REQUEST FOR PROPOSAL

LOS ANGELES UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSAL

for

INTEGRATED STUDENT INFORMATION SYSTEM

(ISIS)

INFORMATION TECHNOLOGY DIVISION

I. Background and Scope of Proposal

II. General Information

III. Services Required or Description of Project

IV. Procedure for Submitting Proposals

V. Certification of Proposal
I. BACKGROUND AND SCOPE OF PROPOSAL

The Los Angeles Unified School District (LAUSD or the District) has over 70,000 employees and operates approximately 950 schools and educational centers in the servicing of over 850,000 students within the District’s 707 square mile area. The District’s administrative processes provides support for all students, including those participating in programs such as Special Education, Section 504, Magnet, Gifted and Talented, English Language Learners, etc. The District Currently support software consisting of 24,000,000 lines of code.

These administrative processes have become increasingly complex and difficult to administer. Pressures exerted by the State of California, federal regulations, the Chanda Smith Consent Decree, and District parents have created demands on existing data processing systems that can not be readily satisfied. Compliance with state and federal regulations is not possible under the current system. As a result, the District was put under a consent decree. Service to the District’s customers, i.e., the students and their families, does not meet current expectations of customer-focused and customer-oriented organizations. In addition, the existing data processing systems will not permit the District to meet its current or anticipated business requirements.

In response to these concerns, Aspen Systems Corporation was retained by the Consent Decree Administrators (CDAs) to identify the District’s current and projected requirements for a student information system, perform a strategic assessment of the District’s existing data processing systems, and make recommendations for the future. On January 5, 2000, Aspen Systems issued a Business Process Review Report that identified the District’s administrative business processes and their associated student information requirements. An Information Systems Analysis Report and a Technical Alternatives Report were prepared that provided a strategic assessment of LAUSD’s information technology environment and identified a technical approach that would be responsive to current and future requirements. Copies of these reports are available for review on District LAUSD web site: http://www.lausd.k12.ca.us. The Aspen Reports should be reviewed carefully by all Proposers to better understand the District’s current operating environment and projected needs.

The requirements for the application software are described in greater detail in Section III, "Services Required or Description of Project."

The District intends to enter into a contract or multiple contracts with the successful proposer(s) to be effective immediately upon Board approval and continue until all tasks and deliverables identified in proposer’s response to this document have been delivered, tested, and accepted by the District, in no event exceed forty-two (42) consecutive months.

This RFP will be implemented in a two phase approach. The first phase will be conducted to determine the best qualified vendor with the best solution to meet the needs of the District, and make award(s). The selected vendor(s) will be awarded a contract(s) to develop a detailed scope of project, assess, develop, plan, and design the ISIS software, with a detailed proposal and a not to exceed cost to implement a District acceptable ISIS software solution. This first phase may take up to six (6) months of efforts. Phase 2 of the project will be for the construction, deployment, testing implementation and installation of the ISIS software, which a final operating system, meeting the established requirements must be accepted by the District.
within thirty-six (36) months from the beginning of phase 2, with the total contract term not exceeding forty-two (42) months.

II. GENERAL INFORMATION

A. Pre-Proposal Conference

A pre-proposal conference will be held on _(to be determined (TBD))___, beginning at _(TBD)____. The exact address and details for the Pre-Proposal will be determined and communicated to prospective Proposers at a later date.

Attendance at the pre-proposal conference is not mandatory, but all interested Proposers are encouraged to attend in order to facilitate better preparation of their proposals. If your firm plans to send representatives to the pre-proposal conference, please notify the contact person identified in Section IV. PROCEDURE FOR SUBMITTING PROPOSALS, on page 4 of 10 of this RFP document.

B. Questions and Inquiries

Prospective Proposers may have questions requiring answers or clarifications in order to submit a written proposal which complies with all requirements as specified. All questions and inquiries must be submitted in writing, and directed to:

Los Angeles Unified School District  
450 N. Grand Ave., Room G-252  
Los Angeles, CA. 90012  
Attn: Hon Chan  
(213) 633-1262.  
Email: hchan01@lausd.k12.ca.us

All questions and inquiries must be submitted to the District contact person listed above, not later than fourteen (14) days after the mailing date indicated on the RFP cover letter. A summary of questions and answers, including questions addressed at the pre-proposal conference, shall be made available to all Prospective Proposers at the District’s LAUSD web site; http://www.lausd.k12.ca.us.

