



Solicitation Information

18 Jan 06

RFP # B05973

TITLE: Central Education Information Warehouse - RIDE

Submission Deadline: 22 Feb 06 @ 1:40 PM (Eastern Time)

**PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 7 Feb 06 Time: 2:00 PM
Mandatory : No
Location: Department of Administration / Division of Purchases (Bid Room),
One Capitol Hill, Providence, RI**

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **6 Feb 06 at 12:00 Noon (ET)** .Questions should be submitted in *a Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

**Vendors must register on-line at the State Purchasing Website at
www.purchasing.ri.gov.**

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

The Rhode Island Department of Administration, Office of Purchases, on behalf of the Rhode Island Department of Elementary and Secondary Education (RIDE) is requesting Proposals from qualified individuals to provide and implement a Central Education Information Warehouse for the Department's Comprehensive Education Information System (CEIS) , in accordance with the terms of this solicitation And the State's General Conditions of Purchase available at www.purchasing.ri.gov.

1 INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:

- All respondents **MUST** register online at the RIVIP's Internet website @ <http://www.purchasing.ri.gov>. Proposals must be in accordance with the guidelines outlined in this request and the state's general conditions of purchased which can be accessed through the website.
- A fully completed and signed *RIVIP Bidder Certification Cover Sheet – All three pages should accompany response submitted*. Failure to make a complete submission inclusive of this three-page document may **result in disqualification**.
- Should there be a need for technical assistance in registering and/or downloading any document, call the RIVIP HELP DESK @ (401) 222-2142, ext. 134. Office Hours: 8:30 AM – 4:00 PM.
- All costs associated with developing or submitting documents in response to this Request and/or in providing oral or written clarification of its content shall be borne by the respondent. The State assumes no responsibility for these costs.
- It is intended that an award pursuant to this Request will be made to a prime respondent, who will assume responsibility for all aspects of the work.
- All pricing submitted will be considered to be ***firm and fixed*** unless otherwise indicated herein.
- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than sixty (60) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.
- Responses misdirected to other State locations or which otherwise are not received by the State Division of Purchases by the established due date for any cause will be determined to be late and may not be considered. The office clock, for the purpose of registering the arrival of a document, is in the reception area of the Department of Administration (DOA), Division of Purchases, One Capitol Hill, Providence, Rhode Island.
- Respondents are advised that all materials submitted to the State for consideration will be considered to be public records as defined in Title 38, Chapter 2 of Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award is made.
- During the life of this contract, the State reserves the right to solicit separately for selected initiatives within this scope of work.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder (s).
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site www.rimbe.org. To speak with an M.B.E. Officer, call (401) 222-6253.

- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090

The State reserves the right to accept or reject any or all options, bids, proposals, to award on the basis of cost alone, and to act in its best interest.

At any point during the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

The State may, at its sole option, elect to require presentation(s) by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

2 PROJECT BACKGROUND/OVERVIEW

With No Child Left Behind (NCLB), we are in a new era of education: high standards, accountability and school improvement. Data analysis tools are no longer optional; they are now necessary to meet the requirements of NCLB and other federal standards. Within this new environment, the Rhode Island School Districts and the Rhode Island Department of Education concluded that a statewide comprehensive, data-driven decision support system is needed so that educators will be able to comply with NCLB, to use data to evaluate and plan programs, to justify spending, to support Individual Education Plans (IEP) and to inform all interested parties including parents and students.

After carefully analyzing other state education modernization initiatives, we have determined that a collaborative implementation of centralized application software and analytical data tools across state and local education agencies is the foundation for a data-driven, intelligent decision support system. This collaborative effort will ensure consistent data standards, data accuracy, and data currency by initially implementing scheduled data collections throughout the state and will eliminate the costly duplication of information.

RIDE has been increasingly focusing its resources on developing a statewide comprehensive, data-driven decision support system through the development and implementation of Progressive Support and Intervention (PSI), the State assigned unique student ID system (SASID), and an Information Portal that facilitates information exchange and state reporting (eRIDE). RIDE is now working on integrating these initiatives into a Comprehensive Education Information System (CEIS) which will enable state and local educators to use data to evaluate and plan programs, to justify spending, to differentiate instructional practices and to inform all interested parties including parents and students. The CEIS will also provide the analytical information to not only support informed educational decisions but to also measure the results of these decisions.

RIDE and local school systems currently collect large quantities of data about schools and districts, such as student records on demographics, enrollment, attendance, curriculum, and academic performance. These data are currently not available in a timely fashion, nor are they easily accessible, and the focus is more on compliance than on performance outcomes. As a result, the State is limited in its capacity to support research on student academic growth and other factors associated with improving achievement of all students and reducing achievement gaps between different subgroups of students. The State's capacity to exchange data across institutions within the State and among the States, and the ability to provide reports or ad hoc analyses to a wide range of stakeholders is limited.

Moreover, this information is not effectively shared among educational programs and organizational entities. Without a data storage infrastructure based on common standards, it is often difficult to see relationships between the various data points.

RIDE's needs at present are not primarily concerned with data collection. RIDE is now focused on issues of the use of data and information. The Department's rich data resources reside in static form, in separate boxes or "silos," generally with no links to one another. For example, the Information Works reports on state assessments are displayed as bar graphs that contain much detail and are easy to comprehend – an excellent snapshot of student results that is published each year. Yet there is no way, in the current system, to show student progress over time. Each year's report is a separate and distinct document.

The Rhode Island system of Progressive Support and Intervention, through which RIDE offers help and if necessary increasing degrees of control to schools and districts that miss their annual targets, draws its strength from the rich data resources that RIDE has collected. The system, however, faced with an increasing number of schools in need of support and with the compliance pressures laid upon us by NCLB, needs a data system that can easily generate and transmit reports across institutions and within the state, that can respond rapidly to all queries regarding academic indicators, that can create reports to display the data on either a longitudinal or a comparative scale, and that has different levels of access and utility, on a password-protected basis, so that all data, down to the individual student level, can be stored within a uniform and seamless data system.

Ultimately, the implementation of the CEIS will result in an increased capacity for school administrators, teachers and parents to use computer software tools to integrate data, apply standards and measures, analyze results, determine outcomes, explore best practices and adjust education programs and instructional procedures.

Rhode Island citizens looking for education information will use a CEIS Enterprise Portal Gateway Website to guide them to the information they seek. The CEIS Enterprise Portal Gateway Website also provides a framework to operate the CEIS application software components that support administrative operations of the Rhode Island Department of Elementary and Secondary Education and the Rhode Island Schools and Districts. The CEIS Enterprise Portal Gateway will contain functionality, such as navigation and menus, that will be shared among all of these applications. In addition, the CEIS Enterprise Portal Gateway Website will use the CEIS Security Component to communicate the "trusted" user permissions necessary to operate the CEIS applications components. Each software component in the CEIS application software suite will have a Portal Gateway using the same style sheet as the Enterprise Portal Gateway but with different content, functionality, and navigation options.

The RIDE CEIS consists of a suite of education application software components that operate within a web-based Enterprise Portal Gateway Website infrastructure. Each application component operates within its own portal gateway infrastructure. By operating within a master gateway framework, the nested application gateways are able to operate independently and/or inter-operate utilizing the CEIS multi-dimensional security component. The CEIS Security Component manages functional, informational, and operational access to the various CEIS application components. The following CEIS Application Software Suite components are not part of this procurement but are listed as "information only" to give the bidders a context for the Central Education Information Warehouse:

- CEIS Enterprise Portal Gateway Website
- CEIS Central State Education Directory
- CEIS Central Student Information System (CSIS)
- CEIS Web SmartForms (Intelligent Data Collection)
- CEIS Education Standards, Assessment & Accountability System
- CEIS Education Program Management Systems
- CEIS Education Financial Information System
- Child Nutrition System (eSNACS)
- Teacher Certification System

3 SCOPE OF WORK

This project is divided into the following three Phases:

- **Phase 1:** During Phase 1 the winning bidder will validate the Business & Technical requirements, develop and deliver a detailed Project Plan, develop and deliver a CIW Q/A-Test Plan, Complete ETL of Phase 1 data & Load into CIW, Implement all CIW Phase 1 Components (In production) and develop and deliver CIW Technical & User Documentation. These tasks will be completed on or before 5/31/06.
- **Phase 2:** During Phase 2 the winning bidder will validate the Business & Technical requirements, develop and deliver a detailed Project Plan, develop and deliver a CIW Q/A-Test Plan, Complete ETL of Phase 2 data & Load into CIW, Implement all CIW Phase 2 Components (In production) and develop and deliver CIW Technical & User Documentation. These tasks will be completed on or before 12/31/06.
- **Phase 3:** During Phase 3 the winning bidder will validate the Business & Technical requirements, develop and deliver a detailed Project Plan, develop and deliver a CIW Q/A-Test Plan, Complete ETL of Phase 3 data & Load into CIW, Implement all CIW Phase 3 Components (In production) and develop and deliver CIW Technical & User Documentation. These tasks will be completed on or before 6/30/07.

