MAGNOLIA PUBLIC SCHOOLS
Proudly serving California communities since 2002

REQUEST FOR PROPOSAL

School Information System
RFP # MS0614

Issue Date:	**WED. JULY 2, 2014**
Issued by:	**MAGNOLIA PUBLIC SCHOOLS**
Closing Date:	**FRI. JULY 25, 2014 by 3:00 PM Pacific Time**

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1- GENERAL NOTICE TO VENDORS AND BACKGROUND

1.1 REQUEST FOR PROPOSAL RFP # MS0614

Request Date: Wed. July 2nd, 2014

One Hard Copy: Sealed proposals shall be submitted to:

Hamro Boymatov
Business Manager
MAGNOLIA PUBLIC SCHOOLS
13950 Milton Avenue Suite 200B
Westminster, CA 92683

One Email Copy: kboymatov@magnoliapublicschools.org

1.2 CLOSING DATE OF THIS PROPOSAL – Fri, July 25th, 2014 by 3PM Pacific Time.

All proposals must comply in accordance with all regulations, terms, conditions, and specifications set forth in this Request for Proposal (RFP) document by Magnolia Public Schools (MPS). Any clarification of the Request for Proposal documents required by the submitter prior to submission of its proposal shall be requested through the business office of MPS via email. Any such clarifications so given shall not in any way alter the proposal request document. The vendor and MPS hereby agree that in no case shall verbal arrangements be considered binding. MPS reserves the right to accept or reject any proposal. Late responses to this RFP will not be considered or accepted. Faxed responses will not be considered or accepted. One hard copy and one email copy is required. Responses not appropriately signed as an original document will be rejected.

1.3 Intent

The intent of this RFP is for MPS to procure the most ideal and dynamic School Information System and services in accordance with the specifications outlined herein.

1.4 Background Information:

MPS, headquartered in Westminster, California, is an elite school with 11 campuses reflected in the Schedule A below. It is currently seeking proposals for its School Information System requirements according to the Request for Proposal terms and conditions attached hereafter.

Schedule A

Campus	Address	Enrollment	Grade
MSA1	18238 Sherman Way, Reseda	MSA 1 - 548	6-12
MSA2*	17125 Victory Blvd, Van Nuys	MSA 2 - 545	6-12
MSA3	1254 East Helmick Street Carson	MSA 3- 498	6-12
MSA4	11330 W. Graham Place B-9, Los Angeles	MSA 4 - 303	6-12
MSA5*	929 North Las Palmas Ave, Los Angeles	MSA 5 - 125	6-8
MSA6	3754 Dunn Drive, Los Angeles	MSA 6 - 186	6-8
MSA7	18355 Roscoe Blvd, Northridge	MSA 7 - 305	K-5
MSA8*	6411 Orchard Avenue, Bell	MSA 8 - 496	6-8
PTS SA	102 Baker Street Suite E, Costa Mesa	PTS SA - 216	6-8
MSA SD	6365 Lake Atlin Avenue, San Diego	MSA SD - 370	6-8
MSA SC	2720 Sonoma Place, Santa Clara	MSA SC - 540	6-8
*LAUSD			

1.5 Terms of Contract

All vendors must follow the enclosed list of terms and conditions in order to be considered.

1.6 Additional Services

Any additional services or programs the Vendors are prepared to offer are to be clearly outlined on your company's letterhead and enclosed with this proposal. If any of the additional services and/or programs identified will result in additional costs to MPS, they must be clearly presented and submitted with your proposal.

1.7 Inquiries & Questions

All questions pertaining to this proposal should be in writing, addressed to:

Hamro Boymatov, Business Manager, Telephone: 714-892-5066, ext. 100
MAGNOLIA PUBLIC SCHOOLS
13950 Milton Avenue Suit 200B
Westminster, CA 92683
E-mail: kboymatov@magnoliapublicschools.org

1.8 Addendum

Should questions raised by a Vendor necessitate an addendum to this Request for Proposal, each registered Vendor will receive a copy of the addendum. All copies of addenda will be copied and signed with the RFP document to indicate that the Vendor has received the addenda in its entirety, has read and understood its content, and all addenda were considered when the response was prepared. Responses which do not provide evidence of receipt of addenda as requested may be rejected by MPS as non-compliant. It is the responsibility of the Vendor to confirm it has received all addenda issued by MPS. All questions shall be forwarded in writing at least five (5) business days prior to the closing date.

2- ACCEPTANCE OF PROPOSAL REQUEST FORM

I/We do hereby agree to supply the materials and services as provided herein in accordance with the terms and conditions of this RFP. No other conditions shall apply. I/We have read, understood and agree to this RFP and all its terms and conditions contained in this document and we are authorized by the Vendor to bind the firm.

I/We declare that this proposal is made without collusion, knowledge, comparison of figures, or arrangement with any other company, firm, or person submitting a proposal for the same work, and is in all respect fair and without collusion or fraud.

I/We declare that to our knowledge no member of MPS, of Trustees, and no officer or employee of MPS is, will be, or has become interested, directly or indirectly, as a contracting party, partner, or in the supplies, work, or business in connection with the said Contract, or in any portion thereof, or of any supplies to be used therein, or in any monies to be derived there from.

Acceptance of this Proposal will be made by Purchase Order (where applicable). Failure to sign this document or affix your corporate seal will result in your response being rejected.

PAYMENT TERMS: _____

COMPANY: _____

DATE: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

PHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL: _____

Note: A purchase order number will not be issued to a successful Vendor unless all required documentation as noted above has been received and has been confirmed as being in order.

3- GENERAL TERMS AND CONDITIONS

3.1 ADDENDUM/REVISIONS
Addendum/revisions to this RFP will be issued by the MPS Business office only. No representative of MPS is authorized to amend or waive the terms of this RFP document in any way, unless the amendment or waiver is signed by a representative from the MPS Business Office.

3.2 ALTERATIONS & CANCELLATION OF PROPOSAL
MPS reserves the right to alter the dates of this proposal.

3.3 ASSIGNMENT / SUBCONTRACTING
The Vendor agrees not to assign or subcontract any of the work or obligations required under this agreement unless the Vendor obtains prior written consent from MPS, which may be withheld for a good cause. In addition, in the event that a Vendor merges with another company or there is a change in voting control of the Vendor, or the Vendor sells its assets to a third party, the merger, change in voting control, or sale of assets as the case may be, will constitute an assignment and MPS will be entitled to cancel the agreement on at least 30 day notice from the date of disclosure, or from the effective date of merger, change, or sale, whichever is sooner.

3.4 AWARD STRATEGY
The lowest proposal is not necessarily accepted unless otherwise stated; MPS reserves the right to accept any portion thereof. The proposal will be awarded to the respondent who, in the sole judgment of MPS, provides the best overall value. MPS will not be obligated to select the lowest cost or any proposal. Past performance may be considered when awarding the proposal. The final award will be based on the submission that complies with the provisions of this RFP, including specifications, contractual terms and conditions, and who can reasonably be expected to provide satisfactory performance on the proposed contract based on reputation, references, performance on previous contracts, and sufficiency of financial and other resources. No proposal shall be deemed to be accepted by MPS until such time as notice in writing of the acceptance thereof has been forwarded by MPS to the successful Vendor hereinafter disclosed. Upon issuance of a purchase order, the Proposal document shall serve as a binding contract between the successful Vendor and MPS. MPS reserves the right to cancel this Request for Proposal at any time, without penalty or cost to MPS. This Request for Proposal should not be considered a commitment by MPS to enter into any contract. MPS reserves the right to reject the Proposal of any Vendor who does not furnish satisfactory evidence of sufficient qualification and to successfully execute and complete the work. Past performance of firms submitting Proposals shall also be a consideration. In the event of any disagreement between MPS and the Vendor regarding the interpretation of the provisions of the Proposal, the representative of MPS or an individual acting in that capacity shall make the final determination as to interpretation**.**

3.8 VENDOR'S KNOWLEDGE
The submission of the proposal shall be deemed proof that the Vendor(s) is satisfied as to all the provisions of this RFP, of all the conditions which may be encountered, of what materials/services they will be required to supply, or any other matter which may enter into the carrying out of conditions of the proposal, to a satisfactory conclusion. No claims will be entertained by MPS based on the assertion by the Vendor(s) that they were uninformed as to any of the provisions or conditions covered by this RFP.

3.9 RFP OWNERSHIP
All information obtained by the Vendor in connection with this RFP is the property of MPS and must be treated as confidential and only used for the purpose of replying to this Proposal, and for fulfillment of any subsequent contract.

3.10 CHANGES TO PROPOSAL
Any changes or revisions will be issued as a formal addendum to all Vendors. All addenda will be signed and acknowledged by Vendors, and included in the RFP response.

