



2P11-055

Request for Proposals

The City of Bristol, Connecticut is accepting Proposals on the following:

Special Education IEP Software

All submittals must be made in accordance with the specifications supplied by

The City of Bristol
Purchasing Office
111 North Main Street
Bristol, CT 06010

Submittals will be received until **11:00 am, January 11, 2011.**

Roger D. Rousseau
Purchasing Agent
(860)584-6195
<http://www.bristolct.gov/bids>

City of Bristol, Connecticut
Request For Proposals 2P11-055

Special Education IEP Software

The Bristol Board of Education is seeking proposals from qualified firms for the provision of Special Education IEP software.

The scope of services and proposal submission documents are available from
the City of Bristol
Purchasing Department
111 North Main Street, Second Floor
Bristol, CT 06010

between the hours of 8:30 am and 5:00 pm Monday through Friday, or by downloading from the website noted below.

Proposal submissions will be accepted by the Purchasing Department until January 11, 2011 at 11:00 am; submissions received after this date and time will not be considered. The City reserves the right to waive any informalities in any submission, to reject any and/or all submissions, and to accept the proposal(s) that in its judgment is in its best interest. Each submission shall contain one original and five copies as well as one copy via compact disk or USB drive (pdf or similar standard readable format), and shall be in a sealed envelope or package clearly identified as "RFP 2P11-055 Special Education IEP Software" delivered to the address noted above.

Roger D. Rousseau, Purchasing Agent
Tel (860) 584-6195
Fax (860) 584-6171
<http://www.bristolct.gov/bids>

r/a December 16, 2010

City of Bristol, Connecticut
RFP 2P11-055
Table of Contents

I. Project Specifications

1. Introduction	1
2. Existing Conditions	1
3. System Requirements	1
4. Resources Available	3
5. Project Schedule	3

II. Submission Requirements

1. Submission Due Date	3
2. Directions for Written Submission	4
3. Vendor Information	4
4. Addenda	5
5. Evaluation Criteria	5

III. Contract Considerations

1. Equal Opportunity – Affirmative Action	5
2. Indemnification	6
3. Insurance	6
4. Invoicing and Payment	6
5. Termination Provisions	6
6. Award Considerations	7

IV. Forms and Attachments

1. Submission Form	
2. Acknowledgement Form	
3. Proposal Check List	
4. Non-Collusion Affidavit	
5. Employment Information Form	



REQUEST FOR PROPOSALS CITY OF BRISTOL, CONNECTICUT

2P11-055

Special Education IEP Software

I. PROJECT SPECIFICATIONS

1. INTRODUCTION

The Bristol Public Schools is requesting proposals for special education management software, training and support services. The application should be web-based, and meet the requirements outlined in this RFP. The company will have a demonstrated commitment to meeting State of Connecticut requirements, will be thoroughly familiar with such requirements, and will have sufficient staff who are experienced in special education administration to meet these regulations in a timely manner, and to facilitate training and administration of the application.

2. EXISTING CONDITIONS

The Special Education Department has been using a software system known as Clarity, since 2004. The software is integral in maintaining electronic IEPs for special education students and making that information available to teachers and administrators citywide. The software is currently marketed and supported by Spectrum K12 School Solutions who acquired Tranquility Systems, the original developer of the software. In the spring of 2010, the department received an end of life notice on the Clarity product.

State requirements mandate retention of student records for seven years beyond the students' date of graduation. The selected firm shall be required to convert all existing data as part of services provided under any resultant contract.

3. SYSTEM REQUIREMENTS

Please respond specially to each of the requirements/qualifications below:

- The system is fully web-based and does not require third party software. Please indicate if authorized staff can access system from outside of school building without limitations on functionality and with no installation of any special software.
- Provide a state-specific customized system which meets Connecticut special education requirements. Please explain how state requirements are incorporated as they are promulgated and if there are any charges for these updates.
- Provide ability to create IEP's online in a collaborative manner.
- Provide the ability to view and edit all IEP information on an individual student from a single screen without opening and closing multiple windows and screens.
- Provide the ability for more than one authorized user to access and edit the same student's record at the same time.
- Provide the ability to audit when IEP data was entered and by who, and view changes between IEPs from different school years.
- Provide a district-wide database of all IEP and SEDAC related information which is updated in real-time, available to all authorized users and maintains full historical data (previous school year data). Please

indicate if historical information (previous school years' data) is stored in the database so that listings and reports can be run on demand, or if historical information only exists as archived documents (i.e., PDFs or Word documents.)

