration of the SIS with third party software products.	Y	Additional fees may apply.	
4.1.10	Provide software programming and web development necessary for the Districts Data Dashboard and Teacher Data Dashboard used at PSD	Y	Additional fees may apply.	
5.1 SIS Modules				
5.1.1 Centralized Student Registration/Parent Choice Module				
5.1.1.a	Module must allow for students to be enrolled from a Central location and not from each individual school location.	Y		
5.1.1.b	Module must track seat availability in all schools in real time. as students withdraw and enroll, those seats must appear as a available or taken in the module	Y		
5.1.1.c	Module must have the ability to calculate walk distances from any physical street address in the city of Providence to any Providence school. Necessary for the student assignment policies of the district. The system should account for highways, train tracks, etc. in its calculations.	N		
5.1.1.d	Module must allow for up to four parent school choices. The module must rank these choices based on distance from the home to each choice.	N		

5.1.1.e	Module must have a placement feature which displays seat availability based on student educational needs (Regular Ed, Special Needs, IEP, Bilingual)	N		
5.1.1.f	Module must allow for students to be assigned/tracked in more than one school at the same time.	Y		
5.1.1.g	As students are assigned to a school by the placement module, a communication should be sent to both the sending and receiving school.	N		
5.1.1.h	Student photos must be imported and displayed on the main student screen.	Y		
5.1.2 School Assignment/Lottery module based on parent school choice and competitive entry				
5.1.2.a	Module must allow for up to four parent school choices. The module must rank these choices based on distance from the home to each choice.	Y		
5.1.2.b	Module must rank choices based on neighborhood/non-neighborhood policy used at PSD. This policy requires that each student has two neighborhood schools regardless of the distance from home to those schools	Y		
5.1.2.c	Module must run a lottery placement process where students are assigned to their school choices. The system must randomly assign students based on neighborhood vs non-neighborhood district policy. The system also needs to produce a waiting list report for students who were not assigned.	Y		
5.1.2.d	Lottery reports detailing the choices and the seat availability in those schools, placement letters to parents, waiting list tracking all must be handled by this module	Y		
5.1.2.e	Module must be able to track all of the admissions material for students at any competitive entry programs, how it was evaluated, and what the final decisions were.	Y		
5.1.2.f	Module must be adaptable to a change in student assignment policy. Essentially, module must accept an arbitrary set of rules and then have everyone evaluated by those rules. Example, neighborhood school policy verses competitive exams.	N		
5.1.3 Student Daily Attendance module				
5.1.3.a	Module must have ability to record daily attendance for all 23000+ students in the district and house that data in one centralized database	Y		
5.1.3.b	With limited computer hardware at each teacher desktop, the system must allow entry of attendance via OMR bubble scan forms. Scanning would take place at each school with the data again being stored in one centralized database at the districts data center	N	Teachers can enter attendance via computer using web browser or smartphone/tablet connected to internet.	
5.1.3.c	In schools where teacher desktop computers are available, module must allow online entry of attendance.	Y		
5.1.3.d	Module must track Absent, Tardy, Tardy arrival time, Early Dismissal with dismissal time, excused or unexcused codes for both daily and classroom attendance tracking.	Y		
5.1.3.e	Module must interface with RIDE collection system via the Automated Data Transfer system used at the department of education	Y	State reporting requirements will be included at no charge.	

5.1.3.f	Module must interface with our automated telephone messaging system. This process should be automated with data uploading occurring from the district level and not each individual school. Currently PSD uses the ParentLink solution. This could change in the future.	Y	Data is collected from the campus level attendance records and scheduled to interface with messaging system.	
5.1.3.g	Module must allow for centralized modifications to the underlying attendance data. Changes may occur at the Teacher level, Office level, or District level.	Y		
5.1.3.h	System must be able to handle both HomeRoom and Class attendance.	Y		
5.1.3.i	System must be able to handle period rotation and block scheduled classes	Y	Up to 40 periods in a day and up to a 10 day rotation.	
5.1.3.j	Module must generate reports to identify students with a user-defined number of absences and/or tardies. Reporting by	Y		
5.1.4	Tardy Kiosk Entry module			
5.1.4.a	This module allows a student to walk up to a kiosk and enter their unique student id. Module will record the tardy along with the time in the SIS and print a tardy slip on a small receipt type printer.	N	We currently do not offer a tardy kiosk for student check-in and printing of a tardy receipt. We do offer the ability for the office staff to scan a student barcode for tardy check-in and printing of a tardy receipt.	
5.1.5	Student Enrollment/Demographic module			
5.1.5.a	Enrollment must be quick and easy. When enrolling students in the same family, common data must be easily copied from record to record whether enrolling in the same or different schools. A workflow process should be applied to enrollment to ensure completion of all required steps. A district level family identifier should be generated and maintained by the system.	Y		
5.1.5.b	The system should provide for online enrollment via a web-based user interface operating in a kiosk mode. Users should be able to choose screens in either English or Spanish	Y	Guardians can select Spanish as the language to view the parent portal. Online enrollment is being introduced in our Feb. 2013 release as a beta version.	
5.1.5.c	Must manage enrollment records for over 200,000 students. Historical enrollment/withdrawal records for both current and past students must be tracked without burning of data Searching must include: DOB, FamilyID, First Name, Last Name, Grade+LastName, HomeRoom+LastName, Home phone, SASID, LASID, street address. Must be able to report out on demographics.	Y		
5.1.5.d	All data elements required by State and Federal reporting should be part of the student record. Users should be able to define fields and these user-defined fields should be accessible for reporting. The SIS should allow for reporting from any and all fields in the system	Y	Federal and state reporting requirements will be included at no charge.	
5.1.5.e	System must interface with the Edulog Student Transportation System used to route students. This must occur in real time with the ability to print a bus pass at the school building level directly via the SIS.	Y	Edulog is supported, but we do not print bus passes.	
5.1.5.f	System must have the ability to determine, based on distance from home to school, if the child qualifies for a bus pass. If student does not qualify, system must not allow a request.	N		