3.11 CLAIMS
Claims made in the proposal shall constitute contractual warranties. Any provision in the proposal may be included in the contract as a direct provision thereof at the option of MPS. The contract shall contain the terms and conditions and be in the format prescribed by MPS. MPS considers each provision in this proposal of importance and will not accept alterations which will destroy the fundamental intent thereof. If alterations are suggested, their wording should be carefully considered, since an unacceptable alteration to any provision may affect the acceptability of the Vendor's proposal.

3.12 COLLUSION
The vendor declares that the proposal is not made in connection with any other vendor submitting a proposal.

3.13 CONTRACT
The contract will be governed by and interpreted in accordance with the Laws of the State of California.

3.14 DEBRIEFING
MPS, at the request of the Vendor who responded to the RFP, will conduct a debriefing after the award of the contract to the unsuccessful Vendor as to why that Vendor's proposal was not selected. Vendors must submit their request for debriefing within thirty (30) days of award of the RFP.

3.15 DEFAULT BY THE VENDOR
In the event of the default by a Vendor in complying with the terms and conditions hereof or in supplying and delivering the goods and services in accordance with the terms of this RFP submitted or of the acceptance order thereto, MPS shall be entitled and at liberty to procure the goods or services from other sources and the Vendor shall be liable to pay for any and all costs whatsoever in excess of the RFP price caused by or resulting from such default, and the Vendor hereby indemnifies and deems MPS harmless from any and all such costs. Without limitation, the following action by or circumstances relating to the Vendor shall constitute default on the part of the Vendor:

a. Committing an act of bankruptcy
b. Having a receiver appointed on account of insolvency
c. Making a general assignment for the benefit of creditors
d. Failing to fulfill the work with skill and diligence
e. Default by the Vendor may result in MPS's cancellation of the contract. Any Action by MPS under this clause shall be without prejudice to MPS's other rights or remedies under the contract or law for the performance of the contract by the vendor.

3.7 DELIVERY

Time is of the essence for the delivery or provision of the goods and services requested herein. Failure to comply with the time schedule herein may result in MPS taking further action to obtain an alternative supplier, in which event the cost incurred shall be charged to the Vendor, up to the time that the goods or services are delivered or provided. If such cost is not paid by the Vendor, it shall be deducted from the balance of the purchase price owing. Where it is not possible to obtain the goods or services by the specific time, MPS reserves the right to cancel the contract and charge back the difference between the contracted RFP price and the acquisition cost of the alternate goods or services.

3.8 DISCREPANCIES AND OMMISSIONS

Vendors shall promptly examine the entire RFP document after receipt. Subject to the conditions governing the withdrawal of and errors in the RFP, a Vendor discovering discrepancies or omissions in the specifications provided by MPS or having doubt as to the meaning or intent of any part thereof shall notify the MPS business office in writing at least seven (7) working days prior to the closing date of the RFP. If necessary, and if time permits, addenda may be issued to all respondents before the closing date. It is hereby understood and acknowledged that MPS shall not be held liable or responsible for verbal instructions or explanations. Written Addenda issued by MPS during the time of the RFP process shall become an integral part of these conditions/instructions, and shall be allowed for in arriving at the RFP price(s). One copy must be signed and attached to the RFP document. Each Vendor shall be responsible for verifying with the co-coordinator of the RFP, before depositing its RFP, that they received all addenda that have been issued. MPS reserves the right to distribute any and all questions and answers to all other respondents.

3.9 DISQUALIFICATION CLAUSE

MPS reserves the right to disqualify, and immediately remove from eligibility for an indeterminate period, any Vendor for failure to carry out its obligations for the entire term under any previous award or resulting contract pursuant to a RFP process with MPS, in the sole and unfettered discretion of MPS. Furthermore, the Vendor must be prepared, if requested, to present evidence of experience, ability, capacity, and financial resources and reputation deemed necessary by MPS in the performance of the contract. MPS reserves the right to investigate a Vendor's claim or background at any time and in any manner deemed appropriate by MPS.

3.10 INDEMNIFICATION

Notwithstanding anything else in the RFP, any express or implied reference to MPS providing an indemnity or any other form of indebtedness or contingent liability that would directly or indirectly increase the indebtedness or contingent liabilities of MPS, whether at the time of execution of the RFP or at any time during the Term, shall be void and of no legal effect. The Vendor hereby agrees to indemnify and hold harmless MPS, its Directors, Superintendents, Trustees, Employees and Agents (the indemnified parties) from and against all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of actions, actions, claims, demands, lawsuits or other proceedings (collectively, "Claims"), by whomever made, sustained, incurred, brought or prosecuted, including for third party bodily injury (including death), personal injury and property damage, arising out of, or in any way connected with anything done or omitted to be done by the Vendor, its subcontractors, or their respective directors, officers, agents, employees, partners, affiliates, volunteers or independent contractors, under or otherwise in connection with this RFP or a subsequent contract arising hereunder. The Vendor further agrees to indemnify and hold harmless the Indemnified Parties from any incidental, indirect, special, or consequential damages, or any loss of use, revenue, or profit, by any person, entity, or organization, including, without limitation, MPS, claimed or resulting from such Claims. The

obligations contained in this paragraph will survive the expiry or termination of this RFP or a subsequent contract arising hereunder.

3.11 INSURANCE
The successful Vendor must have or obtain a comprehensive policy of public liability, injury, and property damage insurance coverage with an insurer licensed to carry on business in the State of California. Please indicate terms and amounts of coverage in this section. Prior to the execution of the contract, the successful Vendor shall (unless otherwise stated in this document) within seven (7) working days of being notified of award of Proposal, forward to the Purchasing Department of MPS a valid Certificate of Insurance naming MPS as an Additional Loss Payee. The successful Vendor(s) will also provide yearly proof of current insurance coverage. If the successful Vendor's vehicles are used on MPS property, the successful Vendor shall carry and maintain until acceptance of the completed work, third party liability insurance coverage for both owned and non-owned motor vehicles in the sum of $2,000,000 per occurrence and (unless otherwise stated in this document) within seven working days of being notified of award of proposal, forward a valid Certificate of Insurance to the Purchasing Department of MPS. The successful Vendor(s) agrees to indemnify, hold harmless, and defend MPS from and against any and all liability for loss, damage, and expense, which MPS may suffer or for which MPS may be held liable by reason or injury (including death) or damage to any property arising out of negligent or willful acts on the part of the successful Vendor(s) or any of its representatives or employees or subcontractors in the execution of the work performed.

3.12 IRREVOCABLE RESPONSE
The proposal submitted is irrevocable by the Vendor and will remain in effect and open for acceptance for a minimum period of ninety (90) days following the closing date unless otherwise specified.

3.13 NEWS RELEASE/PUBLICITY
The Vendor(s) shall not make any news release concerning this RFP or awarding of the same or resulting contract(s) without the express consent of MPS.

3.14 SETTLEMENT OF DISPUTES
In the event of any dispute or claim arising between MPS and the vendor (contractor) as to their respective rights and obligations under the contract, either party may give the other written notice of such dispute or claim. The notification of dispute or claim shall be made within thirty (30) days of the dispute or cause of action arising. If dispute or claim cannot be resolved through negotiation to the satisfaction of both parties, the parties may between themselves agree to submit the particular matter to arbitration in accordance with the laws of the State of California. If no agreement is made for arbitration then either party may submit the dispute to such judicial tribunal as the circumstances may require.

3.15 TAXES
All taxes are considered extra to this RFP.

3.16 TIE BREAKER
Should tie RFPs be received on any item or list of items with other things being equal, MPS will take into consideration the nature of the service given by any or all of the Vendors concerned in any previous dealings they may have had with MPS. If a tie still exists, the Vendors names will be placed in a container and a name will be drawn to break the tie. Under no circumstances will MPS permit subdividing of the orders in order to tie Vendors.

3.17 TERMINATION

In the event that the successful Vendor does not, in the opinion of MPS, comply with the specifications and terms of this contract at any time throughout the duration of the contract, or if MPS, in its sole and unfettered discretion, determines that either their service or the goods provided by the successful Vendor is unsatisfactory at any time during the term of the contract, MPS reserves the right to terminate the contract in its entirety. The contract may be cancelled upon thirty (30) days written notice by MPS.

3.18 UNDERSTANDING OF RFP REQUIREMENT

It is the responsibility of the Vendor to understand all aspects of the RFP and to obtain clarification from MPS before submitting a response. However, a response may be rejected if not complete or MPS may waive any minor errors.

4- PROPOSAL FORMAT & EVALUATION CRITERIA

4.1 RFP FORMAT

The Vendor's RFP Response must be organized in the following manner, with all pages numbered consecutively. The envelope must be clearly marked with the appropriate proposal name and number on the outside of each envelope via the Submission Label, attached in Appendix C. The envelope must be clearly marked with the company name of the Vendor and sealed. One email PDF copy is to be submitted along with the hard copy. The submission should be limited to one hundred (100) pages, including attachments which should include: brochures and other supplemental literature and supporting documentation describing your company's experience and marketplace presence.

