

REQUEST FOR PROPOSAL 25-1000

State Report Card



IDAHO DEPARTMENT OF EDUCATION
ASSESSMENT & ACCOUNTABILITY

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BOISE, IDAHO 83702
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ADMINISTRATIVE INFORMATION

| | |
|--|---|
| RFP Title: | State Report Card |
| RFP Lead: | Kristine Moriarty Director of Policy and Procurement Idaho Department of Education 650 W. State Street, 2 nd Floor Boise, ID 83702 208-332-6877 procurement@sde.idaho.gov |
| Submit Proposal: | procurement@sde.idaho.gov |
| Pre-Proposal Conference Registration | Register by May 16, 2024 @ 5:00p.m. MT |
| Pre-Proposal Conference: | May 17, 2024 @ 1:00p.m. MT Register here for Virtual meeting option |
| Deadline To Receive Questions: | May 24, 2024 @5:00p.m. MT |
| RFP Closing Time and Date: | June 21, 2024 @ 11:59p.m. MT |
| Proposal Presentations | July 23 and July 24, 2024 |
| Intent to Award Date | August 14, 2024 |
| Initial Term of Contract and Renewals: | From the date both parties sign the contract through June 30, 2025. Contract may renew for an additional year for up to four (4) consecutive years with written mutual agreement of both parties for a total of five (5) years. |

1 OVERVIEW

1.1 Definitions

| Word/Abbreviation | Definition |
|-------------------|--|
| FERPA | Family Educational Rights and Privacy Act- First passed in 1974, a federal law that governs the access of educational information and records to public entities, such as potential employers, publicly funded educational institutions, and foreign governments. |
| Business Days | Monday through Friday, 8:00 a.m.–5:00 p.m., Mountain Time, excluding Idaho holidays and business closure days unless otherwise stated. |
| EDUID Number | Education Unique Identification Number- The EDUID system allows lookup, verification, and assignment for people in the education system in the state of Idaho. All students attending and staff working in Idaho publicly funded K-12 educational institutions are required to have an EDUID number. |
| LEA | Local education agency, including local school districts and public charter schools. |
| SIS | Student Information System- a system that handles a wide range of administrative functions, including collecting, storing, and providing access to student data. |
| SEA | State Education Agency; Idaho Board of Education |
| SLDS | Statewide Longitudinal Data Systems – a longitudinal, individual-level, and statewide data system with formal connections across two or more core agencies, including but not limited to early learning, K-12, post-secondary, and workforce. |
| | |

1.2 Idaho’s Educational System

The Idaho State Board of Education serves as the primary governing body for all levels of education in Idaho, from early childhood education to higher education. The State Board of Education is responsible for setting statewide education policies, establishing academic standards, and overseeing the implementation of education initiatives.

The Idaho Department of Education is overseen by the Superintendent of Public Instruction, an elected official. The Idaho Department of Education acts as the administrative arm of the State Board of Education and is responsible for implementing education policies, allocating state funding, and providing support and resources to local school districts and public charter schools. Local school districts governed by locally elected school boards and public charter schools governed by boards of directors have authority over individual schools within their jurisdiction and are responsible for managing day-to-day operations, hiring staff, and developing curriculum.

Idaho's K-12 education system is composed of approximately 313,000 students in 6 regions, and 190 school districts and public charter schools. Idaho's K-12 education system serves a diverse demographic, encompassing students from urban, suburban, and rural areas, with diverse racial, ethnic, and socioeconomic backgrounds. Notably, approximately 40% of Idaho's students qualify for free or reduced-price lunch and approximately 6% of Idaho's students are English language learners. Idaho is a local control state, and as such school districts and charter schools are responsible for supplying their own student information system (SIS).

1.3 Purpose

The Idaho Department of Education (the "Department") is seeking proposals to develop and provide the State Report Card, pursuant to the Elementary and Secondary Education Act of 1965 (ESEA) as amended by the Every Student Succeeds Act (ESSA) Section 1111(h).

Following the guidance from the United States Department of Education (ED) and the Idaho State Board of Education, the Department is committed to sharing various academic and non-academic performance and progress indicators on its State Report Card to inform educational partners and stakeholders about Idaho schools, local educational agencies, and the state as a whole. The indicators include but are not limited to student achievement, student progress, English learner progress, graduation rate, college and career readiness, teacher workforce, internet connectivity, chronic absenteeism, and finance. For more information, refer to the current report card at <https://idahoschools.org/>. The Department believes data empower all of us to engage in important educational decisions about our children. The awarded vendor will develop, maintain, and enhance a State Report Card on a platform that provides a user-friendly dashboard.

1.4 Background Information

The ESEA is a national education law and longstanding commitment to equal opportunity for all students. The ESEA was amended and reauthorized by the [ESSA](#) on December 10, 2015. In return for receiving the funds from the federal government, Idaho must prepare and disseminate a wide variety of student and school information on an annual report card, or "State Report Card" ([ESEA section 1111\(h\)](#)).

In 2018, the Department received a grant from the Council of Chief State School Officers to develop and implement the current report card: <https://idahoschools.org/>. The Department has maintained the dashboard with no significant upgrade for the last six years. In December 2023, the Department released a Request for Information (RFI) and

convened a panel of Subject Matter Experts (SMEs). The SMEs conducted independent research on other states' report cards and reviewed the responses to the RFI, as well as the results of stakeholder surveys.

1.5 Funding Information

Funding for this project is appropriated in ESEA Title I-B.

1.6 Budget

The anticipated budget for the first year of this Contract is \$750,000.00 for the initial development. If the contract is renewed, the anticipated budget for ongoing maintenance is \$300,000.00 annually.

1.7 Project Timeline (all dates are approximations)

| When: | What: |
|------------------------------|-------------------------------------|
| On or around August 21, 2024 | Contract begins |
| August/ September 2024 | Kick off meeting |
| December 2024 | Release the dashboard to production |
| Reoccurring every August | Annual data upload |

1.8 Major Reference Documents

Offerors are required to adhere to these standards, which must be referenced when citing sections of major reference documents.

| Code | Reference | Available At |
|------|--|----------------------|
| A | Chandler, J., Hartog, J., Lipman, E., & Gellar, J. (2021). <i>The effect of school report card design on usability, understanding, and satisfaction (REL 2021-101)</i> . U.S. Department of Education, Institute of Education Sciences, National Center for Education Evaluation and Regional Assistance, Regional Educational Laboratory Mid-Atlantic. http://ies.ed.gov/ncee/edlabs | Link |
| B | Institute of Education Sciences. (n.d.). <i>Data Visualization Toolkit</i> . Institute of Education Sciences. | Link |

| Code | Reference | Available At |
|------|--|----------------------|
| C | Institute of Education Sciences SLDS Grant Program. (2019). <i>SLDS Guide: How to Prepare and Use District Financial Reports</i> . National Center for Education Statistics. | Link |
| D | Institute of Education Sciences SLDS Grant Program. (2020). <i>ESSA Financial Data Visualizations</i> . Institute of Education Sciences. | Link |
| E | Institute of Education Sciences SLDS Grant Program. (2001). <i>Best Practices for SLDS Project Management</i> . Institute of Education Sciences. | Link |
| F | Institute of Education Sciences SLDS Grant Program. (2022). <i>Technical and Business Documentation for an SLDS</i> . Institute of Education Sciences. | Link |

1.9 Resulting Contract

The Contract will be comprised of this RFP, including any incorporated documents; the successful Proposal, including any clarifications requested by the Department; and an artifact formalizing any requirements agreed upon through contract discussions or negotiations, if applicable.