5.1.5.g	System must be able to handle an unlimited number of user defined fields. System must also have ability to limit access to screens and fields based on user login	Y		
5.1.5.h	Address updates should default to updating everyone in the family unit, but also allow manual override to place different students at different addresses.	Y		
5.1.6 Student Scheduling module				
5.1.6.a	Must be able to handle an unlimited number of student request based on pre-defined course offerings controlled at the district level.	Y		
5.1.6.b	Must assist in the building of a school based master schedule.	Y		
5.1.6.c	Student scheduler must have the ability to run in batch mode for all students in a school and additionally in a single student mode.	Y		
5.1.6.d	Scheduling must provide for organizing students by teams, platoons, groups, blocks, rotating, flex courses, pull-out classes, etc. It must also allow for combinations of the above on a per school level.	Y		
5.1.6.e	Reports to include student class tally, master schedule listing, student course and class verifications, student scheduling conflicts, teacher and room utilization, free period reports. Centralized printing and distribution of student, teacher, and room schedules from the district office must be support.	Y		
5.1.6.f	Hybrid, Semesterised schedules for elementary, middle, and high school levels. System must be able to handle: - scheduling of current programming -varying start and end times for each period or block within each day across the week -A week/B week schedule -assigning multiple courses to a teacher within the same block of time	Y		
5.1.6.g	Module should be able to schedule students for classes in multiple schools.	Y		
5.1.6.h	Module should allow for teacher of record and an unlimited number of contributing educators per class.			
5.1.7 Student Grade Reporting module				
5.1.7.a	Module will provide for both mid-quarter and end of quarter grading cycle and report card production from any District location.	Y		
5.1.7.b	With limited computer hardware at each teachers desktop, the system must allow entry of grades via OMR bubble scan forms.	N	Scan sheets for grade collection are not supported.	
5.1.7.c	Standard grade reports must be included. Master mark book, failure listings, grade distributions, report cards, progress reports. By demographics, by district, school, grade, class level, student.	Y		
5.1.7.d	Module must be able to handle both alphabetical grades as well as numeric grades.	Y		

5.1.7.e	Module must also have the ability to produce student transcripts based on historical grades for any student	Y		
5.1.7.f	Module must accommodate up to 10 teacher comments to be printed on report cards.	N	Up to 6 comments per marking period are supported in addition to free form comments.	
5.1.7.g	Teacher comments must print in multiple languages	Y		
5.1.8	Security module			
5.1.8.a	Security module to restrict user access to data based on a user login	Y		
5.1.8.b	Restrictions must be based at the menu selection level, screen level, and field level if needed	Y	With the exception of field level security.	
5.1.8.c	Security must only allow users assigned to a specific school access to those students assigned to that school. In the case of administrative level users, they must have access to all students in all schools.	Y		
5.1.8.d	System must logoff idle users after a district defined timeout limit. A message must display on the screen prior to ending the session.	Y		
5.1.8.e	Security model must allow for defining group level security. Users will be assigned to groups. Multiple groups per user should be supported.	Y		
5.1.9	Health Card module			
5.1.9.a	Module must accommodate all requirements of the RI Dept of Health card record	Y	State reporting requirements will be included at no charge.	
5.1.9.b	Security to this module must be limited to only school assigned nurses	Y		
5.1.9.c	Immunization level reports, screening reports, follow-up logs all need to be provided as standard reports in this module	Y		
5.1.9.d	Need ability to identify students who are not in compliance with RI Dept of Health immunization requirements	Y	State reporting requirements will be included at no charge.	
5.1.10	Special Education Class level tracking			
5.1.10.a	Recording of specific class/roster level information for our special education student population with the ability to retain a history of data.	Y		
5.1.10.b	Recording /display of the following special education data: 1. Type special education services & frequencies of services 2. Student disability information 3. IEP dates 4. ESY class list data and attendance 5. Re-evaluation dates 6. Type of program 7. Documentation of enhanced paraprofessional & CCW services 8. Alternate Assessment Identification 9. Specialized transportation a. A system of transportation of students transferring schools Class lists rosters for all service providers and services.	Y		
5.1.10.c	Student receiving services at external service agencies inclusive of private schools must be tracked in this module. This module must track both Providence residents and non-residents receiving services supported by the Special Education office.	Y		

5.1.10.d	<p>Reports to include special education class lists by school, by provider, by supervisor, by each service, student rosters, IEP due date, Re-evaluation due dates for compliance, monitoring & tracking of caseloads.</p> <p>Crosschecking ability of matching school roster with class roster to identify students that have transferred or left the District. System must produce an errors and omission report for validation purpose.</p>	Y	We do not provide an out of the box error or omission report. We do have built in checks and balances to limit errors and tracking and auto email notification options to eliminate omissions.	
5.1.10.e	<p>ensure that the system will track students who have received Transition Assessment and be able to report out by grade who has</p>	Y		
6.1.11	Special Education Evaluation module			
5.1.11.a	Record the # of referrals, by school by ed type, by grade level, by race and the # of those referrals who receive IEP services.	Y		
5.1.11.b	The system must track, special education evaluation dates, specific test administered, initials of assessor, evaluation results, parental permission dates, date of referral, eligibility and IEP to ensure compliance for SPP indicators	Y		
5.1.11.c	Reports to include evaluation logs for each assigned team member, inclusive of cases pending cases through a specified time period.	Y		
5.1.11.d	Track Early Intervening Services data to report for Department of Education.	Y	Skyward contains a Response to Intervention module.	
5.1.11.e	<p>Ability to provide reporting function of the numbers of students with disabilities by type of disability, school, grade, race, location of service, gender and program. Track the number of student who exit and the reason for the exit of special education services:</p> <ol style="list-style-type: none"> 1. District, school, grade level Reports 2. For more accurate reporting - should include historical data 3. Ability to upload student test scores even though the student is inactive 	Y		
5.1.11.f	Module needs to print out upcoming due evaluations and interface with users' calendars to schedule appointments for review.	Y	Skyward provides built in calendars.	
6.1.12	Test score and Assessment module			
5.1.12.a	Record standardized test scores and track those scores over time at the student level	Y		
5.1.12.b	Scores must be available via the SIS for all teachers, administrators, and end users to evaluate student progress	Y		
5.1.12.c	Module must be able to record detailed scores from the following testing systems: GRADE, NECAP, Access for ELL, Reading First, Stanford 10, DIBELS Next, PSAT, SAT, MACII, Lexile 21 st Century Skills Assessment, PARCC, ReadIStep and other assessments as they become available.	Y	Test score/assessment templates can be defined for any test/assessment that you want to track.	
5.1.12.d	Standard reports to include print and track of scores at the student, teacher, classroom level as well as district level. Should include historical data, reporting by demographics and ability to upload student test score for inactive students	Y		
6.1.13	Discipline Suspension Tracking module			