4.2 Cover Letter

a. Vendor must confirm they understand the RFP requirements and commit to meeting these requirements
b. Vendor must provide complete contact information
c. Letter must be signed by person authorized to bind the Vendor

4.3 Tab 1: Executive Summary

The executive summary should discuss, at a very high level, the Vendor's understanding of MPS's needs. The Vendor will give a brief overview as to why Vendor's system is the best solution to further MPS's goals. The Vendor does not need to explain in detail how specific features of the Vendor's solution will work. MPS expects the Vendor's narrative and other materials in the ensuing sections of the Vendor's response to go into the appropriate detail.

4.4 Tab 2: Vendor Information

This section should include the following at a minimum:
Completed Vendor Capabilities table
Vendor History
Financial Stability
Proposed Staff and their relevant experience
The size of all reference shall be similar to that of MPS
Vendors should expect MPS to ask extensive questions from these references. MPS reserves the right to make on-site visits to these references for demonstrations of the proposed products.

4.5 Tab 3: Technical Requirement Tables
Fill out Technical Requirements tables Appendix A.

4.6 Tab 4: Solution Narrative
The Vendor may include in this section any additional information/screenshots supporting the Vendor's solution.

4.7 Tab 5: Support Approach
In addition to submitting the required Support Requirements tables, the vendor may also include in this section any additional information supporting the Vendor's solution.

4.8 Tab 6: Technical Requirements
In addition to submitting the required Technical Requirements tables, the Vendor may also include in this section any additional information/screenshots supporting the Vendor.

4.9 Tab 7: Pricing
Vendor's response should include, but not be limited to, the following:
Pricing
Pricing Assumptions

4.10 RFP EVALUATION CRITERIA

Company Profile-15%

- Ownership & affiliations, number of years in business
- Availability of staff and support capabilities
- Customer Service and Capacity
- Capability and Financial Stability

Proposal Technical Professional Competence-25%

- Strategy to complete Compliance to Proposal Scope of Work specifications
- Creativity, Innovation, and Value-added solutions
- Suitability of the program to meet the needs of the students, parents, and MPS

Service Profile/Qualifications-25%

- Significant experience with a project of this scope in California
- Comprehensive knowledge of School Information System proposed
- Service methodology and maintenance approach

Pricing-25%

- Competitive Pricing
- Payment methods available

References-10%

- References - Vendors shall list at least three (3) K-12 references for their products which they propose to use in MPS
- At least one reference must be in the state of California

5- VENDOR CAPABILITY REQUIREMENTS

MPS requests proposals from qualified and experienced Vendors who can meet the functional and technical specifications, as well as the implementation, training, and support requirements outlined in this Request For Proposals. Only experienced Vendors' proposals will be accepted. Vendors are required to respond to the following mandatory Vendor capability and experience requirements. Please indicate in the appropriate box whether or not the Vendor can meet each mandatory requirement listed below:

Vendor Capabilities and Experience Requirements	Meets	Does Not Meet	Response
1. The vendor's solution must be deployed in at least ten (10) Districts with a student population in excess of 15,000 students.			
2. The vendor's solution must be in use in for at least three (3) years in at least five (5) Districts with a student population in excess of 15,000 students.			
3. The vendor's solution must be deployed in a least one (1) District in STATE.			
4. The vendor's solution must run on an Oracle database.			
5. The vendor's product suite must include optional integrated Instructional Management Solution and functionality.			
6. The vendor's solution must incorporate a parent access component.			
7. The vendor's solution must incorporate a student access component.			
8. The vendor's solution must include a predictive assessment capacity.			
9. The vendor's solution must be web-based and accessible via mobile devices.			
10. For ASP-hosted solutions, the hosting facility must be SAS 70 Certified.			

6- SUPPORT REQUIREMENTS

MPS understands that even with web-based, zero-footprint solutions, **implementation** of the SYSTEM will still require extensive expertise. MPS seeks a solution that minimizes the resources that MPS needs to take away from other important ongoing projects. MPS seeks a single-point-of-contact model as a liaison between MPS and the Vendor. In addition, MPS seeks a deep understanding of the Vendor's expertise in this area. MPS recognizes that the best products, even with successful implementation, are of little or no use if the end users do not understand, and therefore do not use, the solution. MPS seeks a targeted program of **training** that minimizes expense and maximizes MPS's existing training resources. MPS seeks a multi-layered approach to training that targets specific user groups with training appropriate to their needs.

MPS seeks a cost-effective method for **ongoing post-implementation support** for the SYSTEM. MPS is looking for cost-effective models of technical support, either through a single help desk from the vendor, or a combination of Vendor help desk support and MPS-trained support specialists. In addition, MPS expects a single point of contact for ongoing maintenance, update, or repair issues.

Implementation Requirements

REQUIREMENTS	Meets	Does Not Meet	VENDOR RESPONSE – Please describe
1. Has a thorough software implementation methodology in place, ensuring technical success, and more importantly, user adoption for the client.			
2. Professional development personnel available who work with MPS to develop a customized plan for MPS's roll-out, adoption and usage.			
3. Provide clear project team member roles and responsibilities for both vendor and MPS.			
4. Provide processes to ensure baseline setting of client expectations, on-time work products and budget management and the method by which each will be accomplished.			
5. Provide a system for MPS to report system bugs and product enhancement requests.			
6. Has on-going evaluation of program success — modified and adjusted as needed.			
7. Has on-going reporting of client satisfaction and clear escalation path for issue resolution.			
8. Has experienced project management package to drive a successful implementation with an assigned Project Manager to oversee product implementation, training, and overall client support.			

Training Requirements

REQUIREMENTS	Meets	Does Not Meet	VENDOR RESPONSE – Please describe
1. Thorough training documents, user guides and administration guides – available online and updated with all new releases.			
2. Onsite training.			
3. Distance Learning Workshops or Webinars.			
4. Online video tutorials for self-guided instruction.			
5. Online, context-sensitive, in-product help to support end-users.			
6. Certification programs to allow local product experts.			
7. Train-the-trainer training model.			
8. End-user training programs are available.			

Post-implementation Support Requirements

REQUIREMENTS	Meets	Does Not Meet	VENDOR RESPONSE – Please describe
1. Comprehensive online help.			
2. Comprehensive help desk support (list standard business hours) for select MPS users or for all MPS users.			
3. Ability to initiate any support requests 24 hours a day, 7 days a week.			
4. Escalation procedures.			
5. Technical staff who can assist in troubleshooting implementation efforts.			

7- TECHNICAL REQUIREMENTS

In addition to the MPS's functional requirements, the MPS expects the Vendor's products to provide the users with a wide variety of readily-available and user-friendly interfaces to access the SYSTEM, as well as provide an environment that allows for reliable and timely use of the SYSTEM. In addition, MPS expects that the Vendor's products will integrate with third-party materials and software. Both MPS and the Vendor must maintain the highest levels of security in order to preserve and protect the confidentiality of MPS's data. MPS expects the Vendor to employ leading-edge and proven security solutions and protocols in order to fulfill this goal.

System and Integration/Extensibility Requirements

REQUIREMENTS	Meets	Does Not Meet	VENDOR RESPONSE – Please describe
1. Support Internet Explorer, Firefox, and Safari browsers. Vendor will specify which versions of these browsers the vendor's solution supports.			
2. Support Windows and Macintosh operating systems. Vendor will specify which versions of these operating systems the vendor's solution supports.			
3. Support Microsoft Windows Server in both 32-bit and 64-bit versions.			
4. Depending on the hosting solution, support scalable enterprise configurations such as load-balancing and clustering of application servers and database servers.			
5. Provide the option for either local installations or ASP hosted deployments.			
6. For ASP hosting, provide 99% guaranteed uptime, outside or scheduled maintenance windows.			
7. For ASP hosting, provide 5-second guaranteed page download time.			
8. Provide a Web Services-based Application Programming Interface (API) to extend functionality and integrate third-party solutions.			
9. For ASP model, provide separate environment (e.g. test environment) for testing and upgrade management.			

Security Requirements

REQUIREMENTS	Meets	Does Not Meet	VENDOR RESPONSE – Please describe
10. Allow the district to configure roles and permissions to control access to student data.			
11. Provide an audit history of user access in order to enforce accountability.			

8- TECHNICAL REQUIREMENTS TABLE

MPS seeks a full understanding of the capabilities of each vendor to supply a fully-functioning SYSTEM. In the following table:
"R=Required; D=Desired; O=Optional; Y=Yes; N=No; C=Custom; F=Future; 3=3rd Party"
Please fill out and return the functional matrix.