The following documents are incorporated into this RFP as if set out in their entirety, whether or not they are attached:

- Idaho Department of Education General Terms and Conditions
- Idaho Department of Education Special Terms and Conditions for Solicitations
- Idaho Department of Education Special Terms and Conditions for Cloud Services

If not attached, the documents may be found on the “Contracting Opportunities” page of the Department’s website, <https://www.sde.idaho.gov/contracting-opportunities/index.html>. If multiple versions of the above documents are available on the website, the version in effect on the day the RFP was issued shall apply.

2 QUESTIONS

2.1 Restrictions on Communications

From the issue date of this RFP until a contract is awarded, or until the RFP is canceled, Offerors and their representatives are prohibited from communications (written or verbal) regarding this RFP with Department staff, evaluation committee members, and other state employees, other than the RFP Lead, except during formal solicitation events (including the pre-offer conference, demonstrations, and negotiations) or request for reconsideration defined in section 10.7 of this RFP.

2.2 Pre-Proposal Conference

A non-mandatory pre-proposal conference will be held virtually on May 17, 2024 at 1:00 p.m. MT. This will be prospective vendors' opportunity to ask questions of the Department staff. Those choosing to participate must pre-register by May 16, 2024, at 5:00 p.m. MT using the following link: [Pre-Proposal Conference Registration](#). Any oral answers given by the Department during the pre-proposal conference are unofficial and will not be binding on the Department. Pre-proposal conference attendance is at the participant's own expense.

2.3 Questions

Questions or other correspondence must be submitted in writing to the RFP Lead listed in the Administrative Information by May 24, 2024 at 5:00 p.m. MT. Written questions must be submitted using Attachment 1, Offeror Questions. Official answers to all written questions will be posted on the [Department Contracting Opportunities website](#).

Any questions regarding the Idaho Department of Education Contract Terms and Conditions must also be submitted in writing, using Attachment 1, Offeror Questions. Questions regarding terms and conditions must contain the following:

1. The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency).
2. Recommended verbiage for the Department's consideration that is consistent in content, context, and form with the Department's requirement that is being questioned.
3. Explanation of how the Department's acceptance of the recommended verbiage is fair and equitable to both the Department and to the party submitting the question.

Proposals which condition the Proposal based upon the Department accepting other terms and conditions not found in the RFP, or which take exception to the Department's terms and conditions, will be found non-responsive, and no further consideration of the Proposal will be given.

In the event it becomes necessary to revise any part of this RFP, the addenda will be posted on the [Department Contracting Opportunities website](#). It is the responsibility of parties interested in this RFP to monitor the Department Contracting Opportunities website for any updates or amendments. Any changes to this RFP must be posted to the Department Contracting Opportunities website to be valid.

3 INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

3.1 General Instructions

3.1.1 Alternate proposals are not allowed.

3.1.2 Offerors must use Attachment 3, Signature Page when submitting the Proposal. The signature page must contain an electronic signature of an authorized agent of the submitting Offeror. Proposals submitted without the signature page shall be found nonresponsive and will not be considered. An incomplete, modified, or unsigned signature page will be cause for a finding of non-responsiveness.

3.2 Electronic Submission

3.2.1 Proposals must be submitted electronically to the RFP Lead at procurement@sde.idaho.gov. Except as otherwise addressed in this solicitation, all submission materials must be submitted at the same time (in a single electronic submission). If multiple submissions are received, only the latest timely submission will be considered.

3.2.2 All electronic files must be in Portable Document Format (PDF) or Microsoft Excel format; the only exceptions are financials, brochures, or other information only available in an alternate format.

3.2.3 Offerors are strongly encouraged to begin the process of submitting the response far enough in advance of the Closing Time to allow for resolution of technical difficulties. Be advised that the Department is not responsible for an Offeror's failure to timely submit a responsive submission due to any technical or technological difficulties.

3.2.4 Offerors are further advised to provide response materials with descriptive file names, organized and consolidated in a manner which allows evaluators to efficiently navigate the Offeror's response.

4 PROPOSAL FORMAT

The following instructions describe the format to use in the Proposal. The format is designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted Proposals. There is no intent to limit the content of Proposals.

4.1 Evaluation Codes

(M) Mandatory Response - failure to respond to any (M) section, or to comply with any mandatory specification or requirement will render Offeror's Proposal non-responsive and no further evaluation will occur.

(ME) Mandatory and Evaluated Response - failure to respond to any (ME) section, or to comply with any mandatory specification or requirement in an (ME) section will render Offeror's Proposal non-responsive and no further evaluation will occur. Offeror is required to respond to this specification with a detailed response identifying its understanding and how it will comply. Points will be awarded based on predetermined criteria.

(E) Evaluated Response - a response is desired and will be evaluated and scored. If not available, respond with "Not Available" or other response that identifies Offeror's ability or inability to supply the item or service or meet the specification. Failure to respond or a "Not Available" response will result in zero (0) points awarded. If available, Offeror is to respond with a detailed response identifying its understanding and how it will comply, and points will be awarded based on predetermined criteria.

Note: The RFP Lead may waive minor informalities as well as minor deviations. The RFP Lead also reserves the right to seek clarification on any M, ME, or E requirement.

4.2 Table of Contents

Include a table of contents in the Technical Proposal identifying the contents of each section, including page numbers of major sections.

4.3 Format

Proposals shall follow the numerical order of this RFP. Sections must be identified with the corresponding numbers and headings used in this RFP. Restate the criteria before providing the response. Offerors are encouraged to use a different color font, bold text, italics, or other indicator to clearly distinguish the criteria from the Offeror's response.

5 MANDATORY SUBMISSION REQUIREMENTS

5.1 (M) Signature Page

All Proposals must be submitted with Attachment 3, Signature Page.

5.2 (M) Cover Form

Complete, sign, and submit Attachment 2, Cover Form.