The Bidder, in its proposal, must agree to perform the following Project Schedule, Project Deliverable, Implementation Plan, System Operation Plan, and Scheduled Project Status Reporting tasks specified in this section and all other specifications and deliverables as outlined in Appendix B.

3.1 Tasks

3.1.1 COLLECT, ANALYZE, AND REVIEW INFORMATION CONTAINED IN EXISTING DISTRICT DATA SYSTEMS:

The Awarded Bidder needs to review the current systems in place in Rhode Island schools and districts. This analysis should be an assessment of the information stored within the districts IT system(s) and their capacity to participate in the statewide data system.

The analysis should review, but not limited to, the following areas by district and for the RIDE:

- Infrastructure Schemas;
- Software Inventory (products, vendors and versions in use);
- Dataflow analysis point to point (e.g. school to school, school to district, district to state, district to district, etc.);
- Local procedures for compiling state reports (e.g. manual, automatically generated from system, etc.);
- Listing of district data elements that can and cannot be provided
- Current collection periodicity;
- Current technical qualifications of staff; and,
- Granularity and Categorization of the data (student, staff, and fiscal).

3.1.2 PROPOSE A RIDE CENTRAL EDUCATION INFORMATION WAREHOUSE SYSTEM

The Awarded Bidder must propose a statewide education data system for Rhode Island that allows for universal school district participation. The Data System must have the following characteristics:

- Be SIF-compliant;
- Support the data needed for all current state collections;

- Allow for student level data to be exchanged within the Rhode Island Education Enterprise of RIDE, Districts, and Schools;
- Leverage existing systems to the optimal extent;
- Accommodate future student standards based tracking; and,
- Provide alternate recommendations for configurations that best fit individual district needs.

3.1.3 COMPARE STATE DATA ELEMENT NEEDS WITH SIF OBJECTS

SIF may not currently have objects for all the data that would need to be collected by the Statewide Education Data System. The Awarded Bidder must perform a gap analysis of RIDE's data requirements against SIF and identify the data that can or cannot be provided. In some cases, SIF is designing objects for the missing categories. For others, the state may need to define custom objects and have custom agents developed.

3.1.4 DESCRIBE REQUIREMENTS / MODIFICATIONS FOR CONFIGURATION OPTION(S)

Once the current status of the districts and the state are identified and the RIDE CIW system is defined, the Bidder must describe what modifications to its CIW infrastructure are needed to implement the system. The Gap Analysis should include changes to district and state infrastructure and software and any additional IT equipment.

3.1.5 DEVELOP A DISTRICT IMPLEMENTATION PLAN

The Bidder must develop and deliver an implementation plan for each district. The implementation plan must include suggested timelines, a plan for capturing missing data elements/objects, security issues, personnel requirements and district training needs.

3.1.6 PROPOSE A RIDE IMPLEMENTATION PLAN

Similar to the individual district implementation plans, the Bidder must develop and deliver an implementation plan for RIDE. The plan should include the development of an agent, or agents, that interfaces with the existing RIDE data system. The plan should also include suggested timelines, a plan for capturing missing data elements/objects, security issues, personnel requirements and staff training needs.

3.1.7 MANAGEMENT / PROCEDURAL POLICY PLAN

The awarded Bidder must develop a set of operating procedures for the model data system. The boundaries between districts and the state must be clearly delineated. A system management governance structure must also be described.

3.2 Project Schedule

Following are the due dates by which the listed components of the project must be completed.

3.2.1 PHASE 1 CIW INFORMATION REQUIREMENTS— MAY 31, 2006

Phase 1 (May 31, 2006)

- Periodicity Information (as Defined in Discovery)
 - School Year
 - Semester/Trimester
- District Information (as Defined in Discovery)
- School Information (as Defined in Discovery)
- Teacher (as Defined in Discovery)
- Student Information (as Defined in Discovery)
- Assessment Information (as Defined in Discovery)
- Event Information (as Defined in Discovery)

3.2.2 PHASE 2 CIW INFORMATION REQUIREMENTS – DECEMBER 31, 2006

Phase 2a (September 30, 2006)

- Enhanced Phase 1 features

- Curriculum
- Programs
- Financial Information

Phase 2b (December 31, 2006)

- Standards
- Measures/Indicators
- Outcomes

3.2.3 PHASE 3 CIW INFORMATION REQUIREMENTS – JUNE 30, 2007

- Phase 1 & 2 features
- Family
- Location
- School Activities

3.3 Project Deliverables

3.3.1 DISTRICT SYSTEM ANALYSIS

A report of the current software and capability of each school district in the state and how they gather, process, and report the data in the “core collections.”

3.3.2 MODEL STATEWIDE EDUCATION SYSTEM DESIGN

A description of what a “statewide education data system” would look like and how it would operate. The description should include high level data flow patterns and the boundaries between the various jurisdictions.

3.4 Implementation Plan

A plan for implementing the statewide data system in the RIDE and for each school district. The plan should include required hardware, software, development, etc. that may need to be purchased. It should include training needed, personnel qualifications, and implementation timelines.

3.5 System Operation Plan

A plan for how the operation of the system would be governed and an initial set of operational policies and procedures.

3.6 Scheduled Reporting

3.6.1 WEEKLY PROJECT UPDATES

The awarded Bidder must participate in weekly onsite project status meetings to update RIDE and the RIDE management team on progress.

4 ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS:

4.1 Transmittal Letter

Bidders must submit a letter of transmittal signed by an owner, officer, or other authorized agent.

4.2 Relevant Organizational Information

Bidders must submit relevant organizational information, a list of similar projects undertaken and/or clients served, agency expertise relative to the services requested, and a statement of existing workload as it impacts the performance of the project.

4.3 Key Personnel Assigned to Project

Bidders must provide an overview of key personnel assigned to the project including education and prior experience.

4.4 Subcontractor Disclosure

Bidders must disclose any work to be sub-contracted including the specific work to be performed and staffing, organizational structure, and business background of the sub-contractor.

4.5 Approach to meeting Business Requirements

The Bidder must describe its proposed approach to meeting the business requirements and specifications set forth in this section. This section should also identify any proposed sub-awarded Bidders, and describe their role in the project. Sub awarded Bidders not identified in the Proposal will not be permitted without the written approval of the RIDE.

4.6 Similar Projects Descriptions

Bidders must include in their response three examples of a project that they have successfully implemented similar to this RIDE Central Education Information Warehouse Project described in this RFP.

4.7 Prior Implementation Plan

Bidders must include in their response a copy of an implementation plan that your group has prepared in the past. Please select an implementation that you have prepared and utilized that is as closely related to this project as possible. The Selection Committee will use the submitted implementation plan an example of the quality and completeness that we can expect should you be awarded the contract.

4.8 Proposed Solution

The Bidder must confirm, at a minimum, that the proposed solution meets each of the stated requirements. Where required, the Bidder must also provide detailed responses. If the Bidder's solution does not meet a requirement but can propose an alternative method or approach that meets the intent of the requirement then the Bidder must describe the alternative, major considerations, implications, assumptions and expected results. The RIDE Selection Committee will abide by provisions in this RFP for reviewing alternative approaches. The RIDE Selection Committee will review the proposed alternative and consider the proposed merits.

In any event, the RIDE Selection Committee's decision for acceptance or rejection of the proposed alternatives will be final. The RIDE Selection Committee uses the terminology "**Components**", to delineate core functionality that would normally be mapped to a specific user function. The RIDE Selection Committee acknowledges that proposed Bidder solutions may not be defined or characterized by the Bidder in this manner. Some Bidders may consider certain components or modules part of the same task or functionality. As long as the required functionality is provided and is clarified in the proposal in all appropriate sections, then combinations are acceptable to the RIDE Selection Committee.

4.9 Vendor Background, Qualifications, And Previous Experience

4.9.1 ORGANIZATION AND STAFFING

Firm Qualifications: In this section, the Bidder should describe the firm's background and its experience in managing and completing similar projects for other public elementary and secondary education agency clients. In providing this information, it is **desirable** that Bidders demonstrate successful experience with the various components of the technical architecture, which has been proposed. It is also **desirable** that Bidders demonstrate familiarity with either the elementary and secondary public education system in Rhode Island or similar decentralized organizational structures.

Staff Qualifications: Respondents are to include an overview of experienced personnel presently on staff, prior experience and/or qualification of key personnel to be assigned to the project. Staff assignments and concentration of effort for each staff member are to be addressed. Pay particular attention to information on the company's knowledge of large scale data collection systems, the Schools Interoperability Framework (SIF) and experience in the implementation of

centralized education information warehouse systems. Include qualifications and resumes of all the key personnel that will be involved in this project. This proposal should reflect a commitment of these staff members to this project should this proposal be selected.

Respondent must demonstrate that staff has the knowledge and experience of Central Education Information Warehouse Projects involving Web Services implementations.