Item	Specifications	Requirement R/D/O	Feature Included Y/N/C/F/3	Vendor Comment
— General System Requirements				
— R=Required; D=Desired; O=Optional; Y=Yes; N=No; C=Custom; F=Future; 3=3rd Party				
	General/Miscellaneous			
	The proposed solution:			
1	Is fully integrated (no modules).	R		
2	Is completely web-based (not web-enabled).	R		
3	Is a centralized system with one database for the entire district.	R		
4	Supports multi-tab browsing using tab capability of browser.	R		
5	Uses cascading style sheets (CSS) throughout the entire system.	R		
6	Allows users to work with and modify data for multiple students in multiple tabs simultaneously.	R		
7	Provides access to most screens, reports and functions in three clicks or less.	R		
8	Allows multiple users to access the same record at the same time.	R		
9	Uses a relational database model.	R		
10	Provides real-time access to all data.	R		
11	Is cross-platform client side– supporting end-users using both Macintosh OS X and Windows.	R		
12	Has no loss of capabilities for end-users when using either a Mac or PC.	R		
13	Provides ability to implement various configurations of server(s) and database instance(s) for the purpose of segregating transactional processing from reporting, e.g., NCLB or State Reporting	R		
14	Is ODBC compliant.	R		
15	Is JDBC compliant.	D		
16	System comes with an embedded Oracle or MS SQL database that requires no additional cost, installation, or maintenance.	D		
17	What programming language is the application code written in?			
18	Please list all programming languages used in the application code:			

19	Database does not require the purchase of licenses separately.	R		
20	System is scalable to 75,000 students.	R		
21	Supports the use of LDAP.	R		
22	Schools Interoperability Framework (SIF) 2.0 certified.	R		
23	Simplified search capability that leverages database indexing for instant "as you type" search results. (Similar to Apple's Spotlight technology).	D		
24	System includes a web-based user interface to the database that allows authorized users to query, edit and/or delete any and all data without knowledge of the data model, and without having to know SQL queries.	R		
25	The system may be locally hosted within the district LAN or remotely as a service, maintained by the vendor.	R		
26	If locally hosted, system hardware is selected, owned, and accessible/upgradable by the district.	R		
27	Provides the capability for a centralized student management system database to support all students and school sites in the district, while allowing for school-based functionality such as attendance and scheduling.	R		
28	Existing screens may be edited or removed from the system.	R		
29	Includes a simplified web-based custom page creation/management tool that allows authorized users to edit/add custom pages without the need of 3rd party web development software.	R		
30	Online help may be edited per the district's unique business rules.	R		
31	The system provides the ability for the user to define additional custom data elements (user-defined fields) that can be accessed and manipulated the same as the default data elements.	R		
32	Custom screens may be added to the database.	R		
33	All customizations, whether a new screen or edits to existing screens, are protected during system updates.	R		
34	State reports are updated independent of the system software.	R		
35	System updates occur at the discretion of the district (not automatic).	R		

36	On-line help is accessible from each page and is context sensitive (will show documentation for that specific page, report or function).	R		
37	Product is specifically designed for the web using modern technology not a web enabled solution using older technology with plug-ins.	R		
38	Language Translation:			
39	Allows for translation of field labels and screens into ANY language.	R		
40	Allows for easy customization of text within ANY screen.	R		
41	Allows for translation of ENTIRE system, including gradebook, reporting tools, parent portal, admin portal and all online help.	R		
42	*Security*			
43	Automatically terminates a user session if user logs in from another browser or workstation without first signing out of previous session.	R		
44	System displays last date and time of login to help prevent unauthorized access.	D		
45	Family management tool allows district-level family management, BUT prevents school administrators from modifying student demographic data for students at other schools.	R		
46	Users can be assigned to security groups.	R		
47	Each security group can be assigned different access levels to every page within the system, including (No Access, Read Only, Read/Write).	R		
48	Support up to 500 user groups.	R		
49	Support copying permissions from one security group to one or more groups.	R		
50	Authorizes teachers to access student records for only the students in their courses.	R		
51	Automatically signs a dormant user off the system after a defined period of time.	R		
52	Automatically disables inactive (unused) accounts after a defined period of time.	R		
53	Allows a defined number of failed log-in attempts before an account is temporarily disabled.	R		
54	Utilizes SSL for data encryption.	R		
55	Security should be based on user name and password.	R		

56	Passwords for administrators and teachers are not viewable (encrypted) within the system by default.	R		
57	Includes a mass account creation/maintenance tool that can be used for a select group, or for all student/parent accounts.	R		
58	Can be configured to use the district's LDAP service for account management.	R		
59	Passwords controls include:			
60	Minimum length.	R		
61	Complexity (require a minimum number of numbers/letters):	R		
62	Required change interval.	R		
63	Password reuse prevention.	R		
64	Parents may establish their account with a district provided security key.	R		
65	Parents may create and update their password.	R		
66	Parents can recover their own password via email.	R		
67	Student and parent passwords can be reset to a temporary password by administrative staff.	R		
68	Restricts school site users from changing pre-defined tables, but provides view capabilities to school users.	R		
69	Logs all additions, changes to historical grades. Log is view only and accessible from within the UI.	R		
70	Logs all additions, changes to attendance records. Log is view only and accessible from within the UI.	R		
71	Logs all access to the system. Log is view only and accessible from within the UI.	R		
72	*Functional*			
73	Utilizes user-defined fields and screens for district-required information and school site needs.	R		
74	Allows mass changes to data within the system, with appropriate authority, using the system GUI and without requiring knowledge of the data model or SQL queries	R		
75	The system must contain data elements for tracking and reporting No Child Left Behind.	R		
76	Provide the flexibility to have students "assigned" to multiple schools where they are participating in unique programs, yet ensure that the student is counted only once for membership.	R		

77	For students enrolled in multiple schools, administrators may designate which school a student's attendance counts toward.	R		
78	Facilitate the efficient identification and tracking of student Enrollment as the student moves from school to school within the district.	R		
79	Provides secure, electronic transfer of student records between all participating sites/districts in the US and in Canada (separately – no international transfer).	R		
80	The system should have full back-up and data recovery capabilities, including ALL data transactions from the last 15 minutes.	R		
81	Product should provide the following major components or areas:			
82	Student Demographics.	R		
83	Attendance.	R		
84	Enrollment.	R		
85	Built-in reporting and report designer tool (requires no additional licenses or specialized knowledge).	R		
86	Address Validation with batch validation for a group of students.	R		
87	School/District Boundary Validation with batch boundary validation for a group of students.	R		
88	Grades.	R		
89	Multiple GPA calculation methods.	R		
90	Honor Roll record creation and management.	R		
91	Traditional report cards.	R		
92	Standards-based report cards.	R		
93	Transcripts.	R		
94	Multiple graduation requirements sets.	R		
95	Graphical graduation progress monitoring for both administrators and parents.	R		
96	Integrated web-based gradebook for Mac/Win PC's	R		
97	Apps designed for iPad and/or iPhone (not simply mobile web pages).	R		
98	Mobile web pages.	R		
99	Fully automated master scheduler builder and loader.	R		
100	Automated walk-in scheduler.	R		
101	Health management.	R		
102	Student Alerts.	R		
103	Discipline.	R		
104	Extracurricular Activities.	R		
105	Fees management.	R		
106	Assessment history.	R		

107	Support for Common Core, State, District and School Standards.	R		
108	Default reports.	R		
109	Custom reports.	R		
110	Import wizard that automatically maps data from import file into database.	R		
111	Data validation during import with error messages and logs.	R		
112	Simplified data export tool accessible through the system (not a 3rd party reporting tool).	R		
113	Recurring, scheduled mass-import and mass-export capability.	R		
114	Custom fields and screens.	R		
115	Custom Forms.	R		
116	Faculty Demographics.	R		
117	Special Programs.	R		
118	Parent Access.	R		
119	School Bulletin.	R		
120	Administrator controls for district-wide data validation.	R		
121	**Text Rules**			
122	Required Field.	R		
123	Minimum or Maximum Length.	R		
124	Text Mask or Value List.	R		
125	Excluded Characters.	R		
126	**Number fields.**			
127	Required Field.	R		
128	Integer.	R		
129	Minimum/Maximum Number.	R		
130	Minimum/Maximum Length.	R		
131	**Date Rules.**			
132	Required Field.	R		
133	Minimum/Maximum Date.	R		
134	Data validation on student fields and pages.	R		
135				
136	***Student Records Transfer***			
137	System should support the ability to transfer student records electronically from one district to another using the same SIS, resulting in the successful, seamless, automatic import of the student record.	R		
138	Student records transfer system should be open to all districts, regardless of SIS.	R		
139	For districts that don't use the same system, the records transfer process must have the ability to send a PDF capture of student information to the receiving district.	R		
140	List out the records which are electronically sent and automatically imported into a receiving district:	R		