5.3 (M) Acknowledgement of Amendments

If the RFP is amended, the Offeror must acknowledge each amendment with a signature on the acknowledgment form provided with each amendment. Failure to return a signed copy of each amendment acknowledgment form with the Proposal may result in the Proposal being found non-responsive.

5.4 Mandatory Sections

Provide a response to all (M) and (ME) sections, and any other required submittal items.

5.5 Public Records and Trade Secrets

The [Idaho Public Records Act](#) allows the open inspection and copying of public records. Public records include any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by an Idaho state agency, regardless of the physical form or character. All or most of the information contained in a responsive Proposal will be a public record subject to disclosure under the Public Records Law.

The Idaho Public Records Act contains certain exemptions. One exemption potentially applicable to part of the Proposal may be for trade secrets. Trade secrets include a formula, pattern, compilation, program, computer program, device, method, technique, or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy. If any material provided in the Proposal is considered a trade secret, or otherwise protected from disclosure, the Offeror MUST so indicate by marking as "exempt" EACH PAGE containing such information. In addition:

5.5.1 Identify with particularity the precise text, illustration, or other information contained within each page marked “exempt” (it is not sufficient to simply mark the entire page). The specific information the Offeror deems a trade secret within each page noted as “exempt” must be highlighted, italicized, identified by asterisks, contained within a text border, or otherwise clearly delineated from other text/information and specifically identified as a “exempt.”

5.5.2 Provide a separate document entitled “List of Redacted Trade Secret Information” which provides a succinct list of all trade secret information noted in the Offeror’s Proposal; listed in the order it appears in the Offeror’s submittal documents, identified by page, section number and title, paragraph number (if applicable), and specific portions of text/illustrations; or in a manner otherwise sufficient to allow the Department’s procurement personnel to determine the precise text/material subject to the notation. Additionally, this list must identify with each notation the specific basis for the Offeror’s position that the material be treated as exempt from disclosure and how exempting the material complies with the Idaho Public Records Law.

5.5.3 Submit a redacted copy of the Proposal with all trade secret information removed or blacked out. The redacted copy must be submitted electronically, with the file name “Redacted Trade Secrets.”

Vendor shall indemnify and defend the Department against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring a designation of exempt or for the Vendor’s failure to designate individual documents as exempt. The Vendor’s failure to designate as exempt any document or portion of a document that is released by the Department shall constitute a complete waiver of any and all claims for damages caused by any such release. If the Department receives a request for materials claimed exempt by the Vendor, the Vendor shall provide the legal defense for such claim.

5.6 Executive Summary

Include an executive summary in the Technical Proposal providing a condensed overview of the contents of the Technical Proposal demonstrating an understanding of the services to be performed.

6 BUSINESS INFORMATION

6.1 (ME) Experience

Describe in detail the Offeror's knowledge and experience in providing services similar to those required in this RFP. Include Offeror's business history, description of the current service area, and customer base. Additionally, specifically address the following mandatory minimum requirements:

6.1.1 The Offeror must have a minimum of three (3) years of experience providing the proposed product to be eligible for award.

6.1.2 The Offeror must have a minimum of three (3) successful implementations in a public agency serving more than 10,000 population or a state-level contract.

7 ORGANIZATION AND STAFFING

Describe the Offeror's qualifications to successfully complete the requirements of the RFP by providing a detailed response to the following:

7.1 (ME) Project Lead

Identify the person who will be the dedicated Project Lead if the Offeror is awarded a contract. Provide a description of the Full-Time Equivalent (FTE) allocations and the proposed Project Lead's experience and qualifications. The Offeror shall submit the Project Lead's resume in response to this section.

7.2 (ME) Key Personnel and Qualifications

Provide a list of key management, customer service, and other personnel to be used in the fulfillment of this Contract (in addition to the Project Lead). Provide role descriptions, including requisite qualifications and experience of the person(s)/role(s) identified, as well as an explanation of how the person in that role will contribute to the project. **The Offeror's response should demonstrate the extent to which the Offeror has the expertise to meet all the Scope of Work requirements.**

7.3 (M) Subcontractors

If the Offeror intends to utilize subcontractors, describe the extent to which they will be used to comply with Contract requirements. Include each position providing service and provide a detailed description of how the subcontractors are anticipated to be involved under the Contract. Include a description of how the Offeror will ensure that all subcontractors and their employees will meet all Scope of Work requirements. The Offeror may submit a resume to support this section.

If the Offeror does not intend to utilize subcontractors, provide a statement to that effect.

8 SCOPE OF WORK-PROJECT APPROACH

8.1 (ME)-Description of Proposed Solution

All sections of the Scope of Work are required services under the Contract. Use this Proposal outline as part of the Offeror's response to the RFP. Evaluators will score Proposals based on the methodologies described and the completeness of the response to each item listed below. Describe in detail how the Offeror's Proposal will meet each requirement. Include personnel, timelines, methodologies, and any pertinent information that will be required to achieve full compliance with the Contract.

8.1.1 Report Card Requirements

| Item # | Eval Code | Topic | Required Feature | Evidence/Info to Provide |
|--------|-----------|--------------------|---|--|
| 8.1.1A | ME | Compliance Support | <p>The Offeror will review the following federal laws, regulations, and policies, and provide analytical support to the application design and programming with an understanding of these requirements.</p> <p>The Offeror will assist the State with identifying missing data elements and ensuring that the State is meeting all requirements.</p> <p>Elementary and Secondary Education Act of 1965 (ESEA) as amended by the Every Student Succeed Act (ESSA) Section 1111 (h)</p> <p>21st Century Integrated Digital Experience Act Section 3</p> <p>Individuals with Disabilities Education Act (IDEA) Part B B.300.160.f</p> <p>Opportunities and Responsibilities for State and Local Report Cards under the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act</p> <p>Delivering a Digital-First Public Experience</p> <p>Idaho Code (IC) 33-133. Definitions – Student Data- Use and Limitations – Penalties.</p> <p>IDAPA 08.02.03.112. Rules Governing Thoroughness Accountability</p> <p>Idaho's Accountability Framework</p> <p>Accountability and Reporting Business Rules Document</p> <p>Needs of the Accountability Oversight Committee</p> <p>Annual Student Achievement Report</p> | <p>Propose a detailed solution on how the Offeror supports the Department in meeting the laws, regulations, and policies, as well as the needs of Idaho stakeholders.</p> <p>The solution will not include any proprietary formulas or reaggregation of data already aggregated by the Department.</p> |