C. Current Program

Currently, the District does not have an Integrated Student Information System in place to meet the needs and the mandates of the Consent Decree. It is expected that the Contract(s) based on this Request For Proposal will provide the District with the ability to expedite and complete the project.

D. Definition of Terms

The District intends to award a contract(s) to the proposer(s) which provides the best solution and approach to providing the services as described in Section III of this Request For Proposal. The Term of this contract, if awarded, shall be effective immediately upon Board approval, and continue until all tasks, activities and deliverables are delivered, tested and accepted by LAUSD, or unless otherwise cancelled by the District.
The project or services to be provided shall commence upon written notice from the District, and be completed as submitted in Proposer’s written proposal. Because time is of the essence in providing the required services, the District reserves the right to cancel the contract upon a fourteen (14) calendar days written notification to the Vendor, and negotiate a service contract with another Vendor.

III. SERVICES REQUIRED OR DESCRIPTION OF PROJECT

A. Please see Exhibit A for detailed requirements of the ISIS application software.

B. The proposer warrants that it has no existing financial interest which could conflict with performance of the services required under this RFP. The proposer agrees that no person or firm having any such interest shall be subcontracted in connection with any contract awarded pursuant to this RFP or employed by the proposer.

The proposer will also take all necessary steps to avoid the appearance of a conflict of interest and shall have a duty to disclose to the District prior to entering into any contract which may result from this RFP any and all circumstances existing at such time which pose a potential or apparent conflict of interest.

Should a conflict of interest arise, the proposer agrees to fully cooperate in any inquiry and to provide the District with all documents or other information reasonably necessary to enable the District to determine whether or not a conflict of interest existed or exists. Should a conflict of interest be identified during this RFP process currently being conducted, the proposer will be ineligible for further consideration.

The proposer warrants that it has not directly or indirectly offered or given, and will not directly offer or give, to any employee, agent, or representative of the District any cash or noncash gratuity or payment with view toward securing any business from the District or influencing such person with respect to the selection of a vendor pursuant to this RFP, or with respect to the conditions, or performance of any contracts with the District. Any breach of this warranty shall render the proposer ineligible for consideration under the RFP and/or shall be a material breach of any contract between the District and the proposer.

C. The proposer agrees to abide by the Ethics Policy Statement which is part of the contract document. (See Attachment A).

IV. PROCEDURE FOR SUBMITTING PROPOSALS

A. Time and Place for Submitting Proposals

All proposals must be signed by a person authorized to act on behalf of the firm and be delivered or mailed to: Los Angeles Unified School District, 450 N. Grand Ave., Room G-252, Los Angeles, CA. 90012, Attn. Hon Chan, (213) 633-1262.

The proposals must be received no later than 3:00 p.m., Tuesday, January 2, 2001.

Please submit 9 copies of the signed proposal. (1 original unbound and 8 bound copies)
Proposals received after the time and date indicated may be rejected.

B. Data to be Submitted with Proposals

The content and sequence of the information contained in the proposal shall be as follows:

1. Title Page

The title page shall indicate the name of the firm, its address, telephone number, fax number and email address, if applicable.

2. Table of Contents

Include a clear identification of the material by section and by page number.

3. Firm Organization

Please provide the following information:

   a. How long has firm been in existence?
   b. State whether the firm is local, national or international.
   c. Give the location of the firm's main office (in Southern California).
   d. State whether the firm is an individual proprietorship, partnership, corporation or joint venture.
   e. Describe the range of activities performed by the firm.
   f. Provide the name, title, experience and qualifications of the officers, directors and owners of the firm.
   g. Give the name(s) of the person(s) who will be authorized to make representations for the firm, their titles, addresses and telephone numbers.
   h. Specify the individuals who will perform the services and their qualifications.
   i. Describe and explain any disciplinary actions and/or investigations conducted by regulatory agencies and /or law enforcement agencies involving your firm or any owners, partners, or managers of your firm.
   j. Describe any litigation or threatened litigation against your firm or its owners, partners, or managers for professional misconduct, fraud, discrimination, “bad faith” or sexual harassment.

4. Financial Data

Include with proposal, financial information or annual report for the last three (3) years which your firm has been in business, to substantiate your firm's capability and financial stability to perform under this contract.