5.1.13.a	Module must record student suspension information, school location, date of infraction, duration, and specific infraction code tracking based on RIDE coding system. It should be possible to track assigned detentions, record of when served, follow-ups for missed detentions. Both in-school and out of school suspensions need tracked. It should be possible to breakdown discipline codes by school, by race, by grade, by gender, and by principal.	Y	State reporting requirements will be included at no charge.	
5.1.13.b	Data needs to be disaggregated by disability-program-race, grade.	Y		
5.1.13.c	Module should track in school, out of school, Alternative student placement and student exclusions.	Y		
5.1.13.d	Data must be transmitted electronically to RIDE via the Automated Data Transfer system in place at RIDE	Y	State reporting requirements will be included at no charge.	
5.1.14	Grade Book module			
5.1.14.a	Module to allow teachers to enter home room attendance, classroom attendance, and student grades online at the class room level.	Y		
5.1.14.b	Module must have a detailed grade book tracking/recording system for all class based tests, homework, and other teacher record keeping.	Y		
5.1.14.c	Grade book module must interface directly with the SIS system for grade recording and automated report card mark entry.	Y		
5.1.14.d	Teachers must only be allowed to change data for students assigned to their home room and/or classes.	Y		
5.1.14.e	Module needs to have flexibility to run a standards-based system and set parameters. Ability to customize based upon the grading policy of the district.	Y		
5.1.14.f	Module must be web-based, accessible by any device and from any location.	Y		
5.1.15	Bus Request & Distance Verification module		Skyward has created interfaces for the following busing systems: Bus Stops Bus Boss Edulog Versa Trans Transfinder Trapeze Also, custom interfaces can be created for Skyward.	
5.1.15.a	School building level users will be able to request a bus pass for a student using this module. The module needs to directly interface with Edulog our student routing system in real time	Y	Interface with Edulog exists, but we do not issue bus passes.	
5.1.15.b	System must calculate walk distance from student's home to their assigned school.	N		
5.1.15.c	System must identify students requiring a school transfer based on distance from home.	N		
5.1.15.d	System must have ability to print a bus pass in real time at the school level while retrieving busing information from the Edulog system.	Y	Interface with Edulog exists, but we do not issue bus passes.	
5.1.15.e	System must have the ability to track specialized transportation including housetop, wheelchair bus and harness one to one assistants on the bus.	Y		
5.1.16	Pre-K and Kindergarten Screening Tracking module			

5.1.16.a	Track initial screening data and determine re-screening for students. Must record test scores received for speech, vision, development, and hearing.	Y		
5.1.16.b	Track Early Intervention & child outreach data for reporting to Department of Education inclusive of transition timeline. ie, weeks and reasons for lateness.	Y	State reporting requirements will be included at no charge.	
5.1.16.c	Pre K special education class list need to identify typical peer and students with special needs.	Y		
5.1.17	Detention Tracking Module			
5.1.17.a	Module will record infractions per student per day. Module must produce attendance type sheets for detention attendance recording.	Y		
5.1.18	Attendance Data Dashboard Module			
5.1.18.a	This module must present a user-definable dashboard to the user. The user's ability to define the contents of the dashboard will depend on the user's role(s)	Y		
5.1.18.b	This module must display daily attendance data, employee attendance data, teacher class data and student test score data or any other data deemed necessary by PPSD.	Y	Student data is displayed, staff attendance is not tracked in SIS	
5.1.19	PLP module			
5.1.19.a	Module must track all students with a PLP. Allow for teacher write-ups as defined by the district and produce reports as needed.	Y	Custom PLP can be developed for each student via custom forms.	
5.1.20	Section 504 Plan module			
5.1.20.a	Module must track all students with a 504 plan. Allow for administration to track defined fields and produce reports as needed.	Y		
5.1.21	Microsoft Active Directory Interface module			
5.1.21.a	Module to interface directly with AD. New students added to the SIS must be transmitted to AD for automated network	Y	There are several options for districts to integrate with Active Directory or Novell eDirectory	
5.1.22	Student Interoperability Framework Interface module			
5.1.22.a	Module allows data transfer using the SIF method for common data objects.	Y	Skyward has a SIFA certified SIF agent.	
5.1.22.b	Currently SIS must support transfers for the following SIF objects: LEAInfo, SchoolInfo, SchoolCourseInfo, TermInfo, SectionInfo, StaffPersonal, StaffAssignment, StudentPersonal, StudentDailyAttendance, StudentSchoolEnrollment, StudentSectionEnrollment	Y		
5.1.22.c	Although we are only using objects above, the SIF module must have the ability to support transfers for ALL SIF objects and all data elements within the objects.	Y	Skyward has the ability to support transfers for all SIF objects and data elements within the objects.	
5.1.22.d	This module includes the installation of a SIF Zone Server at PSD.	Y	Additional cost of \$1,800.	1800
5.1.23	RIDE Teacher Certification module			
5.1.23.a	Module which interfaces SIS data with Lawson HR data housed at Providence City Hall used to compile the RIDE Teacher Certification data transfer	Y	State reporting requirements will be included at no charge.	
5.1.24	Data Transfer module			
5.1.24.a	The data transfer module is used to transmit data to external agencies. SIS transfer must be able to accommodate multiple export formats.	Y		

5.1.24.b	Module must have flexibility to apply specific rules to the data prior to exporting	Y		
5.1.24.c	Where standard data transfer does not meet external agency specifications, a custom transfer must be provided to the district at no additional fee beyond the cost of this contract	Y	State reporting requirements will be included at no charge.	
5.1.24.d	The data transfer module should function as a scheduled task without user intervention	Y		
5.1.24.e	The following is a list of current data transfers that must be supported by the SIS. ConnectEDU, Follett Destiny, Parentlink, Edulog, Read180, Plato, Sodexo Food Services, RI Teacher Certification, RICAT's, eRIDE ADT system, RINET rSmart, Wireless Generation, Cambium LOLA, AESOP, EasyIEP, Edline	Y		
5.1.24	Activity/Group Tracking Module			
5.1.25.a	Module allows students to be assigned to activities/groups. (ie. clubs, sport teams, school based programs, CTE programs)	Y		
5.1.26	Miscellaneous functionality, Reporting and Querying			
5.1.26.a	<p>-street address validation of Providence streets and auto fill of zip code</p> <p>-'in care of' address mailing based on pick list generated from family/parent address info.</p> <p>Must be able to generate a pickup for any district personnel.</p> <p>-home room assignment for a school must be based on pick list for specific school/year.</p> <p>-report Activity Tracking based on group (please see 5.1.25.a)</p>	Y		
5.1.26.a	<p>The Vendor is expected to design, develop and continually update all standard district, state and federal reports.</p> <p>The Vendor is expected to include a plan to assist the District in the development of any additional standard SIS reports and online queries not defined in this RFP.</p> <p>All database tables must be accessible by district personnel.</p> <p>Our current SIS has over 130 custom reports that must be duplicated by the proposed SIS.</p> <p>-our current SIS has 20 customized student letters that are generated directly from the student maintenance screen for our Registration/Placement System. These must be duplicated in the new SIS.</p> <p>-Chronic Statistical Reporting for Absences/Suspensions/Discipline Infraction. Detail reporting by District/Schools/School Levels.</p>	Y	State reporting requirements will be included at no charge.	