8.1.2 Application Design and Management

| Item # | Eval Code | Topic | Required Feature | Evidence/Info to Provide |
|--------|-----------|-----------------------------------|---|---|
| 8.1.2A | M | Design and Programming Resources | The Offeror will provide application design and programming to produce the State Report Card, including personnel, hardware/software, and cloud resources. | |
| 8.1.2B | ME | Data Management | The Offeror will collect the data from the Department, process, validate, store, and report them on the State Report Card. | Describe the Offeror's data management solution in detail. |
| 8.1.2C | ME | Design and Programming Principles | <p>The Offeror will refer to the resources outlined in Section 1.8 Major Reference Documents to meet design principles and practices.</p> <p>The Offeror will apply data science and best information technology (IT) standards practice.</p> <p>The Offeror will apply a human-systems engineering approach to create data visualizations and reports for the State Report Card that consider human factors and human-technology interactions.</p> | <p>Describe how the Offeror incorporates the IT standard practices and design principles.</p> <p>Describe how the Offeror takes a human system engineering approach in the designing and development of the proposed solution.</p> <p>Describe how the Offeror identifies key design issues and resolves them to support successful deployment.</p> |

| Item # | Eval Code | Topic | Required Feature | Evidence/Info to Provide |
|--------|-----------|-------------------------|--|---|
| 8.1.2D | ME | Functional Requirements | <p>The Offeror will provide a web-based dashboard with school and LEA comparison, data analytics, and data sharing functionality to meet design goals. The Offeror must provide functionality and design proposal that at least meets the following:</p> <ol style="list-style-type: none"> 1. One common-user interface 2. Intuitive way to navigate, sort, and filter a list of schools and LEAs 3. School-to-school and LEA-to-LEA comparisons with similar demographics and characteristics (e.g. academic performance) 4. Longitudinal view that provides up to five years of data in a clear, organized format 5. Clean design and landing page that pulls everything together related to the state, an LEA, or a school into one place 6. Reduced the number of screens and clicks and a streamlined navigation process 7. Data visualized and compared at and across the state-, LEA-, and school-levels. | <p>Provide evidence that the Offeror’s solution meets the minimum requirements outlined in this section.</p> <p>Describe how the Offeror strives to meet the needs of end users and how the Offeror approaches product improvement.</p> |

| Item # | Eval Code | Topic | Required Feature | Evidence/Info to Provide |
|--------|-----------|--------------------------|--|--|
| 8.1.2E | ME | Data Transfer and Upload | <p>The Offeror will provide a method to upload/store data for the State Report Card.</p> <p>The Offeror will allow the Department to upload the data when updates are necessary.</p> <p>The Department will upload redacted and/or unredacted, already aggregated data to the Offeror.</p> | Describe the process the Department needs to follow to upload the data file in the Offeror's system. For example, does the Department need to contact customer service and provide a CSV file, or does the Offeror have a secure file transfer protocol? |
| 8.1.2F | ME | Configuration Management | The Offeror has a robust configuration management process to improve documentation and version controls. | Describe the change control, requirements traceability, and versioning control. Outline documentation and logs available for change request process or change control. |
| 8.1.2G | ME | Peer Review Management | The Offeror has a robust peer review process to improve the product quality. | Describe the process and tools utilized for peer review during the development, including but not limited to the number and types of staff involved in peer review, procedures and checklists, and error tracking procedures. |
| 8.1.2H | ME | Display of Redacted Data | The Offeror will display the redacted data in a visually appealing manner while maintaining the level of reduction. | Describe how the Offeror will display the redaction symbols and redacted data on the State Report Card. Provide examples of how to display data with inequality signs (> or <), masked values (NSIZE), and missing data (N/A) in a graphical format. |

8.1.3 Testing and Deployment

| Item # | Eval Code | Topic | Required Feature | Evidence/Info to Provide |
|--------|-----------|-----------------------------------|---|--|
| 8.1.3A | ME | Quality Assurance and Testing | <p>The Offeror will complete a robust quality assurance process through a series of rigorous testing.</p> <p>The Offeror will allow the Department and its stakeholders to participate in user acceptance testing (UAT) of the State Report Card as the final test. The Department expects to find no issues during the UAT.</p> <p>The Offeror will provide a beta site where the Department and its stakeholders can conduct the UAT.</p> | <p>Provide a detailed description of how the Offeror conducts testing and quality assurance of the proposed solution.</p> <p>Describe the planning, development, and execution of testing and quality assurance, as well as its timeline and resources.</p> <p>Describe how the Offeror will include the Department and its stakeholders in the UAT.</p> <p>Attach the quality assurance plan as evidence.</p> |
| 8.1.3B | ME | Pre-Deployment Validation Process | <p>The Offeror will provide a data validation process where Idaho schools, LEAs, and state users can access and view the data before the public data release of a State Report Card.</p> <p>The Department will not collect validation confirmation or approval from the schools and LEAs before the deployment.</p> <p>LEAs will need to address and reupload their source data to the SLDS to correct any issues. LEAs will not need a mechanism to overwrite their data in the Offeror's solution.</p> | <p>Provide a solution in detail on how Idaho schools, LEAs, and state users can access and view their data before the deployment of a State Report Card.</p> |

| Item # | Eval Code | Topic | Required Feature | Evidence/Info to Provide |
|---------|-----------|---|--|---|
| 8.1.3.D | ME | Web Analytics | The Offeror will develop and implement web analytics of the State Report Card with the Department. | Describe in detail how the Offeror assists the Department with setting parameters and performance indicators, collecting and processing data, and developing a strategy for enhancing the user interface. |
| 8.1.3.E | ME | Deployment and Deliverable Review Process | <p>The Offeror will work with the Department to identify a deployment plan and deliverable review/acceptance process.</p> <p>The Offeror will only deploy those deliverables approved by the Department.</p> | <p>Describe how the Offeror will approach the development of a deployment plan and deliverable review/acceptance process.</p> <p>If an example is available, attach a related document as evidence.</p> |

8.1.4 Accessibility Features

| Item # | Eval Code | Topic | Required Feature | Evidence/Info to Provide |
|--------|-----------|---------------|---|---|
| 8.1.4A | ME | Accessibility | <p>The Offeror will conduct accessibility testing and usability testing that includes people with disabilities and people who use a language other than English. The Offeror must provide a solution to the Department on how a State Report Card can meet the accessibility requirements.</p> <p>The Offeror's Solution will comply with the latest Web Content Accessibility Guidelines (WCAG 2.2) to ensure accessibility standards and compliance with Section 508 and the Americans with Disabilities Act (ADA).</p> | <p>Describe how the Offeror's Solution meets the latest WCAG and complies with Section 508 and ADA.</p> <p>Provide a detailed description of how the Offeror approaches accessibility and usability testing that includes people with disabilities and people who use a language other than English.</p> <p>Describe the planning, development, and execution of testing, as well as its timeline and resources.</p> <p>The Offeror may include a copy of the most recent accessibility audit conducted by a third party.</p> |

