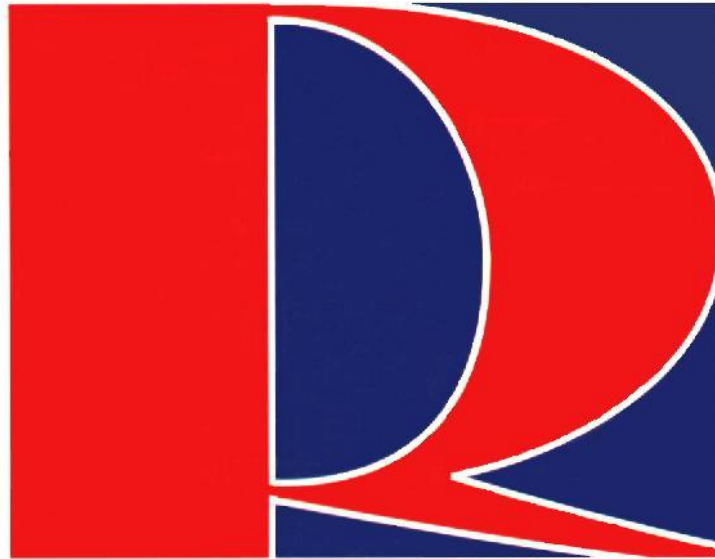


REQUEST FOR PROPOSAL



**RAYTOWN
QUALITY
SCHOOLS**
Expect the Exceptional

**FOR
School Social Worker/Counselor Case Management Software**

TO BEGIN: June 15, 2021

Submittal Deadline: July 15, 2021

RAYTOWN C-2 SCHOOL DISTRICT
6608 Raytown Road
Raytown, MO 64133
816-268-7000

REQUEST FOR PROPOSAL

School Social Worker/Counselor Case Management Software

Purpose

The Raytown C-2 School District is seeking a School Social Worker/Counselor Case Management Software. The District seeks to retain the services of a company that will provide a comprehensive resource that would serve as a comprehensive database of student and family information as it relates to the daily work of school social workers and counselors.

Proposal Guidelines

Response:

The Raytown C-2 School District requires a School Social Worker/Counselor Case Management Software with capability to track and maintain case notes of each social worker and counselor in order to monitor interventions, housing information, mental health interventions such as suicide screenings, small group and individual counseling, parent contacts, referral information to outside resources with ability to assess efficacy of those services, professional training with the software, customizable configuration, and a robust and dynamic reporting system to allow the district to meet DESE reporting requirements, along with accountability reporting for multiple awarded grants. The District also requires the resource to include the support necessary for instructional staff to implement the resource with competency and fidelity.

Cost:

Selection shall be made of the company deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal (RFP), including price, if so stated in the proposal. Negotiations shall be conducted with the selected company. Price shall be considered, but need not be the sole determining factor. While we are not holding any company to a “not to exceed” amount, we do expect the company to be specific as to cost per item(s) and supports and to justify the expense of such items and supports.

Response Deadline:

To be postmarked *on or before July 15, 2021* by Mail delivery to the following address:

Raytown Quality Schools
Attn: Victoria Denney
10750 E. 350 Highway
Raytown, Missouri 64138

OR

Electronically to the following email address: victoria.denney@raytownschools.org

Selection Criteria:

The district is seeking a comprehensive School Social Worker/Counselor Case Management Software that will allow for integration with our current student information system. The School Social Worker/Counselor Case Management Software should have the capability to track and maintain case notes of each social worker and counselor in order to monitor interventions, maintain housing information, enter and track mental health interventions such as suicide screenings, document small group and individual counseling participation and progress, parent contacts, referral information to outside resources with ability to assess efficacy of those services, professional training with the software, customizable configuration, and a robust and dynamic reporting system to allow the district to meet DESE reporting requirements, along with accountability reporting for multiple awarded grants.

Award:

Selection shall be issued to the company meeting the global needs of the students in the Raytown School District. Award shall be made to the company meeting the established selection criteria, providing the most comprehensive professional learning plan, and containing the most progressive technological components established within the negotiated price. Selection shall be made of the company deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the RFP, including price. Negotiations shall be conducted with the company selected and may include necessary changes to the company's Terms of Use and Privacy Policy for the digital learning components of the resource including third party components to ensure alignment with District's data security guidelines. Price shall be considered, but need not be the sole determining factor.

The District will withhold 20% from the final payment as retainage until all online services are fully functional, as written in the proposal, in the educational setting. **In the event that online services are not functioning prior to the date agreed upon in the contract, due in part or whole by the vendor, the vendor will be assessed a penalty of \$1,000 per day.**

Data Security Guidelines:

- Company must include their Data Governance Policies and Procedures.
- Company must provide a certification of Cybersecurity/Data Breach and Cyber Malpractice Insurance.
- Company must provide acknowledgement of District Data Governance policies and requirement. Due to individual vendor processes and procedures, data governance expectations will be discussed during contract refinement. At a minimum, the final contract shall include the following data governance expectations:
 1. The district owns all employee/district data that is shared, collected and/or generated through use of the system
 2. Access to and use of district data is limited only to those that need to have access to perform required support of the system
 3. District data cannot be used for marketing, advertising or data mining, or shared with 3rd parties unless allowed by law and authorized by the district
 4. Vendor must disclose where and how confidential or critical information will be stored and ensure that all district information will only be stored on servers in the United States
 5. All data will be maintained in a secure manner and appropriate technical, physical and administrative safeguards are in place to protect the data
 6. Vendor must disclose how and when data will be destroyed
 7. In the event that the district and/or vendor terminates services, all data must be provided to the district in an agreed upon method and all data stored on vendor systems must be de-identified and/or deleted

8. In the event of a data breach, vendor must immediately notify the district and assume liability of district costs resulting from the breach
9. Vendor will ensure encrypted method of all data transactions with the district
10. All employee data portals are secured through the use of verified digital certificates
11. A data inventory and/or dictionary must be provided to the district Chief Information Officer
12. Vendor must be COPPA compliant and cannot require direct parental consent. The district can, and will, consent on behalf of parents.
13. Vendor will only use identifiable district data to fulfil obligations under the contract and for no other purposes.