5.1.26.b	A user-friendly report writing tool should allow role-based access to data fields, support drag-and-drop selection of fields, allow arrangement of fields on a report, allow ordering of results by one or more fields, and allow filtering on one or more fields.	Y	Field selection is double click to add, not drag and drop.	
5.1.26.c	Users should be able to save and edit reports, run reports at will, and share reports with other users. Shared reports should respect the role-based security of the user who attempts to run the report.	Y		
5.1.26.d	Reports should be schedulable for a single point in time, or for recurring times. It should be possible to drop the output of scheduled reports in a repository for latter access and /or to email the results to one or more users.	Y		
5.1.26.e	Report results should be deliverable in the following formats: Excel, Word, Comma-delimited (CSV), Text (TXT) and PDF.	Y		
5.1.26.f	The system should support reporting tools such as Crystal Reports and Microsoft Access by facilitating exports from base tables or by connection through ODBC, OLE, etc..	Y		
5.1.27 Summer School Module				
5.1.27.a	System must allow for summer school attendance and report card processing.	Y		
5.1.27b	Student records must be allowed to appear in a summer school as well as their future year school at the same time. This is needed to facilitate student scheduling for the upcoming year while not hindering the summer school process.	Y		
5.1.28 Parent Portal				
5.1.28.a	Web based module that allows parents to see individual student grade, attendance, test scores, busing information.	Y		
5.1.28.b	A web-based parent portal should support self-registration for an account and self-recover of a forgotten user id or password.	Y		
5.1.28.c	Parents should be able to see the records of all their children using a single account.	Y		
5.1.28.d	Parents should be able to see a single consolidated calendar of assignment due dates and major events for all their children as well as separate calendars for each child.	Y		
5.1.28.e	Parents should be able to see demographic data on file for their children and family and flag elements for correction.	Y	Options exist to allow parents to request changes to selected fields.	
5.1.28.f	Data visible within the grade book should be immediately visible within the portal	Y		
5.1.28.g	Attendance data, food service balances and library late book fee balances should be immediately visible within the portal.	Y		
5.1.29 ELL Profile Tracking Module				
5.1.29.a	Create ELL profiles for students and be able to track when profiles have changed.	Y		
5.1.29.a	Track contact hours for ELL's based on ELL courses numbers.	Y	Via custom form.	
5.1.29.a	Track waivers, exits and monitored students.	Y	Via custom form.	

5.1.29.a	Tracking system for summer programs for ELLs	Y	Via custom form.	
5.1.29.a	Module should contain a complete ELL reporting system with charts and graphs	Y	Via custom form.	
5.1.30	RII Module			
5.1.30.a	Module must document Response to Intervention prior to students receiving an IEP.	Y		
5.1.30.b	The module should be able to report a response to intervention tracking system that tracks by school, by race, by grade, by teacher. (To include students in need if tier2 and tier3 interventions.)	Y		
5.1.30.c	The module needs to document the type of intervention, tracks the progress of students and keeps a history of all documentation of this process.	Y		
5.1.30.d	The module should a produce reports that document the number, type of students by school participating in this process.	Y		
6.1	System Configuration, Project Plan and Training			
6.1.1.a	Describe hardware necessary to have the system housed at the PSD data center for a district the size of PSD		<p>Student Management Recommended Hardware for Providence, RI (Self Hosted)</p> <p>The Student Management Suite System requirements are for districts that are implementing the Student Management Suite. The system requirements include all Student modules. Skyward encourages that the Student Management Suite servers be virtualized to save on hardware costs. Skyward will work with the School District on implementing a solution that fits into their current environment.</p> <p>Option 1: Physical Server Specifications (1) Skyward Database/Web Server CPU – Dual 2.x GHz Eight Core Xeon / AMD Opteron Memory –32 GB Disk - 500 GB (RAID 1/10) 1 Gigabit Network Card Minimum</p> <p>(1) Skyward Report Server CPU – Dual 2.x GHz Eight Core Xeon / AMD Opteron Memory –12 GB Disk - 100 GB (RAID 1/10) 1 Gigabit Network Card Minimum</p> <p>Option 2: Virtual Server Specifications (1) Skyward Database / Web Server CPU - 8 Logical Processors Memory - 32 GB</p>	

6.1.1.a	Describe process for converting existing SIS data to your solution. This should include approach to data conversion, quality of data converted, rules to resolve data issues, acceptance of converted data.		<p>6 Step Data Migration Process</p> <ol style="list-style-type: none"> 1. Determine which data elements to migrate to Skyward. Establish the method and timeframe for the district to pull the data out of the current system. 2. After receiving an initial cut of the data, Skyward works with the district to analyze the structure and integrity, review data profiling and necessary translation, and offer suggestions for data cleanup. 3. Complete an initial migration of the data into the customer's database for review. 4. Revise the data migration programs to reflect customer feedback. 5. Migrate the final cut of the data and install a completed database. 6. If necessary, provide final modification 	
6.1.1.b	The vendor will appoint a dedicated Project Manager for the life cycle of the project.	Y		
6.1.1.c	The District will consult with the Vendor's Project Manager on a continuing basis in every phase of the project.	Y		
6.1.1.d	Describe the overall project approach; this should include planning, development and implementation phases.	Y	Please see Implementatio Timeline in Contractor Requirements section.	
6.1.1.e	The Vendor will have full responsibility for providing adequate staff to complete all phases of the project (planning, development and implementation) in the required time frame	Y		