8.1.5 Program Management

| Item # | Eval Code | Topic | Required Feature | Evidence/Info to Provide |
|--------|-----------|--------------------|---|--|
| 8.1.5A | ME | Program Management | <p>The Offeror will schedule weekly virtual meetings with the Department to discuss any program management decisions and project progress.</p> <p>Either the Department or the Offeror may call for a meeting at any time. The Offeror will take notes and establish an agenda at each meeting.</p> <p>The Offeror will maintain a project calendar/schedule, create a communication and process flowchart, and track the status and progress of work activities and deliverables to ensure on-time delivery of all reports, and deliverables.</p> <p>The Offeror will prepare a project plan and timeline with a graphic organizer and is responsible for compiling meeting agenda and notes with input from the Department.</p> | <p>Provide detailed information about the Offeror's project management team, their qualifications, approach, and any tools used (e.g. Microsoft Project).</p> <p>Describe how the Offeror will work with the Department to build a detailed project plan with fixed deadlines.</p> |

| Item # | Eval Code | Topic | Required Feature | Evidence/Info to Provide |
|--------|-----------|--------------------------------------|---|---|
| 8.1.5B | ME | Training | <p>The Offeror provides in-person professional development or webinars/online training, to assist the Department and educational stakeholders in using the Offeror's solution.</p> | <p>Provide a detailed description of the professional development available, clearly outlining which products and services would be included in the proposed solution and which are available for additional fees (please note: do not include costs in the response, as they should be outlined in Attachment 4 only).</p> |
| 8.1.5C | ME | Transition and Conversion Activities | <p>The Offeror will perform transition and conversion activities, including but not limited to assessing the existing data file format.</p> <p>The Offeror will provide a solution on how to transfer the data in the existing file format.</p> <p>The Department expects to migrate all existing data in the existing data export layout and functionality to be migrated from the legacy application to the new services.</p> | <p>Provide details of how the Offeror will approach the transition activities with the Department.</p> |

| Item # | Eval Code | Topic | Required Feature | Evidence/Info to Provide |
|---------------|------------------|--------------------------------------|--|--|
| 8.1.5D | ME | Kickoff Meeting | The Offeror will launch the project with a Kickoff meeting in person in Boise and establish a shared understanding of the goals, roles, responsibilities, and expectations. The Offeror is responsible for meeting agendas with input from the Department staff and providing meeting minutes. | Provide details on the Kickoff meeting. Describe who will be invited and what the Kickoff meeting will entail. Costs should be included in Attachment 4 only. |
| 8.1.5E | ME | Technical and Business Documentation | The Offeror will prepare workflow-type documents, including but not limited to business rules, data file layouts, help guides, redaction rules, glossary, frequently asked questions, release and resource pages, and fact sheets. | Provide a list of documents that are included in the Offeror's solution. Provide a sample document that highlights the Offeror's work, developed and published within the last five years, preferably for other clients. |
| 8.1.5F | ME | Risk Management | The Offeror has a risk management plan to deal with potential risks associated with the project in an effective manner. | The Offeror will identify any potential risks associated with this project and strategies to minimize those risks. Attach the risk management plan, if available. |
| 8.1.5G | ME | Project Implementation Plan | The Offeror submits a preliminary project implementation plan as part of the proposal. The Offeror will work with the State to produce a detailed project plan with fixed deadlines. | Submit a proposed project implementation plan, including timeline, planning methodologies, milestones, estimated timeframe, and tasks. |

8.3 (E) Pertinent Questions

Respond to the following questions:

| Item # | Eval Code | Description |
|--------|-----------|--|
| 8.3.1 | E | What experience does the Offeror have in Idaho public agencies or other state agencies? |
| 8.3.2 | E | What challenges has the Offeror seen in using data dashboard among lay audiences? If so, how did the Offeror address those challenges? |
| 8.3.6 | E | What adjustments does the Offeror plan to make to the platform within the next 5 years and how might that affect the cost of a future contract for the Department? |

8.4 (ME) Minimal Technical Specifications and Solution

This is a mandatory part of the Proposal and must be completed and submitted with the Technical Proposal.

Offerors must provide a detailed response to each requirement as to how the proposed Solution complies with the requirement.

For any requirement carrying an evaluation code of "M" or "ME," any "No" or "N" **may result in the Offeror's proposal being deemed non-responsive**, in which case no further consideration will be given to the proposal. **Should the Offeror become the contracted provider, any "Yes" or "Y" response found to be incorrect, regardless of the reason, will deem the Contractor in breach of the Contract, and the Contract may be terminated, or the Contractor given an opportunity to cure the breach at its own expense by modifying the proposed Solution to meet the requirement.**

If the Department terminates the Contract, the Department will have no liability to the Contractor, financially or otherwise, for false information given by the Offeror in its proposal and retains the right to recover damages according to the Idaho Department of Education General Terms and Conditions and any special terms and conditions.

Offerors are cautioned and encouraged to seek clarifying information to any requirement by using the timeset aside prior to the closing of the solicitation for receiving Offeror questions.

8.4.1 Technical - General

| Item # | Eval Code | Description |
|--------|-----------|--|
| 8.4.1A | M | The Offeror's Solution must be provided as a hosted service. Hosting includes servers, patches, maintenance, and all services to keep the system operating 24 hours a day, 7 days a week. |
| 8.4.1B | M | The Offeror's Solution will not require a local client install. |
| 8.4.1C | E | List any local plugins or extensions required for the Offeror's solution and include version requirements, e.g. Adobe Reader. |
| 8.4.1D | ME | The Offeror's Solution must provide an intuitive, user-friendly, and responsive GUI. |
| 8.4.1E | M | The Department shall own its own data and data must be available for data extracts and backups. |
| 8.4.1F | M | The Offeror's Solution will provide minimum requirements of local technological infrastructure. |
| 8.4.1G | M | Security updates and maintenance upgrades to the Offeror's Solution shall be available throughout the contract period without any additional cost to the State. |
| 8.4.1H | M | The Offeror's Solution software code must be maintained solely by the Offeror. |
| 8.4.1J | ME | Provide product ratings, customer review scores, industry reviews, or similar data to show that the Offeror's Solution meets or exceeds the industry quality standards. |
| 8.4.1K | ME | The Offeror's Solution must be available to all users. Describe any limitations to the usage of the Offeror's Solution (e.g. number of users, connections to the system) and how the Offeror plans to address the limitations. |

8.4.2 Operating System, Browser, and Device Agnostic

| Item # | Eval Code | Description |
|--------|-----------|--|
| 8.4.2A | ME | The Offeror's Solution is operating system agnostic and works on all common platforms, including but not limited to Windows, Android, Chrome OS, MacOS, and iOS. The Offeror must describe how to maintain the platform over time. |
| 8.4.2B | ME | The Offeror's Solution is browser agnostic and works on all common browsers, including but not limited to Firefox, Chrome, Microsoft Edge, and Safari. The Offeror must describe how to maintain the platform over time. |
| 8.4.2C | M | The Offerors' Solution supports touchscreen operation. |
| 8.4.2D | M | The Offeror's Solution will support HTML5. |
| 8.4.2E | ME | The Offeror's Solution will be responsive to the devices and will display graphs on an appropriate scale. |

