

**Education Information Steering Committee**



**State of Georgia  
Fund Accounting  
And  
Student Information Systems Software**

**Request For Information**

State Data and Research Center  
100 Marietta Street, Suite 2500  
Atlanta, GA 30303

# Table of Contents

|  |                 |
|--|-----------------|
| <b>Table of Contents .....</b>   | <b>i</b>        |
| <b>1. General Information .....</b>                                    | <b>1</b>        |
| 1.1 Non Exclusive Agreement .....                                      | 1               |
| <b>2. Purpose.....</b>   | <b>1</b>        |
| <b>3. Background .....</b>   | <b>1</b>        |
| <b>4. Confidentiality .....</b>  | <b>2</b>        |
| <b>5. Limits of the RFI.....</b>                                       | <b>2</b>        |
| <b>6. Responsibility for Cost of Response to RFI.....</b>              | <b>2</b>        |
| <b>7. Definition .....</b>   | <b>2</b>        |
| <b>8. Information Requested.....</b>                                   | <b>2</b>        |
| 8.1 Respondent Information.....  | 3               |
| 8.2 Vendor Statement of Qualifications.....                            | 3               |
| 8.3 Marketplace Status.....  | 3               |
| 8.4 Applications and Services.....                                     | 3               |
| 8.5 Additional Information.....  | 4               |
| <b>9. Instructions for Response Submission and Questions .....</b>     | <b>5</b>        |
| <b><i>Attachment A - Vendor Organization Information.....</i></b>      | <b><i>6</i></b> |
| <b><i>Attachment B - Vendors Statement of Qualifications .....</i></b> | <b><i>7</i></b> |
| <b><i>Attachment C - Vendor Market Place Status .....</i></b>          | <b><i>8</i></b> |
| <b><i>Attachment D - Applications and Services .....</i></b>           | <b><i>9</i></b> |

# 1. General Information

The Education Information Steering Committee, hereinafter referred to as the EISC, is issuing this Request for Information (RFI) to K-12 software publishers, hereafter referred to as Vendor, to gather information concerning vendor's capabilities to provide Fund Accounting and/or Student Information System software and necessary services for implementation, training, support, and maintenance of the software for school districts in the State of Georgia.

A Request for Proposals (RFP) will be issued in the near future to address the requirements for Fund Accounting and Student Information System Software. This may be accomplished through one or more RFP's. In addition, a RFP will be issued for Data Warehousing needs.

## 1.1 Non Exclusive Agreement

This Request for Information does NOT establish an exclusive arrangement between the EISC and the vendor. The EISC reserves, among others, the following rights:

- The right to use others to perform work and services described in this Request for Information;
- The unrestricted right to bid any work or services described herein.

# 2. Purpose

The purpose of this Request For Information (RFI) is to gather information on the status and availability of fund accounting and student information systems in the K-12 marketplace and the vendor's ability to meet other State of Georgia requirements. Vendors with software for either or both operational systems are invited to submit information in response to this RFI.

Answers pertaining to questions about the vendor's software or technology should be provided within the framework of existing, installed, operational software. While the EISC would certainly like to know the future direction of vendor's product, we would like to know the availability of current operating software. Should a vendor be a finalist in the selection process that will be conducted using a "Request for Proposals", the EISC anticipates being able to visit installed sites to see the functionality firsthand.

# 3. Background

In the 2000 legislative session the Georgia General Assembly enacted HB 1187, the A<sup>+</sup> Education Reform Act. This act assigned the Education Information Steering Committee (EISC) the responsibility for planning and implementing a Statewide Comprehensive Education Information System (SCEIS), which will include data from all public educational institutions in the state. In order to execute this plan the Education Information Steering Committee (ESIC) was formed. Implementation of this plan, when it is ultimately approved, will be by the State Data and Research Center (SDRC).

As a part of the construction of SCEIS, alternatives will be identified as replacements for the current K-12 student information systems and fund accounting systems presently in use throughout the state. The SDRC is responsible for the oversight of the design, testing, and statewide implementation of an electronic system of fund accounting and student information data collection for state reporting and individual student records transfer that will serve the state's 1.4 million students, 180 school districts, and 1900+ school sites. The SDRC is headquartered in Atlanta, Georgia, and is part of the Georgia Institute of Technology.

Successful statewide implementation of this data collection process will require that every school district be able to access and use a cost-effective fund accounting system and student information system that will both satisfy daily processing needs as well as support the extraction and transfer of information for state reporting. A recent survey conducted for the Georgia Department of Education on current school district information system capability revealed that it would be more efficient to

purchase a statewide Fund Accounting and Student Information System software than it would be to build such software systems.