141	List out the records which are sent but not imported into the receiving system:	R		
142	Requests for student records must be apparent as an alert, visible to an office administrator.	R		
143	Status of student records transfer must be accessible from within the SIS.	R		
144	***Reporting***			
145	The system must come with a wide variety of built-in reports. **Please indicate the number of built-in reports that are included "out-of-box" with your system in the notes column.**	R		
146	State reports are developed and maintained by the vendor.	R		
147	Includes a built-in reporting tool that allows the district to draw and publish custom templates for report cards, transcripts, certificates, etc.	R		
148	Built-in reporting tool includes WYSIWYG capability for drawing and designing report templates.	R		
149	Built-in reporting tool is web-based and requires no special patches, plugins or installers. (is not a 3rd party tool)	R		
150	Completed report templates may be published to specific security groups	R		
151	Report templates may be shared with other districts that are using the same SIS.	R		
152	Reports built with the reporting tool may be configured to use run-time options where end-users can specify criteria to narrow report results.	R		
153	Reports built with reporting tool may be HTML and exist as pages within the system.	R		
154	Report development tool can produce a variety of output formats, including PDF and CSV.	R		
155	Report development tool supports the creation of reports that includes trend analysis capability.	R		
156	Reports can be created and stored based on assigned category.	R		
157	Report development tool can be used to create report templates that can be stored in the system	R		
158	The Report development tool can be used to create new report projects from scratch that are based on the customer's unique needs.	R		

159	The report development tool includes a system whereby report developers can organize and store various report projects.	R		
160	The report development tool includes a variety of report templates that can easily be edited to meet the needs of the district.	R		
161	The report development tool allows the user to define the scope of report that includes specific data objects, filters, and runtime controls that determine the report output.	R		
162	The report development tool allows the user to define the report layout using data objects, images, shapes, colors and text.	R		
163	The system allows the user to export report projects as a single file containing all project contents, settings and metadata.	R		
164	The system allows the user to import report projects as a single file containing all project contents, settings and metadata.	R		
165	The report development tool allows the user to preview a report output while in development, prior to submitting it for use in the system.	R		
166	System must support the use of data views to simplify the complexity of the data model, making it easier to directly access the information needed to build custom reports.	R		
167	Supports the use of third party reporting tools such as Crystal Reports.	R		
168	Users must have the ability to create ad hoc reports and queries of the database.	R		
169	Daily functions, such as reporting, searching, & querying must be handled by the system in a multi-user mode, whereby one workstation running a query does not lock others out of the database during the process.	R		
170	System allows reports to run in the background so the end user may navigate away from the report without having to log in from a different browser or workstation.	R		
171	*Implementation*			
172	Vendor assigns a dedicated project manager to construct and monitor a project plan for the district.	R		
173	Vendor offers Process Analysis and Alignment (PAA) to ensure that all district business processes are mapped to the new system.	R		

174	Vendor assists with the entire data conversion mapping and validation process.	R		
175	Option to have the project manager onsite for project kickoff	R		
176	Option to have the project manager onsite on occasion during the course of the implementation.	R		
177	Option to have the project manager onsite for project "go live".	R		
178	*Training*			
179	Initial training can be traditional one-time instructor-led, or online using distance learning software.	D		
180	Progress in online courses can be monitored by district and site-level administrators.	D		
181	Online courses can be completed at any time from any location, and may be repeated as many times as needed.	D		
182	Please enter the total number of online courses and tutorials currently offered in the comment box.	R		
183	Please enter the total number of online courses and tutorials in development due to complete in the current calendar year.	R		
184	Online courses are supplemented with live online chat with a trainer.	D		
185	Online initial training can be supported by an onsite trainer.	D		
186	Vendor offers online training available with an option to receive college credits.	D		
187	*Software Maintenance and Support*			
188	Online support website.	R		
189	Online support website allows issues to be submitted online.	R		
190	Online support website displays case history, status of each case, date, time and name of the last person to work on each case.	R		
191	Online support website includes comprehensive knowledgebase with detailed articles written by subject matter experts.	D		
192	Enter the current number of knowledgebase articles available on the online support website in the comment box.	R		
193	Online support website can be accessed by entire district staff.	D		
194	Accounts can be mass-imported into online support website	D		
195	Online support website is fully indexed and supports a variety of advanced search functions.	D		

196	Online support website includes robust forums capability to collaborate with other users of the system from around the world.	D		
197	Online support website includes a dedicated forum for teachers.	D		
198	Online support website includes the ability to post and share custom pages, reports and documents with other users of the system from around the world.	D		
199	Online support website provides a preview environment where users can "test-drive" future capabilities	D		
200	Enter the normal hours for live phone support in the comment box.	R		
201	Phone support does NOT require that issues be first entered on a support website.	R		
202	Phone support does NOT force callers to leave voice messages after a certain amount of time.	R		
203	No time limit, or limit to the number of issues that may be addressed while on a call with a technical support representative.	R		
204	Phone support allows for immediate "front of the line" access to service reps for critical issues.	R		
205	The vendor shall provide a software update service that furnishes periodic updates.	R		
206	Program modifications and updates will be:			
207	Available remotely via the Internet and/or through installer based applications available for download via the Internet.	R		
208	Release notes are provided for each update to the system.	R		
209	Provide protection for custom screens during system updates.	R		
210	Provides the capability to migrate easily to new software releases (updates) and automatically convert the student database.	R		
211	Annual support subscriptions are provided and include all of the following items:			
212	Software maintenance.	R		
213	Software updates.	R		
214	Product notifications.	R		
215	Unlimited toll-free telephone support.	R		
216	Email support.	R		
217	Online support.	R		
218	Online help built into the application.	R		

		Requirement	Feature Included	
District Level Use				
R=Required; D=Desired; O=Optional; Y=Yes; N=No; C=Custom; F=Future; 3=3rd Party				
Item	**Specifications**	**R/D/O**	**Y/N/C/F/3**	**Vendor Comment**
1	All data for the district is stored on a central database.	R		
2	Product allows for Intra-district transfers.	R		
3	Product allows for Inter-district transfers of student records between sites/districts who use the same system.	R		
4	District-level administrators have access to all students and may run reports that include all students in the district.	R		
5	Automatically assigns student ID number from district-defined parameters. Unique to each student.	R		
6	Enables the user to draw District and School boundaries leveraging a GUI interface similar to Google Maps.	R		
7	Address validation functionality should leverage a 3rd party service, eliminating the need to import and maintain a school/district address database.	R		
8	The software provides for district control of setup tables to enforce standardized data entry across schools.	R		
9	Print consolidated reports from centralized database.	R		
10	Provide for data recovery with centralized database.	R		
11	Provide capability to track student's mobility within the district.	R		
12	Ability to pre-define the student registration data entry screen to meet the student registration data requirements.	R		
13	Maintain history records for student transcripts indefinitely.	R		
14	Ability to send one mailing to households with multiple siblings in district.	R		
15	**District/School Boundary and Address Validation**			
16	Enables the user to define both District and School Boundaries leveraging a GUI interface like Google Maps or similar functionality.	R		

17	Address validation functionality should leverage Google Maps or similar functionality thus eliminating the need to import and update school/district address lists.	R		
18	Allow user to establish district and school boundaries through an easy to use interface that supports Longitude/Latitude coordinates for each boundary point on the map.	R		
19	Boundaries can be created and associated with the name of the selected district or school.	R		
20	Geographical boundaries are captured within a single encoded polyline made up of sets of latitude/longitude points marking the boundary.	R		
21	Boundaries are easily established by adding, deleting, and moving polyline point using drag and drop functionality.	R		
22	Supports the use of import/export tools for address management data.	R		
23	Supports the ability to search for students based on geocode information.	R		
24	Supports Batch Address Validation process providing the ability to validate and update address information for multiple students at a time.	R		
25	Supports Interactive Address Validation that allows the user to view a student's home or mailing address on a map providing visual confirmation of the location.	R		
26	Supports Batch Boundary Validation that provides the ability to establish a set of students who fall within or outside a given boundary.	R		