Sub-Consultants: As applicable, disclosure of any sub-consultant agencies' organizational structure and business background as well as the type of work they will perform must be documented in response to this RFP. Full disclosure of the proposed team to be assigned to this project is required in the Technical Proposal.

References: Bidders must provide three references related to systems consulting work completed within the last five years or currently in process that is similar to the size and scope of work described in this RFP. References must include the firm name, contact person, address, phone number, and a description of the contractual relationship. References will be contacted by telephone and should be available between 9:00 - 5:00 EST. No RIDE employee may be used as a reference.

5 TERMS OF THE CONTRACT

The **initial contract** will begin approximately **March, 2006** and end **June 30, 2008**. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE retains the option of granting a time extension of up to **one year** with additional funding if available and if the level of work is expanded by mutual written consent. If necessary, deficiencies in performance of services and/or failure to supply deliverables in a complete and timely manner will be documented in writing by RIDE. Should a pattern of substantial dissatisfaction become apparent, RIDE reserves the right to terminate the contract.

6 COST PROPOSAL/TERMS OF PAYMENT

The awarded Bidder must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. In addition, the Bidder, in its proposal, must include a cost breakdown by phase, major task, and Deliverable as identified in the Cost Proposal Template by Phase, Task, and Deliverable located in Appendix A. Cost proposals must fall within the range below for each period as follows:

FY06	Up to	\$300,000
FY07	Up to	\$500,000
FY08	Up to	\$500,000

The total cost of the **initial contract** is not to exceed **\$1,300,000**

7 PRE-PROPOSAL QUESTIONS & MEETING

Pre-proposal questions regarding this solicitation may be submitted in accordance with the terms and conditions expressed on page one of this solicitation.

A Pre-Proposal Meeting will be held on the date and time listed on page one of this solicitation. At this time all questions relative to the SOW as well as any questions regarding RIDE procedures and proposal format will be addressed. Persons requesting the services of an interpreter for the hearing impaired may obtain those services by calling (401) 222-4971 forty-eight hours in advance of the scheduled conference date. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the Help Desk at 401 222-2142, ext 134.

8 PROPOSAL SUBMISSION

All document pages are to be **numbered in consecutive order**.

***Combined* TECHNICAL/COST PROPOSAL** ("original" plus **FOUR (4) copies**) submissions are to be either mailed or hand-delivered in a sealed envelope marked: "**RFPB05973--"CEIS Central Education Information Warehouse** " by the date and time indicated on page one of this solicitation.

**RI Dept of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. The "official" time clock is located in the Division of Purchases Reception area.

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A Cost Proposal reflecting the hourly rate, or other fee structure, proposed for this scope of services, including completion of the Cost Proposal Summary form, enclosed, and
3. A Technical Proposal describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.state.ri.us.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.

9 EVALUATION AND SELECTION

Cost Proposals, Technical and Business Responses will be evaluated by the RIDE CEIS Central Information Warehouse Selection Committee. The Committee will evaluate and score combined the Business, Technical, and Cost Proposals received utilizing the following criteria resulting in a final ranking and recommended selection:

9.1 Evaluation Criteria

<u>Category</u>	<u>Points</u>	<u>Percent</u>
<u>1. Company Background</u>	<u>5</u>	<u>5%</u>
<u>2. Project Experience (Company)</u>	<u>20</u>	<u>20%</u>
<u>a. Education Information Warehouse Implementation Experience</u>	10	
<u>b. Currency of Information Technology Experience</u>	10	
<u>3. Staff Experience</u>	<u>20</u>	<u>20%</u>
<u>a. Education Information Warehouse Implementation Experience</u>	15	
<u>b. Currency of Information Technology Experience</u>	5	
<u>4. Project Work Plan</u>	<u>5</u>	<u>5%</u>
<u>5. Technical Proposal</u>	<u>30</u>	<u>30%</u>
<u>6. Cost Proposal</u>	<u>20</u>	<u>20%</u>
<u>Total</u>	<u>100</u>	<u>100%</u>

The bidders responses in the following categories will be evaluated according to, but not limited to, the following criteria:

9.1.1 COMPANY/ PROJECT / STAFF EXPERIENCE

- Subject Matter (Education Information Warehouse) Experience;
- Web Services Experience;
- Information Technology Experience.

9.1.2 PROJECT WORK PLAN

- Project Plan and corresponding tasks specified by Bidder demonstrate an understanding of the Business and Technical Requirements of the Project;
- Projected timelines communicate a methodology of how proposed solution will be successfully implemented.

9.1.3 TECHNICAL PROPOSAL

- Demonstrates Understanding of Education Information Warehouse Subject Matter
- Demonstrates Understanding of Business Requirements;
- Demonstrates Understanding of Functional Requirements;
- Demonstrates Understanding of Web Services Requirements;
- Communicates the Quality & Viability of n-Tier Technology Solution;
- Communicates the Quality & Viability Web Application Development Solution;
- Communicates the Quality & Viability Database Solution –Transactional (OLTP);
- Communicates the Quality & Viability Database Solution – Analytical (OLAP).

9.1.4 COST PROPOSAL

- Rate Competitiveness;
- Time Estimate Viability.

9.2 Evaluation Process

9.2.1 CLARIFICATIONS

The Selection Committee may request additional information to clarify/correct proposals. Clarifications/corrections provided in response to a clarification/correction request by RIDE shall become part of the Bidder's Proposal. The Bidder must be prepared to commit contractually to all claims and statements made in its Proposal.

9.3 Final Selection

The Technical Review Committee's final selection recommendation will be presented to the State's Architectural/ Engineering Consultant Services Selection Committee for consideration. Upon receipt of final selection approval from the Director of Administration, all respondents will be notified by the State that a final selection has been made.

Failure to respond to a Mandatory Requirement will result in Proposal disqualification and no points will be assessed. Proposals where responses are provided to Mandatory Requirements but do not meet the Mandatory Requirements may be disqualified, unless, in the judgment of the RIDE Selection Committee, an acceptable substitute is proposed. The level to which a Bidder demonstrates that its product or services meets the requirements will factor into the scoring process. The proposal of Desirable Features will also be factored into evaluations. In addition, the following factors will be considered in the evaluation.

Appendix A

Required Budget Forms

Form 1: Budget One-Year Projects

Form 2: Personnel Detail Sheet (One each for Fiscal Years
2006, 2007, 2008)

*Form 3: Cost Proposal Template by Phase,
Task, and Deliverable*

NOTE: The Bidder is must complete and all forms that are listed above and must include them in its proposal.

Budget Form # 1

Expense Category	Estimated Expenditures		
	FY06	FY07	FY08
1. Personnel			
2. Fringe Benefits			
3. Consultant			
4. In-State Travel			
5. Out-of-State Travel			
6. Printing			
7. Office Expense			
8. Telephone			
9. Educational Materials			
10. Equipment			
11. Data Processing			
12. Rental			
13 Other			
14.			
15.			
16.			
17.			
Subtotal			
Indirect Cost			
TOTAL			

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.