5. Insurance

The Contractor shall maintain adequate insurance for Worker’s Compensation claims for personal injury claims including death and for property damage claims which may arise from operations under the contract. On leased or rented machines, the Contractor shall also maintain insurance adequate to cover
any losses due to vandalism, theft, fire or water damage.

The Contractor shall be required to file with the District certificates of such insurance. Failure to furnish such evidence, may be considered default by the Contractor.

6. **Equal Employment Opportunity**

   The Los Angeles Unified School District is committed to encouraging minority (MBE), women (WBE) and disabled veteran (DVBE) owned businesses in the community to participate in the work of the District, and to encouraging the employment of minority, women, and disabled workers by companies doing business with the District. To this end, please respond to the following:

   - Is your company a minority, woman or disabled veteran owned business? If so, please specify which category is applicable and the basis for the classification.
   - Provide a copy of the Equal Opportunity Program maintained by your organization.
   - Provide figures to summarize the race/ethnicity and gender of the work force of the office of your organization which will be providing the services sought in this RFP.
   - What business relationships does your organization currently have with MBE/WBE/DVBE vendors?
   - How do you plan to encourage participation by MBE/WBE/DVBE vendors in providing the services sought in this RFP?

7. **Proposal**

   The proposal must address all items set forth in Section III. It must contain a work plan which addresses all such items, including a description of proposed methodology. Additional information which in your opinion should be included must be clearly identified. *All proposals not meeting the technical and functional requirements within Section III will be rejected.*

8. **Economy of Presentation**

   Proposals must address the requirements of the RFP in the exact order set forth in Section IV, "Procedure for Submitting Proposals." They should be as concise as possible and must not contain any promotional, advertising, or display materials.

9. **Cost and Time Summary**

   Please provide the cost and the proposed personnel to perform the services as described in Section III of this Request For Proposal. Please provide the names of the personnel, their titles, the guaranteed hourly rates for these individuals for the duration of the contract, and the best effort estimates of hours required from each individual to perform the services as described and required in Section III.

   Please include a separate cost summary sheet, and a not to exceed amount for all deliverables, milestones, tasks and services under this contract. (Provide a fixed not-to-exceed cost to conduct a fit
analysis study, including all deliverables required under Phase 1. Also provide an estimated global not-to-exceed cost to perform all of the tasks and deliver a functional and acceptable ISIS system as required under this RFP.

Deadline for completion of project shall be as stated in Section II, "General Information." Include a time-task schedule, technical approach, and development and implementation plan showing how this time frame will be met as part of the proposal.

Upon satisfactory completion of the contracted services and written acceptance of the required milestones and deliverables, full payment for services rendered will be remitted to the Contractor. Milestones and deliverables shall include, but not be limited to the following:
1. Project work plan
2. Development plan
3. Implementation plan
4. Perpetual Districtwide unlimited use site license
5. Source code and documentation
6. Users guide
7. Installation instructions

10. References

Each firm must include the following references:

a. List services performed for California state and local public agencies and when performed. Show names of agencies and names and phone numbers of persons who can be contacted regarding the projects.
b. List similar services performed for at least five additional organizations and when performed. Show names of organizations, and names and phone numbers of persons who can be contacted regarding the projects.
c. List additional references if desired, including addresses, phone numbers and names of contact persons.
d. List accounts lost by the firm in the last three years. Show names of organizations and names and phone numbers of persons who can be contacted.

11. Deviation from Specifications

Proposals must be submitted on the items described in Section III, "Services Required or Description of Project." Any deviations shall be specified in detail.

12. Additional Data

Data not specifically requested should not be included in the foregoing proposal sections. Provide any additional information considered essential to the proposal in this section. If there is no additional information to present, state in this section: "There is no additional information we wish to present."
13. **Proprietary Information**

All data and information contained in your proposal shall be deemed to be nonproprietary unless specific items in which proprietary interest is claimed are clearly marked and an agreement has been entered into. If such data and information are submitted, you agree that the District shall not be liable for disclosure of such data and information if the same:

a. is or becomes publicly available; or
b. was known to the District without restriction at the time of receipt; or
c. is disclosed inadvertently despite the exercise of the same degree of care as the District takes to preserve and safeguard its own proprietary information; or
d. was independently developed by the District; or
e. is obtained from a third party which has an unrestricted right to disclose the information.