In reviewing the potential structure of a proposed plan, reviewers noted the growth of web-based technology in business and in public computing, and agreed that this technology had potential application to public school administrative computing systems. SDRC is tasked to gather information on the availability and efficiency of supporting the implementation of a web capable fund accounting and student information systems that would be accessible through the Internet by multiple school districts and their school sites.

## 4. Confidentiality

Any software vendor or other public or private entity which is involved with the development or marketing of a Fund Accounting and/or Student Information System software (K-12) is invited to respond to this RFI. Distinguishable, proprietary vendor information or processes submitted in response to this RFI will remain confidential.

## 5. Limits of the RFI

This RFI is solely exploratory in nature. The EISC is attempting to establish an understanding of the software publisher universe and the nature of the vendor's company, capabilities, and success. The EISC program reserves the right to determine what further action, if any, will be taken.

## 6. Responsibility for Cost of Response to RFI

Vendor shall be fully responsible for all costs incurred in the development and submission of vendor's response to this RFI.

## 7. Definition

For purposes of this RFI, an "Educational Fund Accounting System" is defined to mean a full-featured fund accounting system maintained on a centrally managed server or servers and suitable for supporting general accounting activities for a K-12 educational environment. The system will have capabilities accessible to both school and district users (see list of specific areas in section 8.4) and enable the completion of all entry, processing, storage, retrieval and reports preparation tasks to be performed on the server(s).

For purposes of this RFI, a "Student Information System (K-12)" is defined to mean a full-featured student information system maintained on a centrally-managed server or servers providing daily student records processing capabilities accessible to district and school users. The system will offer the typical range of student information system functionality (see list of specific areas in section 8.4) and enable the completion of all entry, processing, storage, retrieval and reports preparation tasks to be performed on the server(s).

## 8. Information Requested

Respondents to this RFI should address each of the sections below using the **Attachments A-D** provided as a part of this RFI. In addition to completing the attachments, respondents may provide a narrative or other materials to provide information related to potential offerings.

**The EISC has provided an electronic copy of the Attachments. Vendors should respond using these documents and should not alter the format of these Attachments. Responses should identify in a simple and clear manner, the Attachment, relevant section, and question number to which additional response pertains.**

### **8.1 Respondent Information**

The respondent should provide information about the vendor organization as described in **Attachment A**. This information includes organization name, mailing address, and primary contact person information.

### **8.2 Vendor Statement of Qualifications**

The respondent should provide information related to general qualifications as requested in **Attachment B**.

### **8.3 Marketplace Status**

In **Attachment C**, indicate whether the fund accounting and/or the K-12 student information system meeting the definition provided above is either operational in the marketplace or under development. Provide the product name(s), version(s), vendor name(s), and contact information if different from section above. If the product(s) is operational, indicate the size and scope of the K-12 sites where the system is in use. If the product(s) is in development, describe its current status, anticipated timeline for testing and deployment to the marketplace, as well as any partners that have participated in the development effort. If the product(s) can be viewed at an Internet address, provide the appropriate URL.

### **8.4 Applications and Services**

Indicate in **Attachment D**, the areas of capabilities. This attachment also includes indications of the size and structure of organizations serviced by the vendor.

Core functionality is sought for the following areas:

- Fund Accounting
  - General Ledger
  - Accounts Payable
  - Accounts Receivable
  - Asset Management
  - Budgets
  - Capital Programs
  - Cash Management
  - Cost Reporting
  - Facilities Maintenance
  - Food Services
  - Grants and Projects
  - Inventory
  - Job Orders
  - Purchasing
  - Reporting
  - State Reporting
  - Transportation
  - Human Resources
    - Applicant Tracking
    - Benefits
    - Personnel
    - Position Control
    - Recruiting
    - Staff Development
    - Time & Attendance
    - Payroll

- Student Information System
  - Assessment Testing
  - Attendance
  - Curriculum Standards
  - Discipline
  - Grade Reporting
  - Grade Book
  - Health
  - Instructional Management
  - Master Scheduler
  - Resources
  - Scheduling
  - Special Education
  - State Reporting
  - Student Records
  - Textbooks

In addition to the core application modules, the EISC expects that the vendor solutions will have capabilities to incorporate the deployment of other support tools and data repositories, including

- 4GL tool kit
- Workflow
- Data warehouse/data repository
- Decision support tools
- Executive information system
- Related report writers and other analytical tools

### **8.5 Additional Information**

The vendor is encouraged to provide additional information which may be useful in understanding the functional capabilities, software capabilities, consulting services offered, training staff and materials, etc. It is anticipated that the selected vendor(s) of a subsequent Request for Proposals will assist in full-service application deployment. It is also anticipated that during implementation, the successful vendor will provide resources to assist in the following key areas:

- Organizational planning,
- Data modeling,
- Process redesign and documentation,
- Application customization,
- Legacy system modification and integration,
- Data conversion,
- Installation,
- Testing and training.