For FY06 (ends June 30, 2006)
Budget Form 2: PERSONNEL DETAIL SHEET

NAME	POSITION TITLE	HOURLY RATE INCLUDING FRINGE \$	NUMBER OF HOURS	TOTAL ANNUAL SALARY & FRINGE \$
TOTAL REQUEST				\$

DETAIL OF CONSULTANT

NAME	POSITION TITLE	HOURLY RATE \$	TOTAL COST \$
TOTAL REQUEST			\$

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

EXPENSE CATEGORY	DESCRIPTION	COST

For FY07 (ends June 30, 2007)
Budget Form 2: PERSONNEL DETAIL SHEET

NAME	POSITION TITLE	HOURLY RATE INCLUDING FRINGE \$	NUMBER OF HOURS	TOTAL ANNUAL SALARY & FRINGE \$
TOTAL REQUEST				\$

DETAIL OF CONSULTANT

NAME	POSITION TITLE	HOURLY RATE \$	TOTAL COST \$
TOTAL REQUEST			\$

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

EXPENSE CATEGORY	DESCRIPTION	COST

For FY08 (ends June 30, 2008)
Budget Form 2: PERSONNEL DETAIL SHEET

NAME	POSITION TITLE	HOURLY RATE INCLUDING FRINGE \$	NUMBER OF HOURS	TOTAL ANNUAL SALARY & FRINGE \$
TOTAL REQUEST				\$

DETAIL OF CONSULTANT

NAME	POSITION TITLE	HOURLY RATE \$	TOTAL COST \$
TOTAL REQUEST			\$

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

EXPENSE CATEGORY	DESCRIPTION	COST

Budget Form 3: Cost Proposal Template by Phase, Task, and Deliverable

Phase	Due Date	Task	Deliverable	Cost
Planning Phase 1		Validate Business & Technical Requirements	Business & Technical Requirements Assessment	
Planning – Phase 1		Deliver Complete Detailed Project Plan	Project Plan	
Q/A-Testing Phase 1		Deliver Q/A-Test Plan for CIW	1) CIW Q/A-Test Plan for CIW Component 2) Q/A-Test Scripts	
Implementation Phase 2		Complete ETL of Phase 1 data & Load into CIW	Load of Phase 1 District data into CIW	
Rollout – Phase 2	5/31/06	Deliver & Implement Completed CIW with Phase 1 data	1) Implemented Phase 1 CIW Components (In production) 2) CIW Technical & User Documentation	
			Total Cost Phase 1	
Planning Phase 2		Validate Business & Technical Requirements	CIW Business & Technical Requirements Assessment	
Planning – Phase 2		Deliver Complete Detailed Project Plan	Project Plan	
Q/A-Testing Phase 2		Deliver Q/A-Test Plan for CIW	1) CIW Q/A-Test Plan 2) CIWQ/A-Test Scripts	
Implementation Phase 2		Complete ETL of Phase 2 data & Load into CIW	Load of Phase 2 District data into CIW	
Rollout – Phase 2	12/31/06	Deliver & Implement Completed CIW with Phase2 data	1) Implemented CIW Phase 2 Components (In production) 2) CIW Component Technical & User Documentation	
			Total Cost Phase 2	
Planning Phase 3		Validate Business & Technical Requirements	Business & Technical Requirements Assessment	
Planning – Phase 3		Deliver Complete Detailed Project Plan	Project Plan	
Q/A-Testing Phase 3		Deliver Q/A-Test Plan for CIW	1) CIW Q/A-Test Plan 2) CIW Q/A-Test Scripts	
Implementation Phase 3		Complete ETL of Phase 3 data & Load into CIW	Load of Phase 3 District data into CIW	
Rollout – Phase 3	6/30/07	Deliver & Implement Completed CIW with Phase 3 data	1) Implemented CIW Phase 3 Components (In production) 2) CIW Component Technical & User Documentation	
			Total Cost Phase 3	

Appendix B

Technical Requirements

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1 TECHNICAL REQUIREMENTS

In this section, the Bidder must describe its proposed approach to meeting the technical requirements specifications set forth in this Section.

1.1 Scope Of Work

1.1.1 TASKS

1.1.1.1 Collect, Analyze, and Review Information contained in Existing District Data Systems:

The Awarded Bidder needs to review the current systems in place in Rhode Island schools and districts. This analysis should be an assessment of the information stored within the districts IT system(s) and their capacity to participate in the statewide data system.

The analysis should review, but not limited to, the following areas by district and for the RIDE:

- Infrastructure Schemas;
- Software Inventory (products, vendors and versions in use);
- Dataflow analysis point to point (e.g. school to school, school to district, district to state, district to district, etc.);
- Local procedures for compiling state reports (e.g. manual, automatically generated from system, etc.);
- Listing of district data elements that can and cannot be provided
- Current collection periodicity;
- Current technical qualifications of staff; and,
- Granularity and Categorization of the data (student, staff, and fiscal).

1.1.1.2 Propose a RIDE Central Education Information Warehouse System

The Awarded Bidder must propose a statewide education data system for Rhode Island that allows for universal school district participation. The Data System must have the following characteristics:

- Be SIF-compliant;
- Support the data needed for all current state collections;
- Allow for student level data to be exchanged within the Rhode Island Education Enterprise of RIDE, Districts, and Schools;
- Leverage existing systems to the optimal extent;
- Accommodate future student standards based tracking; and,
- Provide alternate recommendations for configurations that best fit individual district needs.

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1.1.1.3 Compare state data element needs with SIF objects

SIF may not currently have objects for all the data that would need to be collected by the Statewide Education Data System. The Awarded Bidder must perform a gap analysis of RIDE's data requirements against SIF and identify the data that can or cannot be provided. In some cases, SIF is designing objects for the missing categories. For others, the state may need to define custom objects and have custom agents developed.

1.1.1.4 Describe Requirements / Modifications for Configuration Option(s)

Once the current status of the districts and the state are identified and the RIDE CIW system is defined, the Bidder must describe what modifications to its CIW infrastructure are needed to implement the system. The Gap Analysis should include changes to district and state infrastructure and software and any additional IT equipment.

1.1.1.5 Develop a District Implementation Plan

The Bidder must develop and deliver an implementation plan for each district. The implementation plan must include suggested timelines, a plan for capturing missing data elements/objects, security issues, personnel requirements and district training needs.

1.1.1.6 Propose a RIDE Implementation Plan

Similar to the individual district implementation plans, the Bidder must develop and deliver an implementation plan for RIDE. The plan should include the development of an agent, or agents, that interfaces with the existing RIDE data system. The plan should also include suggested timelines, a plan for capturing missing data elements/objects, security issues, personnel requirements and staff training needs.

1.1.1.7 Management / Procedural Policy Plan

The awarded Bidder must develop a set of operating procedures for the model data system. The boundaries between districts and the state must be clearly delineated. A system management governance structure must also be described.

1.1.2 PROJECT SCHEDULE

Following are the due dates by which the listed components of the project must be completed.

1.1.2.1 Phase 1 CIW Information Requirements– MAY 31, 2006

Phase 1 (May 31, 2006)

- Periodicity Information (as Defined in Discovery)
 - School Year
 - Semester/Trimester
- District Information (as Defined in Discovery)
- School Information (as Defined in Discovery)
- Teacher (as Defined in Discovery)
- Student Information (as Defined in Discovery)
- Assessment Information (as Defined in Discovery)
- Event Information (as Defined in Discovery)

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1.1.2.2 Phase 2 CIW Information Requirements – December 31, 2006

Phase 2a (September 30, 2006)

- Enhanced Phase 1 features
- Curriculum
- Programs
- Financial Information

Phase 2b (December 31, 2006)

- Standards
- Measures/Indicators
- Outcomes

1.1.2.3 Phase 3 CIW Information Requirements – June 30, 2007

- Phase 1 & 2 features
- Family
- Location
- School Activities

1.1.3 **PROJECT DELIVERABLES**

1.1.3.1 District System Analysis

A report of the current software and capability of each school district in the state and how they gather, process, and report the data in the “core collections.”

1.1.3.2 Model Statewide Education System Design

A description of what a “statewide education data system” would look like and how it would operate. The description should include high level data flow patterns and the boundaries between the various jurisdictions.

1.1.3.3 Implementation Plan

A plan for implementing the statewide data system in the RIDE and for each school district. The plan should include required hardware, software, development, etc. that may need to be purchased. It should include training needed, personnel qualifications, and implementation timelines.

1.1.3.4 System Operation Plan

A plan for how the operation of the system would be governed and an initial set of operational policies and procedures.

1.1.3.5 Weekly Project Updates

The awarded Bidder must participate in weekly onsite project status meetings to update RIDE and the RIDE management team on progress.

1.1.4 REQUIREMENTS VALIDATION/DISTRICT DATA READINESS ANALYSIS

1.1.4.1 CIW Infrastructure Components

The Bidder must agree, in its proposal, to provide a relational database CIW infrastructure that integrates summary and detailed K – 12 information for the CIW data domains that group data into pre-defined categories or domains and then integrate the categories into a layered data warehouse architecture;

1.1.4.2 District to CIW Data Mapping

The Bidder must agree, in its proposal, to provide a mapping facility that allows districts to collect information from a variety of data sources and normalizes its code datasets into standard values and formats prior to loading it into the integrated CIW data infrastructure thereby ensuring a match to corresponding data elements in the National Center for Education Statistics (NCES) data handbooks

1.1.4.3 NCLB Compliance

The Bidder must agree, in its proposal, to provide a methodology that ensures proper compliance with the following No Child Left Behind (NCLB) based data standards:

- **National Center for Education Statistics (NCES)**
<http://nces.ed.gov/programs/handbook/finder.asp>
- **Education Data Exchange Network (EDEN)**
<http://www.ed.gov/about/inits/ed/pbdmi/eden/workbook.doc>
- **School's Interoperability Framework (SIF)** <http://www.sifinfo.org/sif-specification.asp> , and
- **Performance Based Data Management Initiative (PBDMI)**
<http://evalsoft07.evalsoft.com/pbdmi/asp/datasource-102203.asp?RecId=A0D2E459> .

1.1.4.4 Extract, Transform, and Load CIW component

The Bidder must agree, in its proposal, to provide an Extract, Transform, and Load component that cleanses, standardizes, integrates and loads school and district data. This component must be able to extract the data from the District preferably using a "Pull" rather than "Push" transport methodology before the end of Phase 3 of this project. Pull transport technology will ensure that RIDE receives the information according to a pre-defined schedule.