			Assessment Information	
		R=Required; D=Desired; O=Optional; Y=Yes; N=No; C=Custom; F=Future; 3=3rd Party		
Item	**Specifications**	**Requirement R/D/O**	**Feature Included Y/N/C/F/3**	**Vendor Comment**
1	Provides the capability to track program participation and maintain individual student score data for district, state and publisher-developed tests and assessment.	R		
2	Allows the user to view/maintain test and assessment results by student, by group, by school and by test.	R		
3	Entry of test data may be hand-keyed or mass-imported from data files.	R		
4	Provides the ability to track multiple attempts at tests.	R		
5	Tracks test data across multiple years.	R		
	The system provides a method to identify students who:			
6	Did not take a specified test.	R		
7	Did not take a specified test within a given time period.	R		
8	The system makes test result data available for printing on report cards and transcripts.	R		
9	Allows users to export data to statistical software.	R		
10	The system must include Assessment Analytics that charts longitudinal student progress against the grade level, school and the district.	R		
11	The system must include Assessment Analytics that provides progress toward each individual standard.	R		
12	The system must include Assessment Analytics that charts longitudinal student progress against the grade level, school and the district.	R		
13	Assessment Analytics software must be integrated within the user interface of the SIS.	R		
14	Assessment Analytics software must offer drill-down capability to reveal students within a particular chart item.	R		
15	Basic Assessment Analytics can be made available within the parent and student web portals.	R		

		Attendance		
		R=Required; D=Desired; O=Optional; Y=Yes; N=No; C=Custom; F=Future; 3=3rd Party		
Item	Specifications	Requirement R/D/O	Feature Included Y/N/C/F/3	Vendor Comment
1	Allows for the creation of multiple attendance codes within the system.	R		
2	Tracks absences and tardies by:			
3	Day/Half Day	R		
4	Period	R		
5	Interval, e.g., every 60 minutes	R		
6	Time	R		
7	Ability to use multiple attendance methods (daily, period, interval, time) for different courses within the same school.	R		
8	Ability to synchronize/bridge attendance records between courses that use period-based attendance and courses that use daily attendance.	R		
9	Ability to count meeting attendance recorded at another school for students enrolled at a "home" school.	R		
10	Ability to define multiple attendance triggers/thresholds that create notification records.	R		
11	Ability to define multiple attendance triggers/thresholds for a variety of time periods and characteristics:	R		
12	percent of day	R		
13	tardies per day	R		
14	consecutive absences per year	R		
15	absences per semester or year	R		
16	Posting of attendance, for individual students, can be done by student ID and last name.	R		
17	Allows for school-specific attendance codes.	R		
18	Ability to define a number of past and future days teachers are allowed to modify attendance.	R		
19	Teachers may not modify attendance entered by administrators.	R		
20	Allows school to define any number of attendance codes for teachers to use.	R		
21	Ability to deduct lunch and passing period time from ADA calculation.	R		
22	Adds and deletes absences in mass for all students:	R		
23	Scheduled into a selected course and section.	R		

24	Assigned to a selected student group.	R		
25	Based on a query of students.	R		
26	Attendance component allows:			
27	Attendance entered online from the classroom.	R		
28	Attendance entered from the office.	R		
29	Automatically available to the teacher when absences are entered in the office.	R		
30	Attendance is entered online eliminating the need for scan sheets.	R		
	Seating Chart Attendance	R		
	Single click attendance on student photo	R		
31	Attendance codes may be controlled at the school level.	R		
32	Ability to assign an attendance code to a single section and have it apply to multiple sections during a given day (or days).	R		
33	Accumulated absence totals for each student and total class including:			
34	Days in attendance	R		
35	Excused absences	R		
36	Unexcused absences	R		
37	Days not enrolled	R		
38	Number of tardies	R		
39	Number of unexcused tardies	R		
40	Number of home based days	R		
41	Membership	R		
42	Total Days Absent	R		
43	Total Days Present	R		
44	Attendance Percent	R		
45	A.D.A.	R		
46	A.D.M.	R		
47	Provide for absence letters to parents.	R		
48	Allow for multiple absence letters to same student.	R		
49	School calendars must include:	R		
50	Legal holidays.	R		
51	In-service days.	R		
52	Staff development days.	R		
53	Marking periods (start and end dates).	R		
54	Half days.	R		
55	School calendar may be created and updated en masse (not day by day)	R		
56	Teacher screens display the attendance of each student that has a pre-recorded absence in his or her course/section (read only for teachers).	R		

57	System allows a substitute teacher the ability to enter attendance in the course/section subbing in or homeroom.	R		
58	School office can determine which teachers have or have not submitted their attendance for a given period with a graphical, color-coded report.	R		
59	Provide parents access to their child's attendance/grades/ assignments record via the Internet as soon as it is entered.	R		
60	Attendance may be taken either daily or period-by-period.	R		
61	Interfaces attendance information with grade reporting module.	R		
62	***Reporting***			
63	Provides ability to search students and develop reports based on:			
64	Excessive absences	R		
65	Perfect attendance	R		
66	Ability to develop custom reports on any information related to attendance such as:	R		
67	Individual student absence and tardy information.	R		
68	List of students with specific absence count.	R		
69	Enrollment counts.	R		
70	Absences related to grades.	R		
71	Absences related to ethnicity.	R		
72	Period by period absences.	R		

Parental Access of Information				
R=Required; D=Desired; O=Optional; Y=Yes; N=No; C=Custom; F=Future; 3=3rd Party				
Item	**Specifications**	**Requirement R/D/O**	**Feature Included Y/N/C/F/3**	**Vendor Comment**
	Provide web-based access via the Internet for parents and students to view student information in real time such as:			
1	Attendance	R		
2	Current Grades	R		
3	Historical Grades	R		
4	Assignments	R		
5	Teacher Comments	R		
6	Fees	R		
7	School Bulletin	R		
8	Calendar	R		
9	Enter Course Requests	R		
10	Single sign-on allowing parents to access all children with a single login.	R		
11	The parent portal must be customizable, allowing for the addition of additional views of student data such as graduation progress and discipline history.	R		
12	The system must provide individual security usernames and passwords, not just one password per family.	R		
13	Student access must be separate from parent access, and logged separately.	R		
14	At the login screen, the system must provide the ability for parents and students to view the entire parent portal in Spanish, Chinese (Simplified), Chinese (Traditional), Korean, Vietnamese, Tagalog and French.	R		
15	Please list all the languages supported for parent and student access:	R		

Item	Specifications	Requirement R/D/O	Feature Included Y/N/C/F/3	Vendor Comment
**Student Demographics**
**R=Required; D=Desired; O=Optional; Y=Yes; N=No; C=Custom; F=Future; 3=3rd Party**
1	Product provides easy to view/read screens of all student data with simple navigation tools.	R		
	Students can be found by:			
2	Last name	R		
3	First name	R		
4	Student ID number	R		
5	Address	R		
6	Home Phone	R		
7	Name of Parent	R		
8	Any other student-specific data	R		
9	The ability to enter multiple enrollment codes within the system.	R		
10	Ability to flag a student for guardian restrictions with the Alert appearing on all student screens.	R		
11	Ability to flag a student for discipline issues with the Alert appearing on all student screens.	R		
12	Ability to flag a student for health issues with the Alert appearing on all student screens.	R		
13	Ability to flag a student for fees due with the Alert appearing on all student screens.	R		
14	Provide for transportation information (i.e. buses and route numbers).	R		
15	Students can be grouped together for ease of mass editing.	R		
16	Provide for student grouping of extracurricular activities.	R		
17	Allow for input of locker numbers.	R		
18	Allow for input of locker combinations.	R		
19	Free/Reduced lunch eligibility tracking.	R		
	The following fields must be provided:			
20	Student ID (a unique number up to 10 digits).	R		
21	First name.	R		
22	Last name.	R		
23	Middle name.	R		
24	Suffix.	R		
25	Legal Name.	R		
26	Alias (AKA) Name.	R		
27	Emergency Contact information.	R		
28	Guardian information.	R		
29	Birth date.	R		

30	Gender.	R		
31	Social security number.	R		
32	Enrollment status.	R		
33	Ethnicity.	R		
34	Ability to link student information to other students (household/family) in the same school.	R		
35	Ability to link student information to other students (household/family) in other schools within the district.	R		
36	Ability to select which student fields are to be used to link students together. (household/family)	R		
37	Ability to use a family ID number for tracking family members.	R		
38	Ability to use guardian information to link students (household/family) together.	R		
39	Ability to use address information to link students (household/family) together.	R		
40	Ability to search for family members already enrolled in the system, district wide	R		
41	Ability to optionally enroll students without linking them to other family members.	R		
42	Product must track all entries, withdrawals and reactivation of a student within the district.	R		
43	Address fields and city fields must be long enough to accommodate all possible entries.	R		
	Automatically assigns a unique student ID number from:			
44	District-defined parameters.	R		
45	School defined parameters.	R		
46	Allows assignment of students to user-defined student groups.	R		
47	Allows multiple mailing addresses for student mailings.	R		
48	Product provides the ability to require certain data items at entry.	R		
	Reporting			
49	Labels for mailing, file covers, class lists and transcripts.	R		
50	User-defined reports.	R		
51	Standard (default) reports.	R		
52	User defined report cards.	R		
53	User defined transcripts.	R		
54	Ability to include graphics on reports.	R		
55	Ability to include watermarks on reports.	R		
56	Ability to create Form Letters.	R		