## 9. Instructions for Response Submission and Questions


Submit three copies of the RFI response no later than **March 7, 2001** to:

**Education Information Steering Committee  
State Data & Research Center  
101 Marietta Street, Suite 2500  
Atlanta, Ga. 30303**

Responses may be mailed, overnight expressed or delivered in person. All packages should be labeled:

***"Immediate Attention: Response to Request For Information  
EISC, A+SPIRE Project".***

Vendor should submit:

-  3 hard copies printed on standard letter size paper (8.5" x 11") organized in loose-leaf binders of responses to all 'Attachments' and one electronic copy. Additional Materials should be organized and bound for ease of handling.

Questions should be written and addressed to RFI Coordinator, at the address above or by email to **ASPIRE@sdrc.gadata.org**.

Electronic copies in MS Word or RTF format are encouraged.

# **Attachment A - Vendor Organization Information**

A.1 Please provide the full name and address of your organization.

A.2 Do you operate as:

- An individual
- A partnership
- A corporation
  - o (State of incorporation \_\_\_\_\_)
  - o and type of corporation \_\_\_\_\_

A.3 If your organization is under the control of any other corporation, individual or entity, please provide the information requested for that entity also.

A.4 Provide contact information for the sales individuals that may be contacted by the staff of the SDRC in order to clarify or expand responses provided in this RFI.

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**Sales Contact**

Name and Title: \_\_\_\_\_

Home Office Address \_\_\_\_\_

Phone \_\_\_\_\_ 1-800- \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Web \_\_\_\_\_

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A.5 Please provide information on the number of employees in your organization as set out in the table below.

| <b>Organizational Personnel</b>             | <b>Outside USA</b> | <b>Nationwide (USA)</b> | <b>State of Georgia</b> |
|---|--------------------|-------------------------|-------------------------|
| 1. Pre Sales and marketing                  |                    |                         |                         |
| 2. Research and product development         |                    |                         |                         |
| 3. Consulting/Implementation support        |                    |                         |                         |
| 4. Customer/Technical support               |                    |                         |                         |
| 5. Training                                 |                    |                         |                         |
| 6. Administrative, financial and management |                    |                         |                         |

## **Attachment B - Vendors Statement of Qualifications**

Vendor Name: \_\_\_\_\_

*Please provide written responses to the following questions. If the answer to any of the questions is 'Yes', Vendor shall describe fully the circumstances, reasons therefore, the current status, and ultimate disposition of each matter that is the subject of this inquiry.*

|   | Yes | No | Comment |
|---|-----|----|---------|
| 1. Has vendor been declared in default of any contract?   |     |    |         |
| 2. Has vendor forfeited any payment of performance bond issued by a surety company on any contract?   |     |    |         |
| 3. Has an uncompleted contract been assigned by vendor's surety company on any payment of performance bond issued to vendor arising from its failure to fully discharge all contractual obligations thereunder? |     |    |         |
| 4. Within the past three (3) years, has vendor filed for reorganization, protection from creditors, or dissolution under the bankruptcy statutes?   |     |    |         |
| 5. Is vendor now the subject of any litigation in which an adverse decision might result in a material change in the firm's financial position or future viability?   |     |    |         |
| 6. Is vendor currently involved in any state of a fact-finding, negotiations, or resistance to a merger, friendly acquisition, or hostile take-over, either as a target or as a pursuer?                        |     |    |         |

**Attachment C -**

**Vendor Market Place Status**

Vendor Name: \_\_\_\_\_

Please provide responses to the following questions:

| Question  | FA Response | SIS Response |
|---|-------------|--------------|
| Is the fund accounting and/or the K-12 student information system meeting the definition provided above either operational in the marketplace or under development.   |             |              |
| Provide the product(s) name, version, vendor name, and contact information if different from section above.   |             |              |
| If the product(s) is operational, indicate the size and scope of the K-12 sites where the system is in use.   |             |              |
| If the product(s) is in development, describe its current status, anticipated timeline for testing and deployment to the marketplace, as well as any partners that have participated in the development effort. |             |              |
| If the product(s) can be viewed at an Internet address, provide the appropriate URL.  |             |              |

# Attachment D -

# Applications and Services

Vendor Name: \_\_\_\_\_

## Fund Accounting System and/or Student Information System

Note: If some of these requirements are to be met through partnerships with third parties, please indicate the name of the software and third party. Also, your answers should be based on the current, installed, operational version of your software.