1.1.4.5 Functional Requirements

The Bidder must agree, in its proposal, to integrate existing, transformed data extracted from multiple sources that are available at the state level into a single repository of data that includes students served in the Rhode Island **K-20** public education system as well as educational facilities, curriculum and staff involved in instructional activities. The resulting data warehouse must contain the following functionality:

- Provide capabilities to track students over time and across delivery systems;
- Provide capabilities to perform trend analyses;
- Allow business users to run their own queries against summarized data in a timely, efficient manner;
- Provide decision-makers with tools and information necessary to make informed, fact-based decisions about education

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- Provide a common statewide data architecture that reflects a common data model, data dictionary, business rules, and quality and security assurance procedures;
- Provide a common statewide system that stores and manages the common standards for GLE's, longitudinally linked assessment results, core student demographics, and other common data elements necessary for local, state, and federal reporting and research and to address the effectiveness of educational programs, staff development, and other policy-related issues;
- Provide a common set of on-line analytical tools to support all stakeholders, particularly those who rely on data for educational decision-making;

1.1.4.6 RIDE and District Readiness Support

The Bidder must agree, in its proposal, to assist the Districts in conducting a data inventory of State and local information to identify data that will be warehoused by reviewing the data inventory to ensure accuracy and completeness. The Bidder must provide data conversion, warehouse design and build support for the CIW and supporting hardware infrastructure in order to implement the phased solution outlined in this RFP. The Bidder must propose an ETL methodology that enables RIDE and the Districts to be self sufficient in providing ongoing support for the CIW after its implementation.

1.1.4.7 Technical Training / Knowledge Transfer

The Bidder must agree, in its proposal, to provide technical training on its CIW solution. RIDE and/or District personnel will be assigned for technical training. This training and knowledge transfer shall enable RIDE and District personnel to be self-sufficient managers of the CIW system upon completion of the project.

1.1.4.8 Operational Documentation

The Bidder must agree, in its proposal, to provide Operational Documentation that outlines, in detail, the operational procedures of loading and cleansing data.

1.1.4.9 Database Documentation

The Bidder must agree, in its proposal, to provide Database Documentation that outlines, in detail, the physical data model, data elements, platform specific Data Definition Language (DDL) and logical models are documented and published. These include both informational and navigational meta data. This information provides application developers and database administrators any relevant details necessary for maintaining the project. It also provides a common foundation of knowledge on which customers can communicate with the development team regarding proposed enhancements and improved functionality.

1.1.5 PROJECT PLANNING

Please refer to Section 1.9 for overview and requirements.

1.1.6 DATA STANDARDS IMPLEMENTATION

The Bidder must agree, in its proposal, to provide RIDE with a Central Information Warehouse that:

- Is standards-based using the School Interoperability Framework (SIF) <http://www.sifinfo.org/specification.asp> as a foundation;
- Supports the data needed for all current Rhode Island School District data collections;

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- Allow for district, school, and student level data to be exchanged between RIDE, Rhode Island School Districts , and Schools;
- Use existing District and School systems and information technology infrastructure to the optimal extent; and,
- Be flexible enough to comply with future school and student standards based tracking requirements.

1.1.7 CEIS CENTRAL INFORMATION WAREHOUSE (CIW) ARCHITECTURE

The RIDE Central Information Warehouse (CIW) architecture must contain , but not be limited to, the following features:

- Flexible and Comprehensive storage architecture;
- Multiple layers of information granularity;
- K-20 public education data integration;
- Allows longitudinal analyses;
- Student centric;
- Historical (2000 forward, when available) and current data;
- Confidentiality ensured (personally identifiable information hidden);
- State-of-the-art analytical capabilities;
- Predefined reports, maps, and/or graphs for public view;
- OLAP layers of aggregated information;
- Information can be re-dimensioned into different views without disturbing previously developed views;
- Transactional Layer of detailed information;
- Confidential kernel of unduplicated and storage-encrypted student profile information;
- Secure and Confidential Information access models;
- Single & Double key access to student profile information;
- Public access to pre-defined information packets (Public Layer) via the internet;
- Trusted access for each authorized RIDE staff member to the OLAP (Aggregate) information layer of the RIDE 's CIW;
- Trusted access for each authorized RIDE staff member to the Transaction Subset (Detail) information layer of the RIDE 's CIW;
- Trusted access for each authorized RIDE staff member to specific information in the Confidential Layer of the RIDE 's CIW, and;
- Top Security access for each authorized RIDE staff member that also presents the "Security Officer Key" to all information in the RIDE 's CIW.

1.2 Implementation Schedule

1.2.1 PHASE 1 CIW INFORMATION REQUIREMENTS– JUNE 30, 2006

Phase 1 (May 31,2006)

- Periodicity Information (as Defined in Discovery)
 - School Year
 - Semester/Trimester
- District Information (as Defined in Discovery)
- School Information (as Defined in Discovery)
- Teacher (as Defined in Discovery)
- Student Information (as Defined in Discovery)
- Assessment Information (as Defined in Discovery)
- Event Information (as Defined in Discovery)

1.2.2 PHASE 2 CIW INFORMATION REQUIREMENTS – DECEMBER 31, 2006

Phase 2a (September 30, 2006)

- Enhanced Phase 1 features
- Curriculum
- Programs
- Financial Information

Phase 2b (December 31, 2006)

- Standards
- Measures/Indicators
- Outcomes

1.2.3 PHASE 3 CIW INFORMATION REQUIREMENTS – JUNE 30, 2007

- Phase 1 & 2 features
- Family
- Location
- School Activities

1.2.4 DATA COLLECTION STANDARDS

- State Agency (RIDE) SIF, EDEN, & NCES Data Handbook Standards
- District SIF, EDEN, & NCES Data Handbook Standards
- School SIF, EDEN, & NCES Data Handbook Standards
- Student SIF, EDEN, & NCES Data Handbook Standards
- Staff SIF, EDEN, & NCES Data Handbook Standards
- Curriculum(Course) SIF, EDEN, & NCES Data Handbook Standards
- Programs SIF, EDEN, & NCES Data Handbook Standards

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- Standards SIF, EDEN, & NCES Data Handbook Standards
- Measures/Indicators (RIDE Standards)
- Outcomes (RIDE Standards)
- Family (RIDE Standards)
- Periodicity (RIDE Standards)
 - School Year
 - Semester/Trimester
- Location SIF, EDEN, & NCES Data Handbook Standards
- School Activities SIF, EDEN, & NCES Data Handbook Standards

1.3 Informational Requirements Validation

The Bidders proposed solution must, **minimally**, meet the following informational requirements:

1.3.1 PERIODICITY INFORMATION DOMAIN

School Year
School Semester / Trimester

1.3.2 PROFILE INFORMATION DOMAIN

State Agency (RIDE)

Demographics and Attributes: The Bidder must provide a CIW that stores detailed state agency information, such as state agency name, code and ID, web site URL and state abbreviation.

District (Phase1)

Demographics and Attributes: The Bidder must provide a CIW that stores detailed District information , such as District name, code and ID, and web site URL.

School

Demographics and Attributes: The Bidder must provide a CIW that stores detailed School information, such as School name, code and ID, web site and URL.

Staff (Administrator/ Educator)

Demographics and Attributes: The Bidder must provide a CIW that stores detailed Staff information, such as such as Staff demographics and attributes on staff. Mappings to the US Department of Education’s NCES defined data elements are included in this requirement. Snapshots of staff demographics will be taken at crucial points to capture staff composition at that point. A snapshot of the staff and their demographics must also be captured in association with the administration of an assessment. This feature must provide the ability to identify differences in the make up of the staff at different points during a school year.

Family

Demographics and Attributes: The Bidder must provide a CIW that stores detailed Family information, such as ability to track student membership within a household, in addition to a student’s degree of participation in lunch and medical programs. This information will be used to analyze the effectiveness of specific programs for students in particular socio-economic and family situations.

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Student

Demographics and Attributes: The Bidder must provide a CIW that stores detailed Student information, such as gender, race/ethnicity, economic status, address, contact and guardian information, primary language, challenges, LEP participation, weighted, un-weighted GPA and mappings to the US Department of Education's NCES defined data elements must be included.

1.3.3 CURRICULUM INFORMATION DOMAIN

The Bidder must provide a CIW that stores detailed course information, such as subject, department, credits, honors indicators, course, grade type and course length.

1.3.4 EVENT INFORMATION DOMAIN

The Bidder must provide a CIW that stores detailed course information, such as the ability to track the event of any change to individual data elements in the data warehouse. These changes may include, but not be limited to living status, address, enrollment and any other event that may be relevant to analysis of academic performance. Event data such as date and location and other elements must be captured and used to study and report on correlations.

Attendance

Student

Student Attendance Events: The Bidder must provide a CIW that stores detailed School Attendance information, such as the ability to track individual daily attendance and absences for all students. Codes and details must include any district daily attendance type, such as: positive attendance, absent, tardy, AM only, left early, unexcused absence, field trip etc.

Student Course Level Attendance: The Bidder must provide a CIW that stores detailed Course attendance information such as, course periods that repeat daily and course blocks with irregular timing.