- Provide a system to ensure the compliant collection of all milestone events needed to report Evaluation Timeline data to SDE, validate these data prior to electronic submission, and prepare the export file with no additional data entry.
- Provide a system to ensure compliance with SDE Transition planning requirements.
- Provide comprehensive built-in and ad hoc reporting and listing capabilities. Please indicate all Connecticut State required reports that can be produce by the system (including SEDAC), and if SEDAC reports can be submitted to the State electronically. Please also indicate if these reports and listings can be run on all fields on the IEP without limitations, and if reports and listings can be run on historical data (previous school years) at any time.
- Provide ability to view key compliance and status indicators for all students in a single screen.
- Provide the ability to validate an IEP prior to finalizing the document to ensure that all fields have been completed and flag missing data.
- Provide the ability to track tasks and timelines to insure compliance with applicable regulations.
- Provide Goals and Objectives library that is curriculum based so that it meets the needs of providing and aligning general education goals and objectives to special education students. Please explain how the goals and objectives library has been aligned specifically with Connecticut State learning standards.
- Provide a library of letters, invitations, notices, forms, agendas and other documents which are aligned with Connecticut special education requirements and which includes ability to edit, select electronic letterheads and upload documents.
- Provide a rules-based system which includes that ability suppresses or display fields contextually based on the student's profile, and automatically calculate fields including but not limited to: time with non disabled peers, special education hours, time out of regular class, age, and school hours per week.
- Provide systems maintenance area that allows the district to fully customize drop downs, menus and starter text.
- Provide ability to limit access to view or edit data based on a user's role in the IEP process.
- Provide capability to synchronize student and guardian demographic information from the general education student information system to the special education system. Please explain how data integration can be achieved through an automated export and import system, and the Schools Interoperability Framework (SIF).
- Provide the ability to share student data and transfer student information in real-time between any other district, RESC or private agency utilizing the system
- Provide a communications system which enables administrative staff and teachers to send and receive electronic messages to district users, as well as other districts.
- Provide onsite training and implementation services, and ongoing on-site support from local staff with in-depth knowledge of Connecticut special education requirements and practices. Please describe the background of the training staff and their familiarity with Connecticut special education.
- Provide help desk support by phone. Please provide customer satisfaction data regarding the help desk.

- Provide a fully-hosted solution using an application service provider (ASP) model that does not require the district to purchase or support any hardware or software to host the application by the district. Please describe how nightly off-site backups, a high availability clustered server environment, 24x7 surveillances in a secure facility, and professional server and database maintenance will be provided.
- The system's annual support includes software maintenance and updates
- The system has demonstrated ability to increase quality of IEPs and reduce time spent drafting IEPs and managing special education programs. Please describe how this has been demonstrated and documented.
- The system has demonstrated ease of use for teachers and central office staff. Please describe how this has been demonstrated and documented.
- Ability to track Academic Intervention Services and Response to Intervention with an optional system upgrade (at an additional cost).
- Ability to collect and submit Medicaid data (separate system at additional cost.)
- Provide a system to collect student documents other than IEP Documents (e.g., Psych Eval, Speech/Language Eval.)

Computer system and additional software requirements for running the application must be included in detail with the proposal.

4. RESOURCES AVAILABLE

The City will make available to the awarded firm the following information as it relates to the project:

Existing Data Structures.

The City will provide other additional information in its possession as may be needed by the consultant, if such information is currently and readily available.

5. PROJECT SCHEDULE

The following is the proposed schedule for the selection process and work program:

Date of RFP Issuance	December 16, 2010
Submittals Due	January 11, 2011
Interviews Conducted (if necessary)	January 27, 2011
Recommendation of Contract Award	February 2, 2011
Contract finalized by	February 16, 2011

II. SUBMISSION REQUIREMENTS

1. SUBMISSION DUE DATE

Proposals will be accepted at the City of Bristol Purchasing Office, 111 North Main Street, Bristol, Connecticut, 06010 until **11:00 am, January 11, 2011**. Proposals received after that time will not be considered. Proposals may be withdrawn 120 days after opening if no award has been made.