### Minimum Requirements

| Item # | Description   | Yes | No | Comment |
|--------|---|-----|----|---------|
| 10000  | Please indicate the functional areas for which you provide software services. These functional areas modules may be serviced either directly or through integration with strategic partner. If a strategic partner is utilized, indicate the name of the partner. |     |    |         |
| 10010  | <input type="checkbox"/> Fund Accounting  |     |    |         |
| 10020  | • General Ledger  |     |    |         |
| 10030  | • Accounts Payable  |     |    |         |
| 10040  | • Accounts Receivable   |     |    |         |
| 10050  | • Asset Management  |     |    |         |
| 10060  | • Budgets   |     |    |         |
| 10070  | • Capital Programs  |     |    |         |
| 10080  | • Cash Management   |     |    |         |
| 10090  | • Cost Reporting  |     |    |         |
| 10100  | • Facilities Maintenance  |     |    |         |
| 10110  | • Food Services   |     |    |         |
| 10120  | • Grants and Projects   |     |    |         |
| 10130  | • Inventory   |     |    |         |
| 10140  | • Job Orders  |     |    |         |
| 10150  | • Purchasing  |     |    |         |
| 10160  | • Reporting   |     |    |         |
| 10170  | • State Reporting   |     |    |         |
| 10180  | • Transportation  |     |    |         |
| 10190  | • Human Resources   |     |    |         |
| 10200  | ◦ Applicant Tracking  |     |    |         |
| 10210  | ◦ Benefits  |     |    |         |
| 10220  | ◦ Personnel   |     |    |         |
| 10230  | ◦ Position Control  |     |    |         |
| 10240  | ◦ Recruiting  |     |    |         |
| 10250  | ◦ Staff Development   |     |    |         |
| 10260  | ◦ Time & Attendance   |     |    |         |
| 10270  | ◦ Payroll   |     |    |         |
| 10280  | Does the software publisher provide direct consulting support   |     |    |         |

|       |  |  |  |  |
|-------|--|--|--|--|
| 10290 | Have minimum number of 50 sites in a production environment having gone through one annual cycle and using same core functional areas as indicated above |  |  |  |
| 10300 | Indicate the number of Fund Accounting software district installs with enrollment over 50,000  |  |  |  |
| 10310 | Indicate the number of Fund Accounting software district installs with enrollment over 20,000  |  |  |  |
| 10320 | Indicate the number of Fund Accounting software district installs with enrollment over 10,000  |  |  |  |
| 10330 | Indicate the number of Fund Accounting software district installs with enrollment over 7,000   |  |  |  |
| 10340 | Indicate the number of Fund Accounting software district installs with enrollment over 3,500   |  |  |  |
| 10350 | Indicate the number of Fund Accounting software district installs with enrollment less than 3,500  |  |  |  |

Vendor Name: \_\_\_\_\_

**Fund Accounting System and Student Information System**

Note: If some of these requirements are to be met through partnerships with third parties, please indicate the name of the software and third party. Also, your answers should be based on the current, installed, operational version of your software.

**Minimum Requirements**

| Item # | Description  | Yes | No | Comment |
|--------|--|-----|----|---------|
| 10280  | <input type="checkbox"/> Student Information   |     |    |         |
| 10290  | • Assessment Testing   |     |    |         |
| 10300  | • Attendance   |     |    |         |
| 10310  | • Curriculum Standards   |     |    |         |
| 10320  | • Discipline   |     |    |         |
| 10330  | • Grade Reporting  |     |    |         |
| 10340  | • Grade Book   |     |    |         |
| 10350  | • Health   |     |    |         |
| 10360  | • Instructional Management   |     |    |         |
| 10370  | • Master Scheduler   |     |    |         |
| 10380  | • Resources  |     |    |         |
| 10390  | • Scheduling   |     |    |         |
| 10400  | • Special Education  |     |    |         |
| 10410  | • State Reporting  |     |    |         |
| 10420  | • Student Records  |     |    |         |
| 10430  | • Textbooks  |     |    |         |
| 10440  | Does the software publisher provide direct consulting support  |     |    |         |
| 10450  | Have minimum number of 50 sites in a production environment having gone through one annual cycle and using same core functional areas as indicated above |     |    |         |
| 10460  | Indicate the number of Student Information System district installs with enrollment over 50,000  |     |    |         |
| 10470  | Indicate the number of Student Information System district installs with enrollment over 20,000  |     |    |         |
| 10480  | Indicate the number of Student Information System district installs with enrollment over 10,000  |     |    |         |
| 10490  | Indicate the number of Student Information System district installs with enrollment over 7,000   |     |    |         |
| 10500  | Indicate the number of Student Information System district installs with enrollment over 3,500   |     |    |         |
| 10510  | Indicate the number of Student Information System district installs with enrollment less than 3,500  |     |    |         |

