

**REQUEST FOR PROPOSAL NOTICE
PASCAGOULA-GAUTIER SCHOOL DISTRICT**

The **PASCAGOULA-GAUTIER SCHOOL DISTRICT** will receive **SEALED PROPOSALS** until 1:00 p.m. on Wednesday, October 24, 2018 in the Instructional Administrative Services Center, 1006 Communny Ave, Pascagoula, MS 39567 for the following:

**To Provide An English Learner Database Software System
RFP 509-19**

Electronic proposal submissions are not required but may be uploaded through the website www.pgdbids.com. Otherwise, proposals should arrive in a sealed envelope marked plainly on the outside as English Learner Database Software System, RFP 509-19 at the designated address below:

**Pascagoula-Gautier School District
ATTN: Dr. Frank Catchings
1006 Communny Avenue
Pascagoula, MS 39567**

Request for Proposal forms with specifications may be obtained as original paper copies by contacting Dr. Frank Catchings, Director of Federal Programs, at (228) 938 – 6504 or by email at fcatchings@pgsd.ms. Digital copies may also be obtained at www.pgdbids.com. For questions regarding website registration, please contact Plan House Printing at (662) 407-0193.

Within the limitations of Mississippi State Purchasing Law, the Pascagoula-Gautier School District Board of Trustees reserves the right to reject any or all proposals received, to waive any informalities or irregularities in the bids received, or to accept any bid which is deemed most favorable to the Pascagoula-Gautier School District Board of Trustees.

Performance Dates:

Advertise: 7 October 2018

Advertise: 14 October 2018

Due Date: 24 October 2018

Due Time: 1:00 PM CST

Pascagoula-Gautier School District
1006 Communy Avenue
Pascagoula, MS 39567

Request for Proposal

To Provide An English Learner Database Software System

To be funded by Title I, Part A

Contact: Dr. Frank Catchings
Director of Federal Programs
(228) 938-6504

Due Date: October 24, 2018 @ 1:00 pm

1.0 Introduction

The Pascagoula-Gautier School District through the Office of Federal Programs is soliciting written proposals from potential providers for a web-based program to provide a database system to manage the federal compliance requirements school districts must meet when educating English Learners.

2.0 Project Overview

The Pascagoula-Gautier School District seeks a web-based program to provide a database system to manage the federal compliance requirements school districts must meet when educating English Learners. This database system will be used by teachers and administrators to track a variety of data points and written reports.

3.0 Scope of Work

- A.** The program will allow educators to review students proficiency levels;
- B.** The program will allow educators to enter and monitor students accommodations and modifications;
- C.** The program will allow educators to monitor current, reclassified, and exited students;
- D.** The program will hold historical data on students as they progress through the program;
- E.** The vendor will provide the service for SY18-19, SY19-20, and SY20-21

4.0 Specifications

4.1 Focus of Web-based Software Program

- The program will be compatible with the state's adopted English Language Proficiency Testing program
- The program will allow filtering of student data on multiple levels by multiple data points in order to help educators focus differentiated instruction
- The program will document student needs, annual goals, and current EL services
- The program will provide information on the students proficiency levels in the areas for listening, speaking, reading and writing of the English language
- The program will provide educators with online templates for the language service plan that is required on every identified English Learner
- The program will provide compliance communications to parents in a variety of languages
- The program will be able to interface with the district's current student information system for automatic uploads of new student data

4.2 Expected Outcome

- Students will increase their level of English proficiency in the areas of listening, speaking, reading and writing
- Teachers will be better able to meet the needs of English learners in the area of English language arts
- Increase in student performance on class and district assessments
- Increase in student performance on state assessments
- Through historical data, teachers will be able to see the progression of students acquisition of the English language

4.3 Requirements

- Program must be supported on computers, chromebooks, and tablets
- Program must be web-based
- Program must handle at a minimum 1000 students in the database
- Minimum of 30 educator licenses
- Licenses to be activated no later than December 1, 2018
- Licenses to be active for 365 days from activation date
- Client will be billed in November of SY18-19, in November of SY19-20 and in November of SY20-21
- Program must transfer existing student data and maintain historical student data
- Onsite professional development available for users
- Onsite, online, and phone technical support available

5.0 Procedures for Delivery of Proposals

The proposal must address how the web-based software provider will meet all the specifications of the RFP number 509-19.

The proposal must be received on or before 1:00pm Wednesday, October 24, 2018 at the following address:

Pascagoula-Gautier School District
ATTN: Dr. Frank Catchings
Director of Federal Programs
1006 Communy Avenue
Pascagoula, MS 39567

Proposals received after the due date and time will NOT be considered. Incomplete proposals will not be accepted and will not be returned for revisions. No faxed copies will be accepted. The proposal must be signed by an authorized official to bind the offeror to the proposal provisions.

6.0 Management Responsibilities

The Pascagoula-Gautier Public School District will designate one representative who will act as the primary contact for this office. The representative will be responsible for conferring with any and all parties necessary to resolve unanticipated issues or requirements that might occur during the course of the RFP. If you have any questions, please contact:

Dr. Frank Catchings
Director of Federal Programs
Pascagoula-Gautier School District
1006 Communny Avenue
Pascagoula, MS 39567
Phone: (228) 938-6504
Email: fcatchings@pgsd.ms

RFP Proposal

Itemized Service	SY18-19	SY19-20	SY20-21
Proposal meets specifications under 4.1	_____	_____	_____
Proposal meets specifications under 4.2	_____	_____	_____
Proposal meets specifications under 4.3	_____	_____	_____
Cost per license:	_____	_____	_____
Cost for online customer support:	_____	_____	_____
Cost for phone customer support:	_____	_____	_____
Cost for onsite customer support:	_____	_____	_____
Cost for onsite professional development:	_____	_____	_____
Cost to maintain historical individual student data:	_____	_____	_____
License activation date:	_____	_____	_____
License expiration date:	_____	_____	_____

Company: _____

Address: _____

Phone: _____

Signed/Title

Date: _____