6.1.1.f	Describe the timeframe necessary to implement the solution in PSD. Student population is 23000+ students. 500 users ranging from clerical employees, administrators, nurses, guidance staff, teachers, principals will need to be trained on the application.	<p>This is also in the implementation overview - here is an example.</p> <ul style="list-style-type: none"> • End of Calendar Year: Your final proposal and P.O. are submitted to Skyward <p>January – March: Skyward converts your current year course master and partial demographics in the early part of the new calendar year. Your district adds student requests into Skyward and uses the Skyward schedule builder to create the master schedule for the next school year – thus giving your staff their first exposure to Skyward.</p> <ul style="list-style-type: none"> • April – May: Your complete demographics data is converted late in the school year. Demographics training takes place, exposing more staff to Skyward. Dual systems are maintained for the last part of the school year giving staff a good deal of practice on demographics maintenance. This increases retention during the summer months. • May – June: Your district ends the school year in your previous software and closes down that system. Any remaining data is submitted for the additional conversions to be completed in the fall. • July – August: Additional staff is trained on modules required for registration and the • August – September: School begins. • September – April: Any remaining modules 	
6.1.1.g	How long has it taken the average customer similar to PSD size, demographics, and programming to have the system function.	Ideally we would like to begin planning at the end of the calendar year to go live during the following summer and next school year. That provides plenty of time to plan, migrate data and train all necessary users. However, there have been situations with districts this size and larger where we started as late as May and successfully went live for August. This is not preferred, but also not impossible.	
6.1.1.h	Describe the training strategy necessary to have all employees trained and using the system. This includes technical and end-user trainings.	Through consultation, we identify what types of personnel require training on which modules and determine any agenda changes based on discussions with district leaders. We then determine how many users there are that require training for each module to derive the number of training days required for each area. We strive to schedule the training at a time prior to the implementation of that module, so each area. We strive to schedule the training at a time prior to the implementation of that module, so effectiveness of training through online evaluations, and we work with the district after go live to determine any areas that require follow up and schedule additional sessions as needed.	

6.1.1.i	Describe the general content of all training materials, training course and documentation proposed.		Skyward provides a training agenda for each session that includes several links to other documentation which pertains to that module. All of Skyward's product documentation is online in the form of tutorials, flowcharts, and PDFs.	
6.1.1.j	The Vendor is encouraged to provide sample course outlines, training packages and sample documentation.		Please see worksheet titled "Skyward 6.1.1.j" for full response	
6.1.1.k	Describe the user training strategy that will ensure that training conducted by the Vendor is tailored to school site and district staff needs and reflects their varied job functions.		We break the system down by module, and we determine which users need training by module. As part of consultation, we would also provide customized agendas based on job roles	
6.1.1.l	Describe your training syllabus including a description of training classes, length of classes and curriculum progression. Include training goals and objectives as well as expected learner performance proficiencies.		Please see the Implementation Plan in the Contractor Requirements section.	
6.1.1.m	The training strategy must ensure that the District's Technology staff is fully capable of maintaining all technical aspects of the SIS.		We offer a Skyward database administration class which covers all necessary aspects of Progress and server management, including troubleshooting and how to load updates, etc. Agendas for these courses can be provided.	
6.1.1.n	Describe the methods to ensure that the District can continue to train new staff in the proper use of the SIS.		Skyward provides many opportunities for ongoing training including regularly scheduled webinars on a number of topics, user group conferences, special interest groups, tutorial documentation and localized training sessions. Recorded webinars are added to documentation for those that cannot attend them and are reviewable at the customer's convenience.	
7.1 Support				
7.1.1.a	Describe your product support and maintenance program.		<p>Support- Software support is unlimited and available 8 AM to 7 PM EST Monday through Friday. Regardless of the method you use to reach us, your issues are entered into our state-of-the-art Customer Service System for review by our Customer Service Staff that is ready to respond to your needs. When needed, Skyward can also use an on-line support tool called WebEx. This allows Skyward to remotely look at your screen to help identify the problem, resulting in quicker resolution.</p> <p>Maintenance- Releases are distributed three times per year. Skyward also releases addenda as needed to meet any changes in State reporting. Program Maintenance Packs (PMP) are all-inclusive so that a district can load them at their own discretion.</p>	

7.1.1.b	Describe your technical support model. Who can contact Tech support?		Skyward typically designates a person or group of people at the district level to contact Tech Support. This depends on the internal staffing structure at each school.	
7.1.1.c	What kinds of "Help" menus are built into the system?		Skyward products have a help menu on each screen that allows users to submit service calls and allows them to enter the online library of support tutorials.	
7.1.1.d	Describe how updates are applied to the system.		<p>Completed by your staff — Skyward updates are very easy to install. Your IT staff will be trained on how to load the updates. Additionally, we provide step-by-step instructions with each release. No additional staff is required.</p> <p>Completed by Skyward via Remote Install Service — We understand the many challenges faced by your IT staff, so we believe that loading a Skyward Release or PMP shouldn't be one of those challenges. Even though PMPs and Release installs usually go without a "hitch," the time involved means time not being spent on your top priorities. Our professional and dedicated staff will handle the remote install so that your staff doesn't have to.</p>	
7.1.1.e	How often do you release upgrades and enhancements? What do you consider major and minor releases? What is the typical release cycle?		There are 3 major releases a year along with updates as needed. February, June and October are the targeted months for the major releases.	
7.1.1.f	Provide an overview of your problem resolution program, including telephone support, problem escalation in case of a software emergency, etc.		<p>Priority — Standard software service calls are handled on a first-come-first-served basis. However, if there is an issue that is marked as an emergency, Skyward will assess the issue and will determine if priority is required. Payroll crashes and the inability to work in the software are examples of issues that will immediately be escalated and responded to.</p> <p>Response Time — Normal service call response time is approximately 2 hours, on average. If a service call is entered in which a district is unable to work in the software or is experiencing a major issue that affects the operations of the district, Skyward will provide an RMA to the customer as soon as possible to fix the issue. However, if the issue is something that can be worked around, the software issue may be fixed in the next scheduled software release.</p> <p>Issue escalation process — If a customer service representative cannot answer a particular question or resolve a specific issue, the service call gets moved to the management level. If, for some reason, the manager cannot resolve the issue at that point, the issue will be escalated to our programming department for quick resolution.</p> <p>Issue testing — Skyward maintains multiple in-</p>	