General District Information

Student Population:

The Raytown C-2 School District's enrollment is approximately 8,500 students Pre-Kindergarten through grade 12. There are three primary diverse populations: African American (49%), Caucasian (28%), and Hispanic (13%). The free and reduced lunch rate for the District is 65% with a mobility rate of approximately 20%. Currently, 15% of students receive special educational services.

Facilities/Technology Availability:

The district has a total of 2 high schools, 3 middle schools, 10 elementary schools, 2 pre-k schools, 1 career center, 1 school for students with exceptional needs, and 1 alternative school. The district provides students with access to the following technology devices for use in curricular activities: laptops with the Windows operating system for each student in grades 9-12, Chromebooks for all students in grades 6-8 and class sets of Chromebooks for elementary students grades 2-5. Students in K-1 are 3:1 with Chromebooks. The district also continues to move toward the use of web-based applications. All certified district staff have Windows 7 laptops as well as SMART Boards (or interactive whiteboard). All district buildings have complete wireless coverage.

Counseling and Social Worker Staff:

The certificated counseling staff and licensed social worker staff is diverse in years of service and level of education with the average years of school experience. It is necessary to provide a case management resource that easily and accurately captures and assists in monitoring interventional strategies and techniques that will support the counselor and/or social worker as well as ensure counselor, or social worker.

Additional information on the District may be obtained by visiting the District's web site at www.raytownschools.org, and visiting the Department of Elementary and Secondary Education at www.dese.state.us.mo and reviewing school data and statistics.

Finances:

Raytown School District will require partial delivery of materials on or before October 15, 2021 to allow the Raytown Student and Family Support Directors to plan and prepare professional learning for the **start of second semester, January 2022.**

Information Requested

1. Agency/Personnel Information:

A. Identify the name of the company or agency submitting this response and state the address of the business location from which the District account will be managed.

B. Provide a list of all personnel who will be working on the District account, including the primary contact person, and include the business location of each person, and a summary of each person's duties and responsibilities on the account.

2. School District Experience:

A. Provide a list of school districts in the state of Missouri, and specifically in the Kansas City area, for whom your company has been awarded a full School Social Worker/Counselor Case Management Software contract: (1) the name of the contact person with the district and their telephone number; (2) the names of those districts for whom your company has been awarded other instructional programs.

B. Provide the same information for districts outside the state of Missouri and, as additional information, include in your response the size of each such district by student and staff population.

3. Services and Fee for Professional Learning and Training:

A. Provide a summary and sample contract/fee agreement setting forth any additional support that your company will provide to the district in addition to the resource materials. This would include professional learning and regular support throughout the first year of the award.

B. Provide a sample contract/fee agreement of support that you can provide in addition to what would be included in the first year of the award.

ACKNOWLEDGMENT

By signing this Acknowledgement, the Company is hereby agreeing to the terms and expectations outlined in this proposal package.

Signature _____

Print Name _____

Title _____

Entity Name _____

Date _____

School Social Worker/Counselor Case Management Software RFP

RFP Attachment #1

Company/Agency Information: Identify the name of the company or agency submitting this response and state the address of the business location from which the District account will be managed. This will be considered your company/agency approval for the RFP submittal information included as attachments.

I {We} are proposing in accordance with the general conditions and established specifications.

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

FEDERAL TAX ID #: _____

WEB SITE: _____

ADDITIONAL INFORMATION: _____

AUTHORIZED SIGNATURE: _____

Print/Typed

AUTHORIZED SIGNATURE: _____

Signed

DATE: _____

School Social Worker/Counselor Case Management Software RFP

Attachment #2

List of All Personnel who will be working on the District account, including the primary contact person, and include the business location of each person, and summary of each person's duties and responsibilities on the account.

Proposer's Name: _____

Proposer's Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Title/Responsibility: _____

Phone: _____ E-Mail: _____

Cell: _____ Fax: _____

Contact Person: _____

Title/Responsibility: _____

Phone: _____ E-Mail: _____

Cell: _____ Fax: _____

Contact Person: _____

Title/Responsibility: _____

Phone: _____ E-Mail: _____

Cell: _____ Fax: _____

School Social Worker/Counselor Case Management Software RFP

Attachment #3

School District Experience: Provide the attached list of company references within Missouri with an emphasis on the Kansas City area and/or any state.

#1 SCHOOL NAME _____

ADDRESS _____

CITY, STATE ZIP _____

CONTACT _____

PHONE _____ FAX _____

EMAIL _____

TIME WORKED _____

#2 SCHOOL NAME _____

ADDRESS _____

CITY, STATE ZIP _____

CONTACT _____

PHONE _____ FAX _____

EMAIL _____

TIME WORKED _____

#3 SCHOOL NAME _____

ADDRESS _____

CITY, STATE ZIP _____

CONTACT _____

PHONE _____ FAX _____

EMAIL _____

TIME WORKED _____

School Social Worker/Counselor Case Management Software RFP

Attachment #4

Services and Fee for Professional Learning and Training: Provide a summary and sample of contract/fee agreement setting forth any additional support that your company will provide to the district in addition to the materials.