8.4.4 Hosting Requirements

| Item # | Eval Code | Description |
|--------|-----------|--|
| 8.4.4A | ME | Describe the Offeror's experience in hosting and managing a data visualization solution. |
| 8.4.4B | ME | The Offeror shall describe their hosting environment. The Offeror shall include a copy of the most recent audit. If the service is hosted by a third party, the Offeror shall provide detailed information of that hosting solution. |
| 8.4.4C | M | The Offeror's Solution will be uptime 24 hours a day, 7 days a week, 99.99% availability. |
| 8.4.4D | M | The Offeror's Solution will have all client's data separated from other clients. |
| 8.4.4E | ME | The Offeror's Solutions maintenance is predictable and scheduled. Describe maintenance windows and how this information will be communicated to system users. |

| Item # | Eval Code | Description |
|--------|-----------|--|
| 8.4.4F | ME | The Offeror's Solution shall describe their backup/archive and disaster recovery plan. |
| 8.4.4G | M | The Offeror's Solution is required to retain data for the duration of the contract, as well as for an additional five years following the end of the contract. |
| 8.4.4H | M | The Offeror's Solution shall ensure that all data processed, stored, and maintained in the solution shall NOT leave the borders of the United States. This shall include all online storage as well as data backups and archived data. |
| 8.4.4J | ME | The Offeror's Solution shall describe how the Department retrieves its data in a form that can be used in the event of contract termination or expiration. |

8.4.6 Technical - Security

| Item # | Eval Code | Description |
|--------|-----------|--|
| 8.4.6A | ME | In the Offeror's Solution, describe security standards or frameworks the solution is aligned to (i.e., NIST Cyber Security Framework, NIST SP800-53r5, ISO 17799, ISO 27001, CIS Controls, etc.). |
| 8.4.6B | ME | Describe the Offeror's Solution vulnerability management system. The Solution shall have an annual penetration test, with an annual report to the state. |
| 8.4.6C | ME | Describe the Offeror's Solution security audits of solution and audit reports shared with the Department (i.e., SOC). |
| 8.4.6D | ME | All data in the Offeror's Solution must be encrypted during transmission, use and at rest. Describe how data is stored and how data security is addressed. |
| 8.4.6E | ME | Outline the Offeror's Solution procedures for managing and notifying in the event of a cybersecurity incident or data breach. Specify the individual responsible for reporting such incidents or breaches. Requirements should comply with the Department's Special Terms and Conditions for Cloud Services. |

8.4.7 Technical – Reporting and Export

| Item # | Eval Code | Description |
|--------|-----------|---|
| 8.4.7A | ME | The Offeror’s Solution provides customized reports that consolidate the data available on the State Report Card in a user-friendly layout. |
| 8.4.7B | ME | The Offeror’s Solution provides data exports with customized headers in a user-friendly format. |
| 8.4.7C | ME | In the Offeror’s Solution, describe reporting output and data extract formats such as PDF and CSV. |
| 8.4.7D | ME | The Offeror’s Solution allows creating, saving, and scheduling custom reports with customizable color, logo, and branding. |
| 8.4.7E | ME | The Offeror’s Solution reports and data exports have consistent and customizable header information, e.g., title, district/school, report number. |

8.4.8 Technical -Support

| Item # | Eval Code | Description |
|--------|-----------|---|
| 8.4.8A | ME | In the Offeror’s Solution, provide an example service level agreement with at min. response time, outage response, and other industry standard items. |
| 8.4.8B | M | In the Offeror’s Solution, system support must only be provided by the contractor or a subcontractor approved by the Department. |
| 8.4.8C | M | User functional documentation is provided with the Offeror’s Solution. |
| 8.4.8D | M | Implementation documentation is provided with the Offeror’s Solution. |
| 8.4.8E | ME | Describe the Offeror’s Solution online help resources that are available to end users. |
| 8.4.8F | M | Technical support, licensing fees, upgrades, and patches must be included in the Offeror’s Solution annual fee. |
| 8.4.8G | M | All error messages in the Offeror’s Solution, produced by the system must be user-friendly and meaningful so that users can determine how to correct the error or cancel the process. |

| Item # | Eval Code | Description |
|--------|-----------|--|
| 8.4.8H | ME | Describe the Offeror's Solution help/service ticket system and resolution process. |
| 8.4.8J | ME | In the Offeror's Solution, technical support must be available to the Department by phone during regular business hours -(M-F, 7:00 a.m. - 7:00 p.m. Mountain Time). Identify any additional support avenues that may be available such as online chat or email. |
| 8.4.8K | M | The Offeror's Solution must have standard scheduled maintenance window outside of standard school hours. |
| 8.4.8L | E | Describe the Offeror's Solution version release schedule and process including release note process. |
| 8.4.8M | M | Identify the Offeror's Solution current release/version and date on which first version of product was released. |
| 8.4.8N | M | The Offeror's Solution must include a product development and enhancement roadmap available upon request. |

8.5 (E) Optional Functionality

The Department may be interesting in adding supplemental functionality, now or at some time in the future (during the life of the Contract). If the Offeror can provide the following functionality (or if the proposed solution includes this functionality as offered), describe the capabilities and how the functionality relates to the offered solution.

| Item # | Eval Code | Topic | Required Feature | Evidence/Info to Provide |
|--------|-----------|----------------------------|--|---|
| 8.5.1 | E | Access to Unredacted Data | The Department, LEA, and school-level users securely access the unredacted State Report Card. | Describe how the Department, LEA, and school-level users securely access the unredacted State Report Card. |
| 8.5.2 | E | Role-based Access | The Offeror's Solution provides access to application functions through role-based access controls with individual usernames and passwords for every user. | Describe how the role-based access is provided in the Offeror's Solution and how administrators are restricted to manage specific user levels. If the Offeror's Solution allows Administrators to impersonate users for troubleshooting purposes, describe how the access is logged and auditable. Describe how the Offeror's Solution supports self-service password resets for user accounts. |
| 8.5.3 | E | Multifactor Authentication | The Offeror's Solution stores authentication credentials in an encrypted format and requires a multifactor authentication mechanism for users. | Describe how the Offeror's solution supports multifactor authentication. |
| 8.5.4 | E | Single Sign-on | The Offeror's Solution will support all Single Sign On. | Provide details on how each user may utilize SSO. |