7.1.1.g	Describe how the district requests software modifications and changes.		Skyward allocates programming time to each state every year. A steering committee determines how those programming resources are used. Also, customers can pay for programming upgrades to the system.	
7.1.1.h	Describe the normal turnaround period from the date a software change is requested and the date the change is available to users.		It all depends on the scope and amount or programming needed for the change.	
7.1.1.i	Describe how the district requests custom reports.		This depends on the complexity of the report.	
7.1.1.j	Describe the normal turnaround period from the date a custom report is requested and the date the report is available to users.		Software support is unlimited and available 8 AM to 7 PM EST Monday through Friday.	
7.1.1.k	Describe telephone support availability and hours of operation.		Skyward Database Backups (Self Hosted)	
8.1 System Backup Process				
8.1.1.a	Describe the system backup process.		<p>Skyward has several options for database and server redundancy for Self-hosted sites. These options are an extra cost.</p> <ol style="list-style-type: none"> 1. OpenEdge Replication – Skyward Database Replication product 2. VMware Disaster Recovery - Replicates Entire Skyward System 3. Skyward Disaster Recovery – Skyward runs ASP Hosted if there is a Disaster <p>ASP Hosted sites are hosted in a fully redundant (N+1) data center. In addition there are also two geographically redundant data centers for disaster recovery in Milwaukee, Wisconsin and Dallas, Texas.</p>	
8.1.1.b	Is there redundancy built into the system.		<p>Skyward has several options for database and server redundancy for Self-hosted sites. These options are an extra cost.</p> <ol style="list-style-type: none"> 1. OpenEdge Replication – Skyward Database Replication product 2. VMware Disaster Recovery - Replicates Entire Skyward System 3. Skyward Disaster Recovery – Skyward runs ASP Hosted if there is a Disaster <p>ASP Hosted sites are hosted in a fully redundant (N+1) data center. In addition there are also two geographically redundant data centers for disaster recovery in Milwaukee, Wisconsin and Dallas, Texas.</p>	
8.1.1.c	Does the application contain any 'high availability' components to deal with a natural or manmade disaster?		Disaster recovery options listed in response to 8.1.1.b	
9.1 Statewide Requirements				
9.1.1.a	Is system multi-tenant? If not, can it be designed, configured, and maintained as a state-wide system?		Each district is hosted in its own database, multiple databases, web services, and report services can be hosted on the shared servers. This design allows the system to be designed, configured and maintained at a state-wide level.	

9.1.1.b	Does the vendor have experience designing and implementing at the regional and/or state level level?		Yes, Skyward currently works at the state level with both Texas and Washington. We also work at the regional level with organizations in Florida, Michigan, and Texas.	
9.1.1.c	Can the application be designed and implemented for Providence and then rolled out to other districts? If so, what methodology would you suggest to accomplish this?		Yes, the design and rollout for Providence would be very similar to the other districts in Rhode Island. In many cases the districts could consolidate their servers or consider ASP hosting. All districts in Rhode Island could utilize the hosted model saving money on server hardware and other system implementation costs.	
9.1.1.d	If a software subscription license model is used, could the cost per user be lowered as additional users are added?		No the subscription is based upon LEA student count not by user.	
9.1.1.e	How would you integrate other existing LEA contracts that you hold (if applicable) within the state.		Not applicable.	

Skyward response to 6.1.1.j:

<p>6.1.1.j</p>	<p>The Vendor is encouraged to provide sample course outlines, training packages and sample documentation.</p>	<p>Below is our demographics outline. Further examples can be provided if this helps your decision making process.</p> <p>Demographics Training Information Sheet Length: 2 Days</p> <p>Description: Student Demographics contains a wide range of information on students all in one place. There are over thirty unique tabs in the Student Profile and Browse areas.</p> <p>Demographics training focuses on six unique tabs: General, Entity, Categories, Family, Emergency and Entry/Withdrawal. The Busing, Locker, and Activity tabs will be covered as well as their corresponding buttons. The processes for adding and maintaining demographic information will be covered extensively. Student Demographics reporting will be covered (including Data Mining). Student related Utilities will be demonstrated. Navigation, filter options and preferences in the client will be explained.</p> <hr/> <p>Click the following link to view an overview tutorial for the Demographics module:</p> <p>Demographics Overview Interaction: The Demographics module affects all other student records related modules due to it being the foundation for all subsequent student records tracking.</p> <p>Audience: This training is intended for secretaries or others who are involved in basic data entry and reporting. Other staff that may find this training helpful include administrators involved with the entry of and maintenance of new and existing students as well as reporting on this information.</p> <p>Goal: Upon completion of this training class, the attendee will be able to do the following:</p> <ul style="list-style-type: none"> • Successfully log in and navigate through the program. • Successfully change to a different student and inquire on all demographic data. • Thoroughly understand selection filters, student alphakeys and ranges. • Successfully add a student, including family and emergency contact information. • Successfully withdraw and re-enter students as needed. • Successfully create and process Demographics reports including Data Mining. <hr/> <p>Demographics Class Outline:</p> <p>A. General System Overview</p> <ol style="list-style-type: none"> 1. Browse and Filter functionality. 2. Multiple entities 3. Training resources: Documentation, Forum & Website Review <p>B. Log in Options</p> <ol style="list-style-type: none"> 1. Log in via the web URL 2. Mouse click and hyperlink navigation <p>C. Security and Codes</p> <ol style="list-style-type: none"> 1. Screen display based on Security Access 2. Explanation of Codes concept 3. Explanation of Alphakey 4. Significance of Codes to report processing <p>D. Navigation</p> <ol style="list-style-type: none"> 1. Arrow buttons - scroll bars 2. Single click/select vs. double click/open 3. Highlight on changes and focus 4. Lookup box entry 5. Select, add, edit, delete and back buttons 6. Favorites 7. Notes 8. Preferences 9. Create New Window 10. [+] Expand and [-] collapse function
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E. Entity Concept

1. Multiple Entity concept - one Family record
2. Entity - Building - School - Calendar

F. Student Inquiry Options (Student Browse and Profile)

1. Changing Entities
2. Student Browse
 - a. Filters
 - b. Look up by last name, ID, etc.
3. Student Profile
 - a. Ranges
 - b. Student lookup options
 - c. Customize Tabs
 - e. Extra Information

G. Overview of Student Demographics

1. General Tab
 - a. Profile
 - b. Address
 - c. School Path
 - d. Vehicles
 - e. Web Access
 - f. Notes
2. Entity Tab
 - a. Entity Info

b. Obligations

3. Categories Tab

- a. District
- b. Entity
4. Family Tab
 - a. Adding a family vs. adding a Guardian
 - b. Head of Household vs. Primary Guardian – changing Head of Household and Primary Guardian
 - c. Family Changes
 - i. Parents are separating and student is staying at current address
 - ii. Parents are separating and student is moving from current address with one parent
 - iii. Parents are separating and one parent (or both) is remarrying
 - iv. Parents are transferring custody to another party (Foster Care)
 - v. Student becomes his/her own Guardian
 - vi. Former student returning as a guardian for another student
 - d. Sibling view
5. Emergency Tab
 - a. Alert Information
 - b. Emergency Contacts