Student Enrollment Events: The Bidder must provide a CIW that stores detailed Student Enrollment Event information that analyzes patterns in School Enrollment. The CIW must enable a RIDE and a district to highlight mobility patterns and dropout rates when identifying academic interventions.

Course Enrollment Events The Bidder must provide a CIW that stores detailed Course Enrollment information that tracks student enrollment and withdrawal within a course and section. Course enrollment must be linked to assessments and staff data.

Discipline Events: The Bidder must provide a CIW that stores detailed Discipline Event information that records individual infractions, responses, and dispositions by student, date of disposition, and event. This will be used to review the effectiveness of types of responses in reducing recidivism, as well as for determining patterns for dealing with particular types of infractions within the district, a school, classroom, or by individual student.

Suspensions & Expulsion Events: The Bidder must provide a CIW that stores detailed Suspension & Expulsion Event information that provides the ability to track a variety of details regarding suspensions and expulsions including the

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status of hearings, appeals and reviews. Suspension and expulsion data will also be tracked in connection with Programs.

Extracurricular Activity Events: The Bidder must provide a CIW that stores detailed Extracurricular Activity Event information that tracks student participation in extracurricular and other activities and allows analysis against academic performance to find correlations.

School Report Cards: The Bidder must provide a CIW that stores detailed School Report Card Event information that provides measurements in a broad set of categories and provides the capability to store a set of this data and relate it to a student's record for reference and analysis throughout a student's career.

Staff

Staff Attendance Events

The Bidder must provide a CIW that stores detailed Staff Attendance Events information that includes substitute instructor information and days accrued, vacation and other entitlements.

Staff Enrollment Events: The Bidder must provide a CIW that stores detailed Staff Enrollment Event information.

Course Assignment Events The Bidder must provide a CIW that stores detailed Staff Course Assignment Event information that supports the match of Teacher, student, and Course.

Staff Professional Development Activities and Plans: The Bidder must provide a CIW that stores detailed Professional Development activities including the entry date, completion date, number of activity hours and progress being made toward objectives can be tracked in this domain.

Staff Certifications: The Bidder must provide a CIW that stores detailed Staff Certification data that will enable a school district to address the 'No Child Left Behind' requirement for highly qualified teachers.

Extracurricular Leadership by Staff: The Bidder must provide a CIW that stores detailed Staff Leadership of Extracurricular Activities can be used to augment staff development information.

1.3.5 ASSESSMENT INFORMATION DOMAIN

Standardized Assessment Results: The Bidder must provide a CIW that stores detailed Standardized Assessment Result information to support collecting and analyzing assessment data. The CIW must support any type of standardized assessment results data, including ACT, SAT, TerraNova, SAT9, Harcourt, New England Common Assessment Program (NECAP), state and district specific assessments. Individual data elements must include proficiency level, raw score, scaled score, national percentile, stanine ("standard nine"), grade equivalent and many others. The Bidder's proposed RIDE CIW must provide the capability for easy analysis across various assessments at subtest and skill levels.

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Benchmarks for Standardized Assessments: The Bidder must provide a CIW that stores detailed Standardized Assessment Benchmark information that can equate assessment results to performance levels or standards achieved, especially RIDE standards. This capability will be used to align assessments to district goals as well as determining school accountability, academic performance indices (API), and adequate yearly progress (AYP).

Classroom Assessments and Homework Grades: The Bidder must provide a CIW that stores detailed Classroom Assessments and Homework Grade information, and that compiles individual results on course work, homework and classroom assessments and relates them to state standards.

Assessment Skill and Item Response Detail – Learning Standard, Content Strand, Item: The Bidder must provide a CIW that stores detailed Assessment Skill and Test Line Item Response information that supports the capability to store and analyze assessment response data at the lowest level provided including the learning standard, content strand, performance indicator or even the item level. The RIDE CIW must provide the ability to analyze item responses in the context of other educational performance measures and to analyze items across various assessments.

English Proficiency LEP/ELL Program Eligibility and Participation: The Bidder must provide a CIW that stores detailed English Proficiency LEP/ELL Program Eligibility and Participation information that provides a rich set of capabilities to track English Proficiency status and activities including assessments and observations.

1.3.6 PROGRAM INFORMATION DOMAIN

Title I: The Bidder must provide a CIW that stores detailed information about the Title I programs a student is receiving, including student's district, relevant school year, student identifier, date of reporting, and environment code using Title I Environment Code Lookup.

Transportation: The Bidder must provide a CIW that stores detailed Transportation data including pickup and drop-off locations for individual students. This information will be used to determine co-incidence of discipline and attendance issues.

School (Child) Nutrition Program: The Bidder must provide a CIW that stores detailed School (Child) Nutrition Program information that includes the ability to track a student's degree of participation in lunch, breakfast, and milk school programs. This information is used to analyze the effectiveness of the School (Child) Nutrition Program for students.

Medicaid: RIDE CIW has the ability to track a student's degree of participation in medical programs. This information is used to analyze the effectiveness of specific programs for students.

Special Education: The Bidder must provide a CIW that stores a wide variety of data on Special Education that can be tracked longitudinally including a student's level of and changes in participation in one or more special education services. Furthermore, The proposed RIDE CIW must capture modifications to plans, services and testing procedures.

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Program Tracking and Evaluation: The Bidder must provide a CIW that stores detailed Program Tracking and evaluation information that provides a RIDE or a district with the capability to track a program over time, track the participants, and track movement in and out of a program. The ability to track a Program will provide a powerful mechanism to evaluate and compare the effectiveness of educational programs and for determining how well school programs are meeting the needs of particular sub-populations. The Program Tracking and Evaluation component must also provide a framework to analyze entry and exit from programs and the reasons for such activity.

1.3.7 AGGREGATE INFORMATION DOMAIN

Categorization: The Bidder must provide a CIW that includes the ability to define an unlimited number of groupings of individual students based on a wide variety of criteria and to track the performance of those individuals over time.

Student Aggregate Information: The Bidder must provide a CIW that stores detailed Snapshots of Student Demographics that can be taken at crucial points to capture the composition of the student body at a certain point in time. A snapshot of the students and their demographics must also be captured in association with the administration of an assessment. This feature must provide the ability to understand differences in the make up of the student body at different points during a school year.

District Aggregate Information: : The Bidder must provide a CIW that stores detailed district demographic and attribute data on an annual basis. An Annual Fact Table will be used to store aggregate data to RIDE and federal agencies.

School Aggregate Information: The Bidder must provide a CIW that stores detailed school demographic and attribute data on an annual basis. An Annual Fact Table will be used to store aggregate data to RIDE and federal agencies.

Location Annual Demographics and Facts: The Bidder must provide a CIW that stores detailed location demographic and attribute data on an annual basis. An Annual Fact Table will be used to store aggregate data to RIDE and federal agencies.

Program Information: The Bidder must provide a CIW that stores detailed program demographic and factual details on an annual basis. An Annual Fact Table will be used to store aggregate data to RIDE and federal agencies. Using the RIDE CIW a district will be able to analyze programs that span multiple locations as well as locations that provide specific services to other locations within or outside of the district. This feature must include the ability to record student eligibility for a program as well as participation.

1.3.8 FINANCIAL INFORMATION DOMAIN

Budgets by General Ledger Account, Department and Location: The Bidder must provide a CIW that stores detailed budget information by Account, Department and Location on an annual basis. The RIDE CIW must also include the ability to track proposed and approved budget activity by department, fund source, program, account, and date.

Actuals by General Ledger Account, Department and Location: The Bidder must provide a CIW that stores detailed "actuals" information by General Ledger Account,

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Department and Location on an annual basis. General ledger entries will be summarized by department, fund source, program, account, and date and linked to student performance indicators to determine program effectiveness and efficiency.

1.4 Functional Requirements

The Bidders proposed CIW solution must, **minimally**, meet the following functional requirements:

- 1.4.1 CENTRAL INFORMATION WAREHOUSE: DISTRICT DETAIL DATA SUBMISSION SCHEDULING AND TRACKING COMPONENT
- 1.4.2 CENTRAL INFORMATION WAREHOUSE: DISTRICT DETAIL DATA SUBMISSION COMPONENT (PULL TECHNOLOGY)
- 1.4.3 CENTRAL INFORMATION WAREHOUSE: RIDE DATA STANDARDS CROSS REFERENCE VALIDATION COMPONENT
- 1.4.4 CENTRAL INFORMATION WAREHOUSE: RIDE DATA CLEANSING COMPONENT
- 1.4.5 CENTRAL INFORMATION WAREHOUSE: RIDE VALUE-ADDED DATA INSERTION COMPONENT
- 1.4.6 CENTRAL INFORMATION WAREHOUSE: RIDE TRANSACTIONAL (DETAIL) DATABASE LAYER LOADER
- 1.4.7 CENTRAL INFORMATION WAREHOUSE: RIDE CONFIDENTIAL (DETAIL) DATABASE LAYER LOADER
- 1.4.8 CENTRAL INFORMATION WAREHOUSE: RIDE ANALYTICAL (AGGREGATE) DATABASE LAYER LOADER
- 1.4.9 CENTRAL INFORMATION WAREHOUSE: RIDE PUBLIC (SELECTED AGGREGATE) DATABASE LAYER LOADER
- 1.4.10 CENTRAL INFORMATION WAREHOUSE: RIDE PUBLIC LAYER (SELECTED AGGREGATE) REPORTING COMPONENT
- 1.4.11 CENTRAL INFORMATION WAREHOUSE: RIDE TRUSTED USER DASHBOARD REPORTING COMPONENT (ALL LAYERS)

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1.5 Systems Software Environment

1.5.1 SYSTEMS SOFTWARE

The Bidder must propose an application software solution that operates, minimally, in a Microsoft Windows Server 2003 systems software environment.