| Item # | Eval Code | Topic | Required Feature | Evidence/Info to Provide |
|--------|-----------|------------------------------|---|--|
| 8.5.5 | E | User Creation and Management | The Offeror's Solution provides the user creation and management process. | <p>Describes the user creation (manually or imported from other systems or files) and management processes, including but not limited to suspension, disabling, and enabling of accounts.</p> <p>Describe how in the Offeror's Solution changes to accounts can be made individually or en masse by an Administrators.</p> |
| 8.5.6 | E | Access Security | The Offeror's Solution must log unauthorized access attempts by date, time, user ID, device, and location. Additional details may be logged. Logs must be accessible to the Department. | Describe how the Offeror's Solution logs unauthorized access attempts and how the Offeror makes it available to the Department. |
| 8.5.7 | E | Concurrent Access | The Offeror's Solution will allow all necessary administrative users to use the system concurrently. | Describe how the Offeror's Solution allows all necessary administrative users to use the system concurrently. |
| 8.5.8 | E | LEA and School User Support | In the Offeror's Solution, technical support is available to LEA and school-level users by phone during regular business hours -(M-F, 7:00 a.m. -7:00 p.m. Mountain Time). | Identify technical support available to the LEA and school-level users, as well as any additional support avenues that may be available such as online chat or email. |

9. COST PROPOSAL AND BILLING PROCEDURE

9.1 (ME) Cost Proposal

Use the format established in Attachment 4 to respond to the RFP Cost Proposal and identify it as “Cost Proposal – 25-1000, State Report Card.” Altering the format may result in a finding that the Proposal is non-responsive.

The Offeror must provide a fully burdened rate, which must include, **but not be limited to**, all operating and personnel expenses, such as: overhead, salaries, administrative expenses, profit, and supplies.

9.2 Billing Procedure

The Contractor must provide a signed invoice upon the Department’s acceptance of each line item. The invoice must be submitted no later than thirty (30) calendar days after acceptance. No invoice shall be accepted or paid without receipt of required documentation. Invoices submitted without the required documentation will be returned to the Contractor for resubmission.

The Contractor must provide the following information with each invoice:

9.2.1 Idaho Department of Education contract number

9.2.2 Identification of the billing period.

9.2.3 Total dollar amount billed for the billing period.

9.2.4 Detailed description of services/products provided and associated number of hours/\$ amounts, as appropriate.

9.2.5 Name of the Contractor’s authorized individual and contact information.

10. PROPOSAL REVIEW, EVALUATION, AND AWARD

The Department’s objective in soliciting and evaluating Proposals is to ensure the selection of a firm or individual that will produce the best possible results for the funds expended.

10.1 Overview

10.1.1 All Proposals will be reviewed first to ensure that they meet the Mandatory Submission Requirements of the RFP as addressed in Sections noted with an (M) or (ME). Any Proposal not meeting the Mandatory Submission Requirements will be found non-responsive.

10.1.2 Evaluation Criteria

| Technical Proposal | Points |
|---|--------------|
| Mandatory Submission Requirements | Pass/Fail |
| Business Information (Section 6) | 100 Points |
| Organization and Staffing (Section 7) | 100 Points |
| Scope of Work-Project Approach (Section 8) | 500 Points |
| Oral Presentations or Demonstrations (if conducted) | 200 Points |
| Cost Proposal (Attachment 4) | 300 Points |
| Total Points | 1,000 Points |
| Total Points with Presentations/Demonstrations | 1,200 Points |

10.2 Technical Proposal

10.2.1 The Technical Proposal will be reviewed first on a “pass” or “fail” basis to determine compliance with those requirements listed in the RFP with an (M) or (ME). All Proposals determined by the Department, at its sole discretion, to be responsive in this regard will continue in the evaluation process outlined in this Section.

10.2.2 Technical Proposal will be evaluated and scored utilizing one (1) or more Technical Proposal Evaluation Committee(s).

10.2.3 The scores for the Technical Proposal (Sections 6, 7, and 8) will be normalized as follows: The proposal with the highest raw technical score will receive all available Technical Points: 700 points. Other proposals will be assigned a portion of the maximum available points, using the formula:

$$700 \quad X \quad \frac{\text{raw score of Technical Proposal being evaluated}}{\text{highest raw technical score}}$$

10.3 Oral Presentations/Product Demonstrations

10.3.1 At the Department's discretion, up to three (3) Offerors with the highest raw score after the evaluation of the Technical Proposal is complete, may be asked to make oral presentations or product demonstrations. If presentations or demonstrations are conducted, they will be mandatory for all invited. Offerors will be evaluated.

10.3.2 The scores for Oral Presentations/Product Demonstrations will be normalized as follows: The Oral Presentation/Product Demonstration with the highest raw score will receive all available Oral Presentation/Product Demonstration Points: 200 points. Other proposals will be assigned a portion of the maximum available, using the formula:

$$200 \quad X \quad \frac{\text{raw score of Presentation/Demonstration evaluated}}{\text{highest raw Presentation/Demonstration score}}$$

10.4 Cost Proposal

10.4.1 If Oral Presentations/Product Demonstrations are conducted, the Cost Proposal will be opened and evaluated only for the Offerors who are invited to and provide Oral Presentations/Product Demonstrations. If Oral Presentations/Product Demonstrations are not conducted, the Cost Proposal from every Offeror that is responsive up to this point will be opened and evaluated.

10.4.2 The scores for the Cost Proposal will be normalized as follows: The cost evaluation will be based on Total 5-Year Cost. The Cost Proposal with the lowest overall Total Cost will receive all available Cost Points: 300 points. Other Proposals will be assigned a portion of the maximum score using the formula:

$$300 \quad X \quad \frac{\text{lowest overall Total Cost}}{\text{Overall Total Cost being evaluated.}}$$

10.5 Award and Offeror Discussions

The Department may, at its sole option, either accept an Offeror's initial proposal by award of contract or enter into discussions with Offerors whose proposals are deemed to be reasonably susceptible of being considered for award. Discussions with individual Offerors (including the utilization of one or more rounds of "Best and Final Offer" and/or Negotiations) may be conducted. NOTE: Offerors should submit their best proposals initially, as there is no guarantee that the Department will conduct any discussions. The Department may, in its best interest, elect to award the contract to or enter into discussions with the apparent responsive, responsible Offeror whose Proposal receives the highest number of total normalized points.

10.6 Responsibilities

The RFP Lead may, at the Department's sole discretion, require the apparent high point Offeror to provide documentation to demonstrate its responsibility. The RFP Lead may request documentation including, but not limited to, credit or financial reports and references. Failure to provide requested documentation may result in the Offeror being deemed non-responsible. Nothing herein shall prevent the Department from using other means to determine the Offeror's responsibility.