The City may invite a short list of responding firms for an interview based upon its review of the written submissions. Your firm should have **Thursday, January 27, 2011** available if selected for an interview; your firm will be notified no later than **Friday, January 21, 2011** if your firm is selected.

Unless otherwise indicated, proposals that are submitted are assumed to be valid for ninety (90) days from the date that proposals are due.

2. DIRECTIONS FOR WRITTEN SUBMISSION

Interested firms are required to submit **one original and five (5) copies as well as one copy via compact disk or USB drive (pdf or similar readable format)** of the proposal to Roger Rousseau, Purchasing Agent, no later than the date and time noted above. Submittals shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and any cost projection included will remain in effect for 90 days after the due date.
- b. A concise and complete description of the work to be performed, including:
 1. An explanation of your firm's understanding of the project, its approach to the work, the key issues to resolve and the level of detail to be provided.
 2. A detailed work program and time schedule for each phase of the project, including milestones for periodic review of the work with the advisory committee(s).
 3. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
 4. A description of similar projects which your firm has been involved in, including references.
 5. A summary of your firm as outlined in Section II.3 of this document.
- c. A fee schedule for the system, including software costs, hardware costs (if applicable), training, implementation, and continuing support fees. If your firm is selected for an interview, and as a result of the interview certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the City.
- d. Proposals must include a table/chart which details in the illustrated order all vendor fees for implementing and maintaining the application/product. This includes, but is not limited to:
 1. Initial purchase/setup charges
 2. Onsite training and implementation services
 3. On-going annual support and maintenance expense
 4. Full reporting and listings module
 5. Full letters and goals and objectives library
 6. Custom district Special Education letters
 7. Help desk support
 8. Data integration with student information system
 9. Data conversion from current student information system
 10. On-going system updates and new forms in response to changes in federal and state Special Education requirements

Submittals shall be delivered to the City of Bristol Purchasing Department, 111 North Main Street, Bristol CT 06010, clearly marked as "2P11-055 Special Education IEP Software".

3. VENDOR INFORMATION

A. Vendor Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the City.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.

B. Client Base

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service
- Contact name, title and telephone number

The references must be relevant to service in the last forty-eight (48) months, and shall include specific details on how the project represents a project of similar scope. Information on your firm's specific role must be included.

4. ADDENDA

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

<http://www.bristolct.gov/bids>

This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Bristol does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document should be referred to Roger D. Rousseau at (860) 584-6195 or at <rogerrousseau@ci.bristol.ct.us>.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

5. EVALUATION CRITERIA

Selection of firm(s) will be the responsibility of a committee consisting of designated representatives. The evaluation will be based upon the written submittals and selected presentations and interviews. The factors which will be evaluated include the following:

- a. Proposed cost.
- b. The specialized experience of the firm and its assigned personnel on similar projects.
- c. The firm's understanding of and technical approach to the project.
- d. The firm's knowledge of project requirements.
- e. The firm's schedule and its ability to perform the work in a timely manner.
- f. Clarity, organization, and effective presentation of submittal.
- g. Review of references listed.

The City may invite a short list of responding firms for an interview based upon its review of the written submissions. **Your firm should have January 27, 2011 available** if selected for an interview.

Final recommendations regarding award of contract(s) for services will be made after the City and firm(s) have negotiated reasonable fee schedule(s) for services to be provided, and have concurrence on the methods to be used for payment for services rendered.

III. CONTRACT CONSIDERATIONS

1. EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be

required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age.

Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

2. INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the City of Bristol, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the City of Bristol or its officers, agents or employees.

The City, as a sovereign government, cannot indemnify businesses or individuals.

3. INSURANCE

Prior to the execution of any contract, the City of Bristol requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.
- Professional Liability, in an amount not less than \$500,000.00 per occurrence and \$1,000,000.00 aggregate.
- Worker's Compensation as defined in the Connecticut General Statutes.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of substantial completion of the project as agreed to by the City and the awarded firm.