H. Student Add Process

1. Search for entered name to avoid duplicates
2. Add the first student together - as a group
3. Set up individual Entry Defaults
4. Complete General, Entity, and Entry information data entry
5. Optional: enter family and emergency information
6. Add a second student at individual pace
7. Transfer a Student

- I. Entry & Withdrawal Process
 - 1. Withdraw and re-enter several students
 - 2. View Entry/Withdrawal history from other Entities

- J. Demographics Reports
 - 1. Templates
 - a. Add, view and clone
 - b. Ranges screen
 - c. My and Shared Templates
 - d. Print Queue
 - 2. Student Reports
 - a. Duplicate Alphakey
 - b. Duplicate Other-ID
 - c. Entry/Withdrawal Report
 - d. Student Cross-Reference List
 - e. Student Notes
 - f. Student Registration/Emergency Form
 - 3. Data Mining
 - a. Browse Screen
 - b. Setup
 - c. Field Selection
 - d. Running a Data Mining Report
- d. Processing Lists
- e. Address Labels
- f. Information Labels

- K. Custom Forms - Setup and Data Entry Procedures
 - 1. Add fields
 - 2. Build screens
 - 3. Data Entry and Reporting (Data Mining)

- L. Locker Processing
 - 1. Locker Codes
 - 2. Locker Area Codes
 - 3. Mass Assign Lockers
 - 4. Mass Unassign Lockers
 - 5. Locker Assignment Card Report

- M. Activities Button and Activities Tab
 - 1. Activities Master
 - 2. Add, Edit or Delete an Activity
 - 3. Add a student to an Activity
 - 4. Add Students by Class

- N. Busing and Busing Tab
 - 1. Busing Overview
 - 2. Add, Edit or Delete a Route
 - 3. Add, Edit or Delete a Bus Stop
 - 4. Add a Bus Stop to a student
 - 5. Bus Route Report

- O. Utilities
 - 1. Mass Change Processing
 - 2. Mass Add Students to Entity
 - 3. Mass Assign Homerooms
 - 4. Mass Assign Advisors

- P. Review/Question and Answer

SKYWARD PROPOSAL

PROVIDENCE						
	Year 1 - ends 6/30/13		Year 2 - ends 6/30/14		Year 3 - ends 6/30/15	
	Seed	Unit	Year 1 PPSD	Notes	Year 2 Seed	Unit
23,872 Students (RIDE est)						
Core (Annual Subscription)	\$ 6.35	student	\$ 151,587.20		\$ 6.50	student
Additional Modules + Charges:						
Special Ed	\$ 0.75	student	\$ 17,904.00		\$ 0.75	student
SIF Agent	\$ 0.25	student	\$ 5,968.00		\$ 0.25	student
Hosting:	\$ 1.80	student	\$ 42,969.60		\$ 1.80	student
Hosting Setup:	\$ 1,500.00	total	\$ 1,500.00			
Implementation:				Includes Training, Programming, and Technical/Networking and travel - 131.5 on-site days and 28 web hrs included.		
Project Management:	\$ 24,536.00	total	\$ 24,536.00			
Data Conversion:	\$ 52,684.00	total	\$ 52,684.00			
Total:			\$ 445,359.80		\$ 222,009.60	\$ 227,977.60

3 Year Total = \$ 895,347.00

SKYWARD

WOONSOCKET						
	Year 1 - ends 6/30/13		Year 2 - ends 6/30/14		Year 3 - ends 6/30/15	
	Seed	Unit	Year 1	Notes	Year 2 Seed	Unit
6,024 Students						
Core (Annual Subscription)	\$ 6.35	student	\$ 38,252.40		\$ 6.50	student
Additional Modules + Charges:						
Special Ed	\$ 0.75	student	\$ 4,518.00		\$ 0.75	student
SIF Agent	\$ 0.25	student	\$ 1,506.00		\$ 0.25	student
Hosting:	\$ 1.80	student	\$ 10,843.20		\$ 1.80	student
Hosting Setup:	\$ 1,500.00	total	\$ 1,500.00			
Implementation:				Includes Training, Programming, and Technical/Networking and travel		
Project Management:	\$ 9,863.00	total	\$ 9,863.00			
Data Conversion:	\$ 40,739.00	total	\$ 40,739.00			
Total:			\$ 177,589.60		\$ 56,023.20	\$ 57,529.20

3 Year Total = \$ 291,142.00

CENTRAL FALLS						
	Year 1 - ends 6/30/13		Year 2 - ends 6/30/14		Year 3 - ends 6/30/15	
	Seed	Unit	Year 1	Notes	Year 2 Seed	Unit
2,732 Students						
Core (Annual Subscription)	\$ 6.35	student	\$ 17,348.20		\$ 6.50	student
Additional Modules + Charges:						
Special Ed	\$ 0.75	student	\$ 17,904.00		\$ 0.75	student
SIF Agent	\$ 0.25	student	\$ 5,968.00		\$ 0.25	student
Hosting:	\$ 1.80	student	\$ 42,969.60		\$ 1.80	student
Hosting Setup:	\$ 1,500.00	total	\$ 1,500.00			
Implementation:				Includes Training, Programming, and Technical/Networking and travel		
Project Management:	\$ 9,863.00	total	\$ 9,863.00			
Data Conversion:	\$ 40,739.00	total	\$ 40,739.00			
Total:			\$ 177,589.60		\$ 56,023.20	\$ 57,529.20

3 Year Total = \$ 291,142.00

Additional Modules + Charges:		Year 1 - ends 6/30/13	Year 2 - ends 6/30/14	Year 3 - ends 6/30/15
Special Ed	\$ 0.75 student	\$ 2,049.00	\$ 2,049.00	\$ 2,049.00
SIF Agent	\$ 0.25 student	\$ 683.00	\$ 683.00	\$ 683.00
Hosting:	\$ 1.80 student	\$ 4,917.60	\$ 4,917.60	\$ 4,917.60
Hosting Setup:	\$ 1,500.00 total	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Implementation:				
Project Management:	\$ 9,863.00 total	\$ 20,911.00	\$ 20,911.00	\$ 20,911.00
Data Conversion:	\$ 40,739.00 total	\$ 7,509.00	\$ 7,509.00	\$ 7,509.00
Total:		\$ 73,889.80	\$ 25,407.60	\$ 26,090.60