1.5.2 DATABASE MANAGEMENT SYSTEM SOFTWARE

The Bidder must propose a solution that uses, minimally, Microsoft SQL Server 2000 as its DBMS. It is desirable that the Bidder's proposed solution uses Microsoft SQL Server 2005 as its DBMS.

1.5.3 APPLICATION DEVELOPMENT SOFTWARE ENVIRONMENT

The Bidder must propose a solution that uses, minimally, Microsoft .Net as its development framework and Microsoft Visual Studio .Net as its application development environment.

1.5.4 WEB SERVICES

It is desirable that the Bidder's solution includes the use, where applicable, of Web Services as an architectural framework. RIDE's Web services are available for Web users or other Web-connected programs from RIDE's server farm. RIDE's web services exploit the existence of the Internet and the World Wide Web, recognizing that every Web user has a browser that serves as a ready-made user interface to services, no matter where they are physically located. RIDE has created a web services framework that has the ability to create such services easily and then make it possible for potential users to find and use the services. RIDE's Web Services framework supports Web-based standards that enables applications to easily put their services on the Web and enable people to find them.

1.6 Systems Hardware Environment

It is desirable that the Bidder, in its proposal, make recommendations, based on its experience, regarding the typical and optimal configurations / capacity(s) of the hardware infrastructure environment required to support its proposed solution.

1.6.1 Web Server(s)

The Bidder must propose an application software solution that operates, minimally, on Dell Servers with 2gb of memory and dual 3ghz processors.

1.6.2 Database Server(s)

The Bidder must propose an application software solution that uses RIDE's Dell CX300 Storage Area Network environment as its storage repository.

1.6.3 Networking

The Bidder must propose an application software solution that operates in RIDE's networking environment.

1.7 Central Information Warehouse Infrastructure Requirements

The Bidder must specify, in the RFP response, a cartridge storage infrastructure for the CEIS Data Warehouse that enables District access to a secured workspace data region containing District-specific data and the ability to initiate District and School peer-to-peer comparisons within the construct;

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- Specify, in it's RFP response, a multi-layered access architecture that secures and locks Data Warehouse users to their specific pre-defined data cartridges and that allows District "super-users" with high-level security access to functions and district-specific data;
- Specify, in it's RFP response, a multi-layered access architecture that secures and locks Data Warehouse users to their specific pre-defined data cartridges;
- Specify, in it's RFP response, functionality and infrastructure requirements that will enable Districts and RIDE Departments to add custom, district-accessible data elements to specified Data Domains in the Data warehouse;
- Specify, in it's RFP response, functionality and infrastructure requirements that will provide for Web services for graphing and custom-built web pages;
- Specify, in it's RFP response, functionality and infrastructure requirements that will provide for wizard-driven report generation;
- Specify, in it's RFP response, functionality and infrastructure requirements that will enable RIDE authorized users to develop and generate custom reports and graphs;
- Specify, in it's RFP response, functionality and infrastructure requirements that the vendor provide its own security architecture that can operate independently inter-operate with the CEIS Portal Gateway security architecture, or operate within the CEIS Portal Gateway security architecture.

1.8 Central Information Warehouse Layered Architecture

The Ride Central Information Warehouse Analytical Component will consist of four layers of information. The Bidder must provide a CIW that includes, minimally, the following four layers:

1.8.1 Public Layer

The Bidder must provide a CIW Public Layer that contains the following properties:

- Accessible to Public using the CEIS Portal Gateway via Internet;
- Consists of Pre-defined Aggregate Reports and loaded to RIDE website as HTML web pages;
- OLAP Public reports refreshed daily/weekly/monthly/quarterly.

1.8.2 Analytical Layer

The Bidder must provide a CIW Analytical Layer that contains the following properties:

- Multiple OLAP layers (cubes) accessible only to authorized RIDE and District/School staff – Trusted single Key access;
- OLAP multidimensional data cubes are updated from RIDE Transactional Layer information;
- OLAP information is dimensioned, aggregated, stratified and stored into the OLAP layer;
- OLAP delivers requested information to spreadsheets or tabular reports for further data manipulation and graphing;
- OLAP information is aggregated and de-personalized protecting confidentiality of consumer information;
- An OLAP cube generally takes a few seconds to load into spreadsheet software even though it might be sourced by millions of rows of data;

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- OLAP data manipulation is drag and drop and drill-downs are accomplished with single mouse clicks.

1.8.3 Transaction Layer

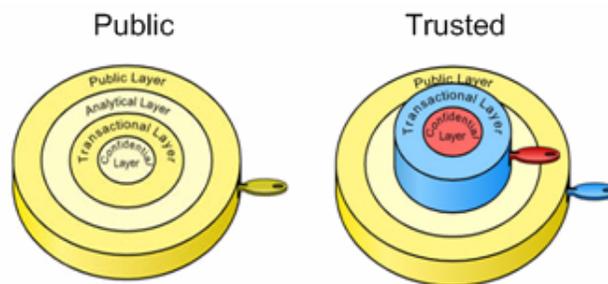
The Bidder must provide a CIW Transaction Layer that contains the following properties:

- Transaction Layer information is detailed and de-personalized and made anonymous by removal of names, addresses, and social security numbers prior to being stored;
- Transaction Layer information is queried by Reports Wizard(s);
- Transaction Sub-set Layer information may only be personalized by presenting Security Officer's key to Wizard along with the trusted key similar to accessing the contents of a safety deposit box in a bank - Trusted double key access;
- Selected information is stored in encrypted mode and is only decrypted by presenting Security Officer's key along with trusted key;
- Information is personalized by extraction and decryption of private information from Confidential Kernel by Wizard;
- System uses encrypted Crosswalk Ids that have been stored with the Transaction Layer information to retrieve private information.

1.8.4 Confidential Kernel Layer

The Bidder must provide a CIW Public Layer that contains the following properties:

- Selected data elements marked as private are stored in encrypted mode and may only be accessed and decrypted upon presentation of Security Officer's key along with trusted key - Trusted double key access;
- Selected non-private Transaction Layer and Confidential Layer information may be accessed upon presentation of trusted key with appropriate access authority - Trusted single key access.



1.9 Project Planning

1.9.1 PROJECT MANAGEMENT REQUIREMENTS

Project Plan: The Bidder must include, in its proposal, a WorkPlan that contains the major tasks and associated deliverables specified in Section 10.10. Upon completion of the Discovery phase of the project, the Bidder must agree to review this workplan and the schedule of major deliverables with RIDE and to subsequently prepare, submit, and maintain a

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comprehensive detailed project plan based on an mutually agreed upon schedule of major deliverables. This plan must incorporate all tasks, milestones and deliverables that the Bidder or its sub-awarded Bidders will undertake through end of the project. The plan must also include tasks that specify RIDE's level of effort. The Project plan will be approved by the RIDE and will serve as binding document throughout the project.

Project Management Software: The Bidder must agree to use Microsoft Project 2003 Project Management software to manage this project. The software and all relevant files must reside on a RIDE server and be simultaneously published to the RIDE and State Information Technology Office Project Management Server. The Bidder must agree to provide the RIDE Director of Information Technology ("CIO") and other key RIDE employees with copies of the software and access to the project management files.

1.9.2 PROJECT STATUS TRACKING & REPORTING

Weekly Reports: The Bidder must agree that, throughout each project, the Bidder's Onsite Project Lead and other key personnel **must** attend at least weekly meetings with the RIDE CIO, and the RIDE project team, as applicable. A written status report **must** be provided by the Bidder's Onsite Project Lead prior to each weekly meeting. These status reports must describe all activities that occurred since the last report, including: whether deadlines were met, any problems that will have arisen that need to be addressed before proceeding to the next task, and anticipated tasks to be completed in the next week.

The Bidder's proposed format and level of detail for the status report will be subject to RIDE approval. These at least weekly meetings **must** follow a preset agenda developed by RIDE's CEIS Oversight Manager and the Bidder's Onsite Project Lead, but must also allow the Bidder's Onsite Project Lead and/or RIDE to discuss other issues that concern the project.