Vendor Name: \_\_\_\_\_

**Fund Accounting System and Student Information System**

Note: If some of these requirements are to be met through partnerships with third parties, please indicate the name of the software and third party. Also, your answers should be based on the current, installed, operational version of your software.

**Minimum Requirements**

| Item # | Description   | Yes | No | Comment |
|--------|---|-----|----|---------|
| 20000  | <b>Collateral Capabilities</b>  |     |    |         |
| 20010  | Allow user defined business rules - workflow tool, module or embedded technology?                       |     |    |         |
| 20020  | Allow user defined business rules - workflow tool?  |     |    |         |
| 20030  | Provide open systems integration capability?  |     |    |         |
| 20040  | 4GL tool kit?   |     |    |         |
| 20050  | Data warehouse/data repository?   |     |    |         |
| 20060  | Decision support tools?   |     |    |         |
| 20070  | Executive information system?   |     |    |         |
| 20080  | User based report writer tool kit?  |     |    |         |
| 20090  | Security that prevents backend unauthorized data access?  |     |    |         |
| 20100  | Vendor provides full training curriculum?   |     |    |         |
| 20110  | Certified Trainers, training materials and content?   |     |    |         |
| 20120  | Computer Based Tutorials or similar self-training?  |     |    |         |
| 20130  | Guaranteed response times, defined escalation provisions, fully staffed an off-peak hours, US Holidays? |     |    |         |
| 20140  | Provides periodic updates from date of installation?  |     |    |         |
| 20150  | Data warehouse/data repository?   |     |    |         |
| 20160  | Decision support tools?   |     |    |         |
| 20170  | Executive information system?   |     |    |         |
| 30000  | <b>Vendor Background</b>  |     |    |         |
| 30010  | Annual Sales for last year?   |     |    |         |
| 30020  | Minimum 10% of Annual Sales spent on R & D based on 3 year rolling average?                             |     |    |         |
| 30030  | Dollars spent on R&D 1998 & 1999?   |     |    |         |
| 30040  | 24/7/365 support and service available?   |     |    |         |
| 30050  | Positive growth in sales/market share over past 3 consecutive years?                                    |     |    |         |
| 30060  | Profitable for the last 2 years?  |     |    |         |
| 30070  | Revenue increase over the last 5 years?   |     |    |         |
| 30080  | Positive growth in sales/market share over past 3 consecutive years?                                    |     |    |         |
| 30090  | Number of years in the Fund Accounting software systems business?                                       |     |    |         |

|       |   |  |  |  |
|-------|---|--|--|--|
| 30100 | Number of years in the Student Information software systems business? |  |  |  |
|-------|---|--|--|--|

Vendor Name: \_\_\_\_\_

**Fund Accounting System and Student Information System**

Note: If some of these requirements are to be met through partnerships with third parties, please indicate the name of the software and third party. Also, your answers should be based on the current, installed, operational version of your software.

**Minimum Requirements**

| Item # | Description  | Yes | No | Comment |
|--------|--|-----|----|---------|
| 40000  | <b>Heavy Preference Items</b>  |     |    |         |
| 40010  | Industry standard technologies - open systems; network computing   |     |    |         |
| 40020  | Web based user interface   |     |    |         |
| 40030  | User configurable custom report writer   |     |    |         |
| 40040  | Follows Microsoft Windows standards  |     |    |         |
| 40050  | Vendor provided software distribution mechanism for installs and updates (could be third party software) |     |    |         |
| 40060  | Sever based processing   |     |    |         |
| 40070  | Vendor provided software distribution mechanism for installs and updates (could be third party software) |     |    |         |
| 40080  | Operates on a WAN or Internet Connectivity   |     |    |         |
| 40090  | Minimum of 250 employees   |     |    |         |
| 40100  | Scalable   |     |    |         |
| 40110  | Browser interface with thin client requirement   |     |    |         |
| 40120  | Use ASP and have thin client requirement   |     |    |         |
| 40130  | Geographical diverse implementations   |     |    |         |
|        |  |     |    |         |