3 Year Total = \$ 125,388.00

		NORTH PROVIDENCE								
		Year 1 - ends 6/30/13		Year 2 - ends 6/30/14		Year 3 - ends 6/30/15				
	Seed	Unit	Year 1	Notes	Year 2 Seed	Unit	Year 2	Year 3 Seed	Unit	Year 3
4,124 Students										
Core (Annual Subscription)	\$ 6.35 student	student	\$ 26,187.40		\$ 6.50 student	student	\$ 26,806.00	\$ 6.75 student	student	\$ 27,837.00
Additional Modules + Charges:										
Special Ed	\$ 0.75 student	student	\$ 3,093.00		\$ 0.75 student	student	\$ 3,093.00	\$ 0.75 student	student	\$ 3,093.00
SIF Agent	\$ 0.25 student	student	\$ 1,031.00		\$ 0.25 student	student	\$ 1,031.00	\$ 0.25 student	student	\$ 1,031.00
Hosting:	\$ 1.80 student	student	\$ 7,423.20		\$ 1.80 student	student	\$ 7,423.20	\$ 1.80 student	student	\$ 7,423.20
Hosting Setup:	\$ 1,500.00 total	total	\$ 1,500.00							
Implementation:										
Project Management:	\$ 9,863.00 total	total	\$ 20,911.00							
Data Conversion:	\$ 40,739.00 total	total	\$ 7,509.00							
Total:			\$ 86,626.60				\$ 38,353.20			\$ 39,384.20

3 Year Total = \$ 164,364.00

PAAWD

THIS IS A NOTICE OF AWARD, NOT AN ORDER. Any quantity reference in the agreement or in the bid preceding it are estimates only and do not represent a commitment on the part of the state to any level of billing activity, other than for quantities or volumes specifically released during the term. No action is to be taken except as specifically authorized, as described herein under AUTHORIZATION AND RELEASE. ENTIRE AGREEMENT - This NOTICE OF AWARD, with all attachments, and any release(s) against it shall be subject to: (1) the specifications, terms and conditions set forth in the Request/Bid Number cited herein, (2) the General Terms and Conditions of Contracts for the State of Rhode Island and (3) all provisions of, and the Rules and Regulations promulgated pursuant to, Title 37, Chapter 2 of the General Laws of the State of Rhode Island. This NOTICE shall constitute the entire agreement between the State of Rhode Island and the Vendor. No assignment of rights or responsibility will be permitted except with the express written permission of the State Purchasing Agent or his designee. CANCELLATION, TERMINATION and EXTENSION - This Price Agreement shall automatically terminate as of the date(s) described under CONTRACT PERIOD unless this Price Agreement is altered by formal amendment by the State Purchasing Agent or his designee upon mutual agreement between the State and the Vendor.

RELEASE

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency. A Direct Purchase Order (DPO) shall be created by the agency listing the items ordered, using the pricing and format set forth in the Master Blanket. All pricing shall be as described in the Master Blanket and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected in Master Blanket.

CAMPAIGN INCLUDING ARRA SUPPLEMENTAL TERMS & CONDITIONS

EVERY PERSON OR BUSINESS ENTITY PROVIDING GOODS OR SERVICES AT A COST OF \$5000 CUMULATED VALUE IS REQUIRED TO FILE AN AFFIDAVIT REGARDING POLITICAL CAMPAIGN CONTRIBUTIONS WITH THE RI STATE BOARD OF ELECTIONS EVEN IF NO REPORTABLE CAMPAIGN CONTRIBUTIONS HAVE BEEN MADE. (RI GENERAL LAW 17-27) FORMS OBTAINED AT BOARD OF ELECTIONS, CAMPAIGN FINANCE DIVISION, 50 BRANCH AVENUE PROVIDENCE 02904 (401-222-2056).

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and

Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov."

TERMS

SCOPE AND LIMITATIONS - This Agreement covers requirements as described herein, ordered by State agencies during the Agreement Period. No additional or alternative requirements are covered, unless added to the Agreement by formal amendment by the State Purchasing Agent or his designee.

Under State Purchasing Law, 37-2-54, no purchase or contract shall be binding on the state or any agency thereof unless approved by the department [of administration] or made under general regulations which the chief purchasing officer may prescribe. Under State Purchasing Regulation 8.2.1.1.2, any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state.

PRODUCT ACCEPTANCE - All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the State. The State reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the State's option.

- a) Failure by the state to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the State's right to subsequently reject the goods in question.
- b) Formal or informal acceptance by the State of non-conforming goods shall not constitute a precedent for successive receipts or procurements.

Where the vendor fails to cure the defect promptly or replace the goods, the State reserves the right to cancel the Release, contract with a different vendor, and to invoice the original vendor for any differential in price over the original contract price.

ORDER AUTHORIZATION AND RELEASE AGAINST PRICING AGREEMENT

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency.

State Agencies shall request release as follows: All releases shall reference the Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein.

A Department Purchase Order (DPO) listing the items ordered shall be created by the

agency. The agency may mail or fax a copy of the order to the Vendor. In some cases the agency may request delivery by telephone, but must provide the Vendor with a DPO Order Number reference for billing purposes. Vendors are encouraged to require written orders to assure payments are processed accurately and promptly.

DELIVERY If this is an MPA, Vendor will obtain "ship to" information from each participating agency. This information will be contained in the DPO. APA delivery information will be contained in the Notice of Award.

PRICING - All pricing shall be as described herein, and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected herein.

INVOICING All invoices shall reference the DPO Order Number(s), Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein. If this is an MPA, Vendor will obtain "bill to" information from each participating agency. This information will be contained in the DPO. APA billing information will be contained in the Notice of Award.

PAYMENT - Invoices for items not received, not priced according to contract or for work not yet performed will not be honored. No payment will be processed to any vendor for whom there is no IRS W-9 on file with the State Controller. \

P1

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.
PAYMENTS WILL BE AUTHORIZED UPON SUBMISSION OF PROPERLY
RENDERED INVOICES TO THE RECEIVING AGENCY. ANY UNUSED
BALANCE AT END OF BLANKET PERIOD IS AUTOMATICALLY CANCELLED.

P6

THIS PURCHASE ORDER IS AWARDED SUBJECT TO EQUAL OPPORTUNITY
COMPLIANCE.

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT

MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

INSURANCE2

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "BILL TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.

REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number. Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).