Monthly Reports: The Bidder must agree that, for each active application project, the Bidder's Onsite Project Lead **must** submit a written status report which is due to the RIDE CIO by the fifth working day following the end of each month during which the contract is in effect. The narrative portion of the report **must** include, at a minimum, the following:

- overall completion status of the project in terms of the approved detailed project work plan;
- plans for activities for the next month;
- deliverable status, with percentage of completion and time ahead or behind schedule for particular tasks;
- hours worked by assigned Bidder employees;
- status of proposed budget against actual Bidder charges;
- problems encountered and proposed/actual resolutions;
- any perceived changes in scope;
- testing status and test results;
- proposed changes to the detailed project work plan, if any; and
- a complete set of updated and current output from the project management software, along with a copy of the corresponding project plan files in electronic format.

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1.10 User Training

The Bidder must provide a program of staff training and support for the implementation of the RIDE CIW. The Bidder must provide on-site, off-site, and customized training to RIDE personnel and administrative staff. This will include initial training, which will be provided as part of the standard installation procedure of any new components of the RIDE CIW.

The Bidder will present a plan that describes how it will provide initial training for the following staff groups:

- End users: Persons assigned to use the system workstations in day-to-day operation of the end-user portions of any RIDE application system.
- RIDE IT Developers: RIDE technical staff assigned to create and maintain the CIW and RIDE applications that will inter-operate with the CIW.
- Data Administrators: RIDE technical staff and Bidder personnel assigned to maintaining the business rules and data integrity rules. Training in the data administration requirements of the applications will be provided.
- Data Base Administrators: RIDE technical staff and Bidder personnel assigned to operate the DBMS, including control of access, security, tuning to the specific applications and hardware environment, and data standards. Training will be provided in the technical tools and methodology used to maintain the CIW as well as training in the physical and logical database design of the CIW software.
- System Managers: RIDE technical staff assigned to support and develop system software and operating systems. Systems Managers will be assigned responsibility for day-to-day maintenance and operation of the system equipment, including: production run procedures, backups, data transfers, problem diagnosis, production error recovery procedures, failure contingency and recovery procedures, disaster contingency and recovery procedures, and installation procedures for system and application software upgrades. Training will be provided in the system software and operating systems used to support the applications as well as in the tools and methodology used to develop the applications as well as training in the procedures identified above.
- Network Managers: RIDE technical staff assigned to support and manage the communications network across the various systems. Training will be in communications protocols, problem identification and diagnosis, traffic evaluation and network analysis.

All training materials for the proposed RIDE CIW system must be provided to RIDE in both printed and in machine-readable formats such as HTML or PDF formats. The Bidder must also provide continuous training for the RIDE -IMS due to RIDE staff turnover and normal changes to the Department's business requirements. The Bidder must include a rate schedule for this continuous training

The Bidder will incorporate all of following training strategies into the design of their proposed end user training materials. The training program will be designed so that the Trainers can use a variety of presentation styles, including lectures, class participation, sample exercises, and hands-on training. The training materials for each training module will be designed to include handouts, which can be referred to as refresher materials after the training program is completed.

1.11 Training Plan

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The Bidder will develop and submit a training plan for each application developed as a result of this RFP at least 30 days in advance of the initial training sessions, addressing all of the following:

- an identification of courses and a description of course content required to train each level of RIDE end users;
- a schedule for providing user training that trains all users within 20 days or less of actual implementation of each application;
- a description of the format and content of all material to be developed by the Bidder.

The Bidder will also develop an evaluation mechanism to determine whether training has successfully prepared RIDE staff to effectively use the proposed CIW system. This tool will be used to identify weaknesses of the training materials, curriculum, and presentations and specific revisions that need to be made.

1.12 Technical Training

Training of RIDE technical staff is critical to the success of the RIDE CIW.. RIDE anticipates that existing technical staff may not possess the specialized data warehouse and network / WAN management skills required to maintain and operate the proposed systems. Therefore, the Bidder will provide a combination of formal and on-the-job training to RIDE technical personnel, throughout the development and implementation of the proposed CIW system. The Bidder will develop and submit a Technical Staff Training Plan for the RIDE CIW system at least 25 days in advance of initial training. Specific areas of technical training that each plan will address include all of the following, but are not limited to:

- How to administer the CIW through the LAN/WAN;
- CIW Performance management;
- CIW application tuning;
- CIW Development tools;
- Help desk management methodologies;
- CIW query language methodologies;
- OLAP Cubes and Star/Snowflake schema architectures (where applicable to the proposed CIW solution); and
- CIW System maintenance.

1.13 User Acceptance

Once the phases of functional testing have been completed, external users representing the user stakeholders of the system will engage in User Acceptance testing. This phase of testing most closely resembles the functionality described in the business requirements and addressed by the design and which will occur in the production environment. Acceptance Testing will be conducted by a team comprised of RIDE and District subject experts and RIDE technical staff that will be the end users of the RIDE CIW. Throughout this phase, the business knowledge expert(s) and developer(s) who conducted testing and construction in the previous stages of development and testing should serve, as a support team to clarify testing issues and fix problems that may need to be resolved. User Acceptance testing will be comprised of three sub-phases.

- the RIDE CIW working Group Testing

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- Support Teams, Rollout and User Group Testing
- Control Group Testing

As the Bidder delivers software components ("Deliverables") to the RIDE the RIDE CIW Working Group according to the schedule specified in the RIDE CIW Project Plan each "delivered" component will be tested by the Working Group according to the test plan, test scripts, and acceptance criteria, which will be developed from the specifications for each deliverable.

Acceptance criteria to be satisfied for acceptance of the entire the RIDE CIW system will consist of thirty (30) consecutive business days of operation with all software components operating simultaneously. If any the RIDE CIW software component fails during the System Acceptance period, the User Acceptance procedures identified above will be conducted again for the failing component, and for any other components affected by the changes made to the RIDE CIW. to make the failing component operational. After the system has been accepted, the Bidder shall invoice RIDE for final payment.

1.14 Mandatory Requirements and Responses

A response to all questions listed below is mandatory when the words "the Bidder must" or the Bidder will" are used in a requirements statement unless it is explicitly marked as desirable by the words "it is desirable". The term "desirable" is used to indicate that a specification, action, qualification or feature is not mandatory. Responses will not be disqualified solely for failure to comply with a desirable/optional requirement or specification, but may be disqualified if not in compliance with all mandatory requirements. Bidders must provide a succinct narrative when responding to each requirement stated in this RFP.

Bidders are cautioned that a statement similar to "The proposed system complies with the specification" will be considered too general and non-responsive and may result in the rejection of the entire proposal as non-responsive. The bidder response must demonstrate that the Bidder has a good grasp of the requirements, and that the proposed solution meets the requirements.

Desirable specifications are identified by the word "desirable". Bidders responses will be evaluated based upon responses to desirable specifications. Bidders who agree to meet all mandatory specifications (or who propose alternatives to mandatory specifications that are acceptable to the Selection Committee) and whose responses are judged with the **best** value based upon responses to mandatory, desirable, and any and all other factors in the evaluation criteria shall be eligible for award.

Documentation from existing products, e.g. excerpts from a user's guide, demonstrating the understanding of a particular requirement will help illustrate the points being made, and should be submitted and referenced by document and page number, in support of the requirement. If detailed, summarize and refer to the attached software administration or user manual that is being submitted for over-all review. Specific page references are required.

If the Bidder's solution does not support a function or task, explain what modifications must be made to accommodate the function or task. If in the opinion of the Bidder, the function or task is not feasible or in the best interest of RIDE, describe why it is not feasible and identify alternative options, implications and risks.

1.15 Project Funding Considerations

Due to possible federal and state funding constraints, Bidders' cost proposals should consider each phase of the project as a separate project. Bidders must in their Business, Technical, and Cost proposals demonstrate an understanding that the functionality specified in this RFP for each project phase must be implemented in a manner such that it will operate whether or not the subsequent phase(s) are funded.

1.16 Disclosure

In a separate procurement, RIDE has retained the services of a Project Consultant (Integre International Inc.) to provide CEIS project oversight by assisting the Department in monitoring the implementation phases of the CEIS project, to assist the Department in developing system and data standards and requirements for CIW components and to review the awarded Bidder business and technical proposals to ensure that the all features and components vendor's proposals are delivered and implemented.

In addition, Integre has assisted in the preparation of this RFP and will assist in the competitive procurement process, offering technical support in preparing responses to Bidder inquiries, and for independent input and assistance during the proposal evaluation. Although this expertise is being offered to RIDE during proposal evaluation, Integre does not serve as a voting member on the Selection Committee nor do any its recommendation(s) serve as the basis for selection.

Due to its participation in planning and in the activities related to this RFP, Integre is prohibited from bidding as a prime bidder or as a sub awarded Bidder for the services solicited under this RFP. This disclosure is provided for informational purposes only. Our intent is to clarify the role of Integre in the procurement process and to underscore RIDE's commitment to conducting an open and competitive procurement process.