10.7 Notification of Intent to Award Contract/Awarding of Contract/Reconsideration

Award of Contract will be made to the responsive, responsible Offeror whose Proposal receives the highest number of total normalized points. The Department will notify all Offerors by email of its intent to award a contract and of the evaluation scores. If the selected Offeror does not enter into a contract within ninety (90) days of notification, the Department may withdraw the award from that Offeror and award the contract to the Offeror ranked second in the evaluation process. Within five (5) working days from the date of notice of intent to award, the responsive, responsible Offerors may submit a request for reconsideration in writing to the RFP Lead. The request shall specifically state the exact basis for reconsideration. The Superintendent of Public Instruction will review the request and, at her sole discretion, issue a written response to the request.

ATTACHMENT 1 - OFFEROR QUESTIONS

PLEASE DO NOT IDENTIFY THE OFFEROR'S NAME OR COMPANY'S NAME OR PRODUCT NAMES OF INTELLECTUAL PROPERTY IN THE QUESTIONS.

ADD ROWS BY HITTING THE TAB KEY WHILE WITHIN THE TABLE AND WITHIN THE FINAL ROW.

The following instructions must be followed when submitting questions using the question format on the following page.

1. DO NOT CHANGE THE FORMAT OR FONT. Do not bold the Offeror's questions or change the color of the font.
2. Enter the RFP section number that the question is for in the "RFP Section" field (column 2). If the question is a general question not related to a specific RFP section, enter "General" in column 2. If the question is in regard to a provision of the Idaho Department of Education General Terms and Conditions or any special terms and conditions, state the clause number in column 2. If the question is in regard to an attachment, enter the attachment identifier (example "Attachment A") in the "RFP Section" (column 2), and the attachment page number in the "RFP page" field (column 3).
3. Do not enter text into the "Response" field (column 5). This is for the Department's use only.
4. Once completed, this form is to be e-mailed to the RFP Lead at procurement@sde.idaho.gov. The e-mail subject line is to state the RFP number followed by "Questions."

| Question | RFP Section | RFP Page | Question | Response |
|----------|-------------|----------|----------|----------|
| 1 | | | | |
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ATTACHMENT 2 – COVER FORM

(M) The Cover Form must be completed, signed, and submitted with the Offeror’s Proposal. Failure to complete and submit this form may result in the Proposal being deemed non-responsive.

Instructions: The Technical Proposal must include a signed copy of this cover form. Copy and paste this form onto the company letterhead, or include the following information: Offeror’s company name, mailing address, phone number, fax number, e-mail address, and name of Offeror’s authorized signer. The cover form must include the RFP Number and Title and must be signed by an individual authorized to commit the Offeror to the contents of the Proposal.

| Requirement | Response |
|--|--|
| Offeror’s corporate or other legal entity status | <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Corporation (LLC) <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other (specify) |
| Offeror’s Tax Identification Number | EIN: |
| Offeror’s DUNS Number | DUNS: |
| Is Offeror a legal entity with the legal right to contract? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other than modifications/exceptions identified on Attachment 2, does Offeror accept, and is Offeror willing to comply with, the requirements of this RFP and attachments, including but not limited to those identified in the Idaho Department of Education General and Special Terms and Conditions? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is Offeror in compliance with applicable equal employment regulations? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does Offeror affirm that it has not employed any company or person other than a bone fide employee working solely for the Offeror or a company regularly employed as its marketing agent, to solicit or secure the Contract, and that it has not paid or agreed to pay any company or person, other than a bone fide employee working solely for the | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Requirement | Response |
|---|--|
| Offeror or a company regularly employed by the Offeror as its marketing agent, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award of the Contract.? | |
| Does Offeror understand and agree that for breach or violation of the above term, the State has the right to annul the Contract without liability or, in its discretion, to deduct from the offered price the amount of any such fee, commission, percentage, brokerage fee, gifts, or contingencies. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Firm(s) and/or staff responsible for writing the Proposal | Names: |
| Does Offeror affirm that it is not currently suspended, debarred, or otherwise excluded from federal or state procurement and non-procurement programs? Note: vendor information is available at https://sam.gov . | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the Offeror affirm that the Proposal will be firm and binding for ninety (90) calendar days from the Proposal opening date? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does Offeror warrant that it does not knowingly and willfully employ persons who cannot legally work in this country; and that Offeror takes steps to verify that it does not hire persons who have entered our nation illegally or cannot legally work in the United States; and that any misrepresentation in this regard or any employment of persons who have entered our nation illegally or cannot legally work in the United States constitutes a material breach and will be cause for the imposition of monetary penalties up to five percent (5%) of the Contract price, per violation, and/or termination of the Contract? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Signed By: _____

Printed Name: _____

Date: _____

ATTACHMENT 3 – SIGNATURE PAGE

Signatures. Unless otherwise stated above, this Agreement is effective on the date of last signature:

| | |
|---|-------|
| Contractor's Legal Business Name | |
| Contractor's Authorized Representative's Printed Name | Title |
| Signature | Date |

| | |
|--|-------|
| Department of Education Authorized Representative's Printed Name | Title |
| Signature | Date |

ATTACHMENT 4 – COST PROPOSAL

The Offeror shall submit this Cost Proposal as a separate document labeled as "Cost Proposal – 25-1000 State Report Card." The Cost Proposal must be separate from the Technical Proposal and all other documents submitted with the response. Along with this Cost Proposal, please provide an itemized breakdown to support the Offeror’s cost.

| DESCRIPTION | FULLY-BURDENED COST |
|-------------------|---------------------|
| Year 1 Service | \$- |
| Year 2 Service* | \$- |
| Year 3 Service* | \$- |
| Year 4 Service* | \$- |
| Year 5 Service* | \$- |
| Total 5-Year Cost | \$ |

*optional renewal years

Optional Pricing: Provide the total price for optional functionalities identified in 8.5. Along with this Cost Proposal, please provide an itemized breakdown to support the Offeror’s cost.

| DESCRIPTION | FULLY-BURDENED COST |
|--------------------|---------------------|
| Signing Capability | \$- |

| | | |
|---|--------|------|
| Contractor's Legal Business Name | | |
| Phone: | Email: | |
| Contractor's Authorized Representative's Printed Name | Title | |
| Signature | | Date |

APPENDIX A – IDAHO DEPARTMENT OF EDUCATION GENERAL TERMS AND CONDITIONS

Please review the [Idaho Department of Education General Terms and Conditions](#) here.

APPENDIX B – IDAHO DEPARTMENT OF EDUCATION SPECIAL TERMS AND CONDITIONS FOR SOLICITATIONS

Please review the [Idaho Department of Education Special Terms and Conditions for Solicitations](#) here.

APPENDIX C – IDAHO DEPARTMENT OF EDUCATION SPECIAL TERMS AND CONDITIONS FOR CLOUD SERVICES

Please review the [Idaho Department of Education Special Terms and Conditions for Cloud Services](#) here.