		Requirement	Feature Included	
Item	Specifications	R/D/O	Y/N/C/F/3	Vendor Comment
Discipline/Incident Management				
R=Required; D=Desired; O=Optional; Y=Yes; N=No; C=Custom; F=Future; 3=3rd Party				
1	The discipline module provides for incident centric recording of discipline events.	R		
2	Supports multiple participants per incident, i.e. students, teachers, and persons known or unknown, enrolled on not enrolled in the district.	R		
3	Supports use of actions associated with incidents in a zero-to-many relationship.	R		
4	Allows objects and actions to be associated to the incident or to the individual participant	R		
5	Supports multiple objects per incident. i.e. weapons, drugs, vehicles, or any other item.	R		
6	Supports sortable column headings.	R		
7	Provides system defined category codes for incidents	R		
8	Supports user-created codes and sub-codes that can be associated with the system defined category codes.	R		
9	Supports use of Incident Types to control which users can view and enter specific types of incidents.	R		
10	Supports use of customized search filters to locate existing incidents.	R		
11	Restrict access to all incidents across the district for district level users with appropriate permissions based on Incident Types.	R		
	Provides the following data elements:			
12	Incident date and time.	R		
13	School	R		
14	Incident Type	R		
15	Incident Title	R		
16	Incident description	R		
17	Incident location	R		
18	Incident location description	R		
19	Prepared by	R		
20	Financial impact	R		
21	User-defined incident codes and sub-codes to indicate type of offense.	R		
22	Participant Roles and Relationships	R		

23	Individual participant information. i.e. name, position, age, gender, role, etc.	R		
24	Resulting Action Code.	R		
25	Action date range.	R		
26	Action taken detail.	R		
27	Actual resolution date.	R		
28	Duration unit. i.e. hours, calendar days, school days.	R		
29	Assigned duration.	R		
30	Actual duration	R		
31	Duration notes	R		
32	Action change reason	R		
33	Incident Object Code.	R		
34	Object description	R		
35	Object quantity	R		
36	Maintains individual student discipline logs.	R		
37	Provides secure confidential discipline information.	R		
38	Provides the ability to flag a student for discipline- Alert will appear on all student screens.	R		
	Reporting			
39	Allows an unlimited number of discipline letters to be defined and used.	R		
40	Prints notification letters to parents regarding a student's discipline and attendance problems.	R		
41	Allows search of incidents by date range, incident title, incident ID, and incident type.	R		

Item	Specifications	Requirement R/D/O	Feature Included Y/N/C/F/3	Vendor Comment
	Health			
	R=Required; D=Desired; O=Optional; Y=Yes; N=No; C=Custom; F=Future; 3=3rd Party			
	The product must track and maintain the following information:			
1	Physician/HMO's name, address and phone numbers.	R		
2	Health history.	R		
3	Immunizations & vaccinations.	R		
4	Visits to the health room.	R		
	Tracks and maintains the following screenings with their dates and results:			
5	Vision.	R		
6	Hearing.	R		
7	Height and Weight.	R		
8	Scoliosis.	R		
	Other data that must be maintained:			
9	Student medications.	R		
10	Narrative health-related comments.	R		
11	Insurance coverage information.	R		
	Provides fields or flags for:			
12	Diabetes.	R		
13	Asthma.	R		
14	Seizures.	R		
15	Bee sting sensitivity.	R		
16	Allergies – Narrative field for description.	R		
17	Other conditions.	R		
	Maintains a log of health events:			
18	Injury or sickness incidents.	R		
19	Communicable issues	R		
20	Medications administered.	R		
21	Health room visits.	R		
22	Must include narrative field.	R		
23	Access to health data is strictly limited to individual health professionals.	R		

Item		Requirement R/D/O	Feature Included Y/N/C/F/3	Vendor Comment
	Grades			
	R=Required; D=Desired; O=Optional; Y=Yes; N=No; C=Custom; F=Future; 3=3rd Party			
	Gradebook			
1	Includes an integrated teacher gradebook program.	R		
2	Gradebook must be completely web-based	R		
3	Gradebook requires no special patches or plugins.	R		
4	System provides mobile web pages for teacher access	R		
5	System provides an iPad or Google Android app (not simply web access via browser) for input of assignments, scores and comments.	R		
6	Gradebook must allow for offline entry of scores and comments	R		
7	Gradebook includes an import tool to mass-import assessment and/or assignment scores	R		
8	Must include the following Assessments:			
9	Advanced Formative	R		
10	Summative	R		
11	Diagnostic	R		
12	Calculates Mean, Median and Mode within the Gradebook application	R		
13	Teachers may organize class in to various groups (ability groups, teams, etc.)	R		
14	Allows teachers to attach multiple standards to assignments or tasks	R		
15	Allows teachers to score individual standards attached to assignments, separate from the overall assignment score	R		
16	Displays the number of times a standard was assessed	R		
17	Calculates formative progress toward each standard based on an algorithm that factors in both recency and frequency, and allows for weighting of scores by recency.	R		
18	Progress toward standard, for each standard, is viewable on the Parent Portal.	R		
19	Real-time updates of all scores, comments, attendance, announcements, fees, etc. to Parent Portal.	R		

20	Allows teachers with continuing or alternative education classes to enter variable credit earned for each student.	R		
21	Provides teachers the latitude to control what parents can see at a specific time.	R		
22	Product must provide unlimited licenses for teacher gradebook.	R		
23	Gradebook synchronizes with main database in real time. (not a nightly process)	R		
24	The gradebook should provide the following features:			
25	Ability to edit the section grade scale.	R		
26	Ability to create multiple grade scales from on section grade scale.	R		
27	Assign Specific Grade Scales to individual students.	R		
28	Includes a flag for teachers to indicate that grades are final and ready for report cards. Flag viewable by gradebook administrators.	R		
29	Includes a final grade view that includes the final grades for each term and displays the category totals.	R		
30	Mass fill scores function.	R		
31	Mass fill scores function has option to overwrite, or not overwrite existing scores	R		
32	Mass fill scores function has option to select which attributes of the score should be affected (comment, score, exempt, missing, etc.).	R		
33	Ability to record Citizenship grades.	R		
34	Provides real time final grade calculation.	R		
35	Ability for teachers to mark a section grading as complete and ready for report cards	R		
36	Ability to see all Citizenship and other Final Grades from the Final Grade Mode.	R		
37	Contains Spell Check.	R		
38	Spell check allows for teacher-specific dictionaries.	D		
39	Custom categories with color-coding.	R		
40	Ability for teachers to manage personal libraries of links to content, including videos, documents, websites, etc.	R		

41	Ability to receive Content Links to websites, applications, and documents from others such as curriculum directors.	R		
42	Ability to add Content Links from content library to class info window and assignment descriptions.	R		
43	Content Links can be copied and pasted into student comments or other applications	R		
44	Video can be embedded within the Parent Portal within assignment descriptions or course descriptions.	R		
45	Teachers can filter scores to display just the students selected in a specific student group.	R		
46	Single-student view of gradebook for parent teacher conferences or meeting with students.	R		
47	Assignments that are created for one group of students in a class are only visible for that group of students on the parent portal.	R		
48	Allows the teacher to select from both enrolled and dropped students for use in reports.	R		
49	Scores can be mass filled.	R		
50	Comments can be mass filled.	R		
51	Citizenship scores can be mass filled.	R		
52	Teachers can enter unique comments or use comments from a comment bank.	R		
53	Comment length can be controlled on final grades and standard grades to limit comment length for teacher entry.	R		
54	Teachers can view a comment associated with a score by hovering the mouse over the comment indicator on the score.	R		
55	Supports the ability to export a score sheet for use off line in Excel and then easily import the scores back into the application.	R		

56	Supports the ability to import scores for an assignment from any other application using an import tool right in the gradebook.	R		
57	Provides the ability to copy multiple assignments at once from term to term and class to class, or to multiple classes.	R		
58	Ability to set Extra Credit available on an assignment.	R		
59	Ability to set maximum points available on an assignment and validate if the score exceeds that amount.	R		
60	Gradebook can be locked by using a menu feature or keyboard shortcut.	R		
61	Grades can be weighted by term when calculating the final grade.	R		
62	Gradebook provides context-sensitive online help.	R		
63	All standards assigned to a course appear in the gradebook.	R		
64	Ability to see the complete hierarchy of standards assigned to a course.	R		
65	Gradebook supports the use of numeric standards grades including specifying a minimum, maximum, and number of decimal places.	R		
66	Final grade calculation method can be quickly copied from one class to multiple classes.	R		
67	Ability to either show associated standards or hide them.	R		
68	Ability to assign a standard to a course but not be graded.	R		
69	Alert and visibility to newly enrolled students.	R		
70	Alert and visibility to recently dropped students.	R		
71	Alert and visibility to upcoming birthdays.	R		
72	Alert and visibility to administrator (view only) access to the gradebook.	R		
73	Ability to sort students manually.	R		