4. INVOICING AND PAYMENT

Invoices shall be paid promptly by the City unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days from receipt of properly executed invoice(s). The City cannot make payments for "execution of contract" (payments due upon contract signing).

5. TERMINATION PROVISIONS

Subject to the provisions below, the contract may be terminated by either party, upon thirty (30) days' advance notice to the other party, but if any work or services hereunder are in progress, but not completed, as of the dated of termination, then this contract may be extended upon written approval by the City until said work or services are completed and accepted.

A. Termination For Convenience

In the event that the contract is terminated or canceled upon request and for the convenience of the City, without the required thirty (30) Days' advance written notice, then the City shall negotiate reasonable termination costs, if applicable.

B. Termination For Cause

Termination by the City for cause, default or negligence on the part of the Bidder shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days' advance notice requirement is waived in the event of termination by cause.

6. AWARD CONSIDERATIONS

The City may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the City will be guided by consideration of the interests of the City. The City also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the best interests of the City.

Firms selected for interview will be provided with the content of the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to immediately following the interview process.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the City of Bristol.

Unless otherwise noted within a proposal, proposals received in response to this document, including proposed fee schedules, are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of the City and the firm submitting the proposal.

The awarded firm grants to the City full ownership of any instruments of service (i.e. deliverable materials and/or data) provided through any resultant contract award.

**REQUEST FOR PROPOSALS
CITY OF BRISTOL, CONNECTICUT 06010**



**2P11-055
Special Education IEP Software**

Due Date: 11:00 am, January 11, 2011

City of Bristol
Purchasing Office
111 North Main Street
Bristol, Connecticut 06010

In accordance with the City's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Proposals, is aware that the City reserves the right to reject any and all proposals, and is making submission without collusion with any other person, individual or corporate.

Witness

Signature

Company Name

Printed Name

Address

Title

Town State Zip

Date

Federal ID #

Telephone Number

Email address

Fax Number

RETURN THIS FORM IMMEDIATELY!

City of Bristol, Connecticut
Acknowledgment: Receipt of RFP Documents

**Request For Proposals 2P11-055
Special Education IEP Software**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date issued: December 16, 2010

Date documents received: ____/____/____

Do you plan to submit a response? Yes____ No____

Print or type the following information:

Company name: _____

Address: _____

City or Town: _____

Phone: _____

Fax: _____

Email: _____

Received by: _____

**Note: Faxed acknowledgments are requested!
FAX (860)584-6171
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX PROPOSALS.
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**

**CITY OF BRISTOL
PURCHASING DEPARTMENT
111 NORTH MAIN STREET
BRISTOL, CT 06010**

Proposal Check List

This form need not be returned with your submittal. It is suggested that you review and check off each action as you complete it.

- ___ 1. The proposal has been signed by a duly authorized representative of the company.
- ___ 2. Any fee schedule you have offered has been reviewed and verified.
- ___ 3. Standard payment terms are net 30 days. Net terms for periods less than 30 days may result in proposal rejection. (You may offer cash discounts for prompt payment).
- ___ 4. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the proposal.
- ___ 5. Any addenda to this document have been acknowledged and included.
- ___ 6. The envelope has been addressed to:
City of Bristol Purchasing Department
2P11-055 Special Education IEP Software
111 North Main Street
Bristol, CT 06010
- ___ 7. The envelope has been clearly marked with the proposal number and opening date.
- ___ 8. If additional copies are required as part of your response, make sure the original is clearly marked.
- ___ 9. The proposal is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses are **NOT** accepted under any circumstances. Faxed responses are not accepted. Please allow enough time if mailing your proposal.



CITY OF BRISTOL, CONNECTICUT NON-COLLUSION CERTIFICATION

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Please complete and sign

Legal Name of Bidder: _____

Business Address: _____

Name of Authorized Agent _____ Title: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

Employment Information Form



City of Bristol
Workplace Analysis Affirmative Action Report
Employment Information Form

Purchasing Department
111 North Main Street
Bristol, CT 06010

Company Name Street Address City State Zip	Contact Person	Phone Number	Date
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Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
TOTALS ABOVE											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.	