14. **Certification of Proposal**

Return nine (9) copies of the completed certification, (1 original unbound and 8 bound copies), properly executed.

15. **Evaluation of Proposals**

a. **Proposals as Public Information**

All responses to this RFP become the property of the District and may become public information after selection and award of the contract.

b. **Evaluation Criteria**

Proposals will be evaluated by a District-designated evaluation committee, which will focus on criteria including, but not limited to, the items below. The committee will consider each aspect of the proposal giving greatest weight to qualifications, experience, and other indicators of the likelihood of providing a high quality and responsive product. The committee will also review the tasks proposed and weigh their relative merits both among and within proposals.

1. The proposer’s understanding of and quality of approach to the services requested. Does the proposal thoroughly and logically address all the tasks required by the scope of services, with logical and realistic approaches?
2. Experience and professional qualifications of key personnel (who will actually be assigned to this project).
3. Proposer’s past performance on contracts with other agencies for similar projects.
4. Extent and quality of other resources and capabilities within the proposer’s organization.
5. Cost effectiveness of services provided. However, the proposal selected may not be the one with the lowest fees.
6. Other (describe): ________________________________
A first “cut” may be made reducing the number of firms based on the written proposals submitted. To further assist in evaluation, the “finalists” may be called upon for an oral interview and/or for giving a presentation.

All proposals submitted in a timely manner will be analyzed and the District may select a firm (or firms) to which a contract may be awarded.

The District's selection will be based on its evaluation of which proposal(s) will provide the package most beneficial to the District. The proposal(s) selected may not necessarily be those with the lowest fees.

c. Proposals submitted in response to this solicitation are irrevocable for 180 days following the closing date. This period may be extended upon written mutual agreement between the District and the Proposer.

16. Information

For information regarding these technical specifications or requirements, contact Terryl Hedrich, Interim Chief Technology officer, Information Technology Division, at (213) 229-4720.

For information regarding submission of proposals or procedures, contact Hon Chan at (213) 633-1262.

17. Performance Guarantee and Invoice Withholding Requirement

Due to the nature of this RFP and the need of the District for the development of a specialized ISIS application software, a performance guarantee/bond and withholding for each invoice will be required as follows:

a. Performance Guarantee
   To ensure a successful and timely completion of this ISIS software application project, a performance guarantee or bond must be provided by the Contractor prior to commencement of any work under this contract. A performance guarantee or bond equal to fifty (50) percent of the proposed value of the contract must be provided to the District during the period of the contract, and shall remain in force for at least ninety (90) days beyond the termination or completion of the contract. For performance guarantee or bonding information, please contact the District Contract Section at (213) 633-7380 for specific requirements. The performance guarantee or bond shall be forfeited if the Proposer is terminated during the term of the contract for cause, for breach of contract or on account of the Proposer's bankruptcy or inability to complete the project.

b. Invoice Withholding
   To ensure a successful and timely completion of this ISIS software application project, and to further protect the interest of the District, the District reserves the right to withhold 10% from each invoice paid to the Contractor. This 10% withholding of invoice payments will enable the District to process payments to the Contractor without delays, as well as allow the District adequate time to assess and validate the milestones and deliverables delivered against the specified requirements.
under contract. This 10% withholding must be paid upon the delivery of the required ISIS software application and written acceptance by the District, or sooner, if applicable.

V. CERTIFICATION OF PROPOSAL

A. The undersigned hereby submits its proposal and agrees to furnish services to the Los Angeles Unified School District in accordance with these specifications.
B. The firm has carefully reviewed its proposal and understands that the District will not be responsible for any errors or omissions on the part of the proposer.
C. It is understood that the District reserves the right to accept or reject any or all proposals and to waive any informality in any proposal received.
D. Enclosed as a part of this proposal are the figures and data required by the specifications.
E. This proposal shall be considered an irrevocable offer and shall be valid for 90 days from the date proposals are required to be submitted.
F. The proposer represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not named in the proposal. The proposer further warrants that the proposer has not, directly or indirectly, induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to the proposer an advantage over any other proposers.

Date: ____________  Name of Firm ____________________________

By ________________________________
   Authorized Signature

Title ________________________________

Address ________________________________

____________________________________

Telephone (________) Fax (________)___________________________________

Federal Tax I.D. No. __________________________
or

Social Security No. __________________________