74	Ability to view detailed class roster with Name, Gender, Grade Level, the date the student entered the class, and the date the student exited the class.	R		
75	Option to add new students to the bottom of the class roster.	R		
76	Ability to enroll and drop students in mass or individually on the class roster.	R		
77	Ability to add custom fields to the gradebook to track additional data such as instrument or book number.	R		
78	Ability to enter and view student preferred names in the class roster. (e.g. "John" as opposed to "Jonathan")	R		
79	Ability to enter a teacher personal note that is not visible to parents, students, other teachers or administrators.	R		
80	Ability to send email to any combination of parents and students through the gradebook without requiring an outside email service or email client.	R		
81	Ability for teachers to maintain a personal comment bank.	R		
82	Gradebook should have the option to automatically calculate parent level standards based on the combined scores of the child-level standards.	R		
83	Gradebook should be able to auto calculate the scores for standards linked to an assignment based on the overall assignment score.	R		
84	Alert notification for new students, dropped students, birthdays, and administrator access	R		
85	**Gradebook Administration**			
86	Administrative "view only" access to a teacher's gradebook.	R		
87	Administrator access to a teacher's gradebook is logged within the system and triggers an alert for the teacher	R		
88	The gradebook provides the ability to create links to manage content.	R		

89	The gradebook administrative feature provides the ability to distribute content to teachers.	R		
90	Co-Teaching	R		
91	Provides the ability to allow any number of teachers and staff to be associated with a section	R		
92	Any number of staff/teachers can be associated to a section with their own date range, role, allocation percent, and optional notes	R		
93	Co-Teachers teachers can be granted write or read-only access to sections.	R		
94	Co-Teachers can take attendance.	R		
95	Co-Teachers can run reports.	R		
96	The gradebook administrative feature provides the ability to create and manage security groups with specific permissions.	R		
97	Ability to launch the gradebook administrator application from within the SIS.	R		
98	The gradebook administrative feature has the ability to search and group schools, teachers, courses, and sections.	R		
99	The gradebook administrative feature provides the ability to view a teacher's section status for final grade reporting.	R		
100	The gradebook administrative feature provides the ability to set time-out settings for inactive gradebooks.	R		
101	Queries secondary school alphabetic and numeric grades, credits and comment codes utilizing a class list for:			
102	Progress reports.	R		
103	Report cards.	R		
104	Final grades can be computed by the system.	R		
105	The system provides for teacher comments.	R		
106	Grades are automatically posted to transcript records.	R		
107	Ability for teachers, administrators, and parents to see all standards scores that a student has received in each course.	R		
108	Parents, teachers and administrators can see the missing, late, collected and exempt assignments for a student.	R		

109	Provides ability to identify students in danger of retention.	R		
110	Supports on-line display of class lists.	R		
111	Supports on-line display of individual student schedules.	R		
112	Integrates summarized attendance information for grade reporting including:			
113	Total absences.	R		
114	Total unexcused absences.	R		
115	Total excused absences.	R		
116	Stores student GPA's for a single school year.	R		
117	Stores student GPA's for multiple years.	R		
118	Automatically recalculates GPA's after grade changes.	R		
119	Allows user defined parameters for calculating multiple GPAs.	R		
120	Maintains historical grading information for grades K - 12.	R		
121	Provide parents access to their child's attendance, grades, and assignments via the Internet as soon as they are entered.	R		
122	Maintains transcript records including grades and credits for courses taken in and out of the district.	R		
123	Calculates a cumulative class rank based on weighted and/or non-weighted GPA's.	R		
124	Calculates Semester and Cumulative GPA's based on weighted and non-weighted grades.	R		
125	***Reporting***			
126	Reports must include, but not be limited to, the following:			
127	Elementary school report cards/progress reports including:			
128	Grades.	R		
129	Narrative comments.	R		
130	Citizenship.	R		
131	Effort.	R		
132	Standards.	R		
133	The creation of multiple Honor Roll methods.	R		
134	Honor Roll methods must support multiple levels (Principal's List, Dean's List, etc.)	R		
135	Honor Roll methods must support a wide variety of GPA methods, including any custom, school-specific GPA methods.	R		
136	Weighted GPA.	R		
137	Non-weighted GPA.	R		

138	Variable honor roll criteria for different schools, schedules, activities and programs.	R		
139	Minimum number of credits completed during a term.	R		
140	Athletic eligibility reports on demand based on:			
141	Weekly Grades.	R		
142	Attendance.	R		
143	Previous school year credit.	R		
144	Current, Cumulative or projected (Current + Cumulative) GPA.	R		
145	Grade verification lists.	R		
146	Ranking reports listing students in:			
147	Rank order.	R		
148	Alphabetical order.	R		
149	Ability to create student transcript labels including:			
150	Student name.	R		
151	Grade.	R		
152	School.	R		
153	Course title.	R		
154	Grades.	R		
155	Credits earned.	R		
156	Total credits earned.	R		
157	Allows user to configure format of report cards.	R		
158	Allows multiple formats for Report cards – elementary, middle and high school.	R		
159	Mailing labels.	R		
160	Ability to create progress reports that include:			
161	Grades.	R		
162	Course names.	R		
163	Comments.	R		
164	Credits earned.	R		
165	Total absences.	R		
166	Total tardies.	R		
167	Ability to generate a four-year transcript report.	R		

9-APPENDIX B ENROLMENT STATISTICS AS OF JANUARY, 2014
Magnolia Public Schools

Campus	Address	Enrollment	Grade
MSA1	18238 Sherman Way, Reseda	MSA 1 - 548	6-12
MSA2*	17125 Victory Blvd, Van Nuys	MSA 2 - 545	6-12
MSA3	1254 East Helmick Street Carson	MSA 3- 498	6-12
MSA4	11330 W. Graham Place B-9, Los Angeles	MSA 4 - 303	6-12
MSA5*	929 North Las Palmas Ave, Los Angeles	MSA 5 - 125	6-8
MSA6	3754 Dunn Drive, Los Angeles	MSA 6 - 186	6-8
MSA7	18355 Roscoe Blvd, Northridge	MSA 7 - 305	K-5
MSA8*	6411 Orchard Avenue, Bell	MSA 8 - 496	6-8
PTS SA	102 Baker Street Suite E, Costa Mesa	PTS SA - 216	6-12
MSA SD	6365 Lake Atlin Avenue, San Diego	MSA SD - 370	6-8
MSA SC	2720 Sonoma Place, Santa Clara	MSA SC - 540	6-12
*LAUSD			

10- APPENDIX C.1

Disclosure of Lobbying Activities
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action:	2. Status of Federal Action:	3. Report Type:
____ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	____ a.bid/offer/application b. initial award c. post-award	____ a. initial filing b. material change **For material change only:** Year _____ quarter _____ Date of last report_____

4. Name and Address of Reporting Entity: ____ Prime _____ Subawardee Tier_____, if Known: **Congressional District,** *if known***:**	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: **Congressional District,** *if known***:**

6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, *if applicable*: _____

8. Federal Action Number, *if known:*	9. Award Amount, *if known:* $

10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):*	b. Individuals Performing Services *(including address if different from No. 10a)* *(last name, first name, MI):*

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	Signature: _____ Print Name: Title: Telephone No.: Date: _____
Federal Use Only	**Authorized for Local Reproduction** **Standard Form - LLL (Rev. 7-97)**

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants, and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

11- APPENDIX C.2

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over $100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address. city, county, state, zip code)

_____

_____

_____

Check **[ ]** if there are workplaces on file that are not identified here.

 As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

NAME OF APPLICANT	PR/AWARD NUMBER AND / OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

11- APPENDIX C SUBMISSION LABEL

Please complete all information and attach this label on the <u>OUTSIDE</u> of your RFP submission envelope(s) to clearly identify the submission and the vendor information.

RFPs to be submitted Attention to:

Hamro Boymatov
Business Manager
MAGNOLIA PUBLIC SCHOOLS
13950 Milton Avenue Suit 200B
Westminster, CA 92683
Telephone: 714-892-5066, ext. 100
E-mail: kboymatov@magnoliapublicschools.org

REQUEST FOR PROPOSAL NUMBER RFP MS0614

CLOSES: Wed, July 25th, 2014 by 3:00 PM Pacific Time

Vendor Name   _____

Authorized Signature   _____

Date & Time   _____

Contact Name   _____

Contact Address   _____

Contact Title   _____

Contact Phone   _____

Contact Email   _____