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|  | STATE FAIR COMMUNITY COLLEGE FACILITIES MANAGEMENT 3201 WEST 16TH STREET SEDALIA, MISSOURI 65301-2199 660-596-7200 | Bid Request |
| | | 24-022 |
| | | The above number must appear on all quotations and related correspondence. This is not an order. |
| VENDOR | | |
| | | We reserve the right to reject any or all bids. FOB Destination SFCC is tax exempt. Please put bid number on front of envelope. Bid is good for 60 days. |
| DATE ISSUED: April 17, 2024 | THIS REQUEST IMPLIES NO OBLIGATION ON THE PART OF SFCC | BID DEADLINE: 3:00 pm CDT on April 26, 2024 |
| BID SPECIFICATIONS: | | |

REQUESTED BY: Eric Rehmer, Executive Director, Career and Technology Center (CTC)

The Career and Technology Center (CTC) at State Fair Community College (SFCC) in Sedalia, MO, seeks proposals from qualified software vendors for a Student Information System (SIS) tailored to the needs of high school-focused career and technical education programs. The new SIS will replace our existing SIS K-12 system to streamline administration and improve outcomes for CTC students and programs.

All questions should be directed to:

Eric Rehmer, Executive Director
 660-596-7257
 Erehmer2@sfccmo.edu

GENERAL CONDITIONS

- Bids must be signed and submitted on this form.
- Any exceptions must be noted on this form.
- Bid Responses are not valid if unsigned or not received by deadline date.
- Bids may be sent by e-mail to cbrown17@sfccmo.edu
- If Bid Response follows by mail, address mailed bids to **Attn: Facilities Management**.
- Mark the "**bid number**" externally on the sealed envelope.
- Enclose brochures and specs if applicable.
- State Fair Community College reserves the right to make awards on an item-by-item basis, or an "all or none" basis, as deemed in the best interest of the College.
- College reserves the right to reject any and all bids.
- College does not prepay or accept COD shipments on awarded bids. Payment terms will be net 30 after acceptable receipt of goods. Vendor response to this Bid Request indicates Vendor accepts College payment policies and purchasing Terms and Conditions.

BID RESPONSE DEADLINE: All bids must be received in the **Facilities Management Office** no later than 3:00 P.M. CDT on

April 26, 2024

(Please print)

Name: _____

Signature: _____

Phone: _____

Email: _____

Date: _____ (Prices good for 60 days.)

Request for Proposal (RFP) Student Information System (SIS) for Career and Technology Center (CTC)

Date: 17APR24

Introduction

The Career and Technology Center (CTC) at State Fair Community College (SFCC) in Sedalia, MO, seeks proposals from qualified software vendors for a Student Information System (SIS) tailored to the needs of high school-focused career and technical education programs. The new SIS will replace our existing SIS K-12 system to streamline administration and improve outcomes for CTC students and programs.

Project Objectives

Our key objectives for a new SIS are:

- **Missouri DESE Reporting Alignment:** A powerful reporting module fulfilling all state requirements for Missouri's Department of Elementary and Secondary Education (DESE).
- **Comprehensive Student Management:** Robust student discipline tracking, detailed attendance management, and centralized student data.
- **Course and Scheduling Optimization:** Streamlined course catalog creation, classroom scheduling, and flexible scheduling options for CTC programs.
- **Integrated Gradebook:** A fully featured gradebook for accurate grade calculations, standards-based grading (if applicable), and progress reporting.
- **Seamless Instructure Canvas Integration:** Robust integration with our existing Instructure Canvas Learning Management System for automatic grade transfer, smooth data synchronization, and single sign-on capabilities.
- **Optional Ellucian Banner Integration:** The ability to integrate with SFCC's Ellucian Banner system, if desired.

Technical Requirements

The ideal SIS must meet the following technical specifications:

- **Web-Based Platform:** Accessible from various locations, devices, and operating systems.
- **Cloud-Hosted or On-Premise Options:** Vendors should clarify their available deployment models.
- **Scalability:** Able to accommodate potential increases in student enrollment and program offerings.
- **Security and Data Privacy:** Must adhere to FERPA and other applicable regulations.
- **Role-Based Access Control:** Granular permissions to safeguard sensitive data.
- **Open API Architecture:** Allow for future integrations with other systems used by SFCC.

Functional Requirements

The SIS must include the following core modules and functionalities:

- **Student Management:**
 - Enrollment and registration
 - Comprehensive student profiles
 - Detailed attendance tracking
 - Behavior and discipline tracking

- **Academics:**
 - Course catalog and flexible scheduling
 - Complete gradebook
 - Competency-based tracking features (if applicable)
 - Standards-based grading support (if applicable)
 - Integration with Canvas
- **Missouri DESE Reporting:**
 - Built-in features to generate all required reports
 - Customizable reporting options
- **Parent and Student Portals (optional):**
 - Real-time student information access (if applicable)
 - Secure communication tools

Vendor Qualifications

- **Experience with CTCs or Similar Settings:** Demonstrated understanding of CTC workflows and administrative requirements.
- **Dedication to Customer Support:** Proven commitment to a smooth implementation, effective training resources, and ongoing support.
- **Technology Expertise:** A strong technical team dedicated to system reliability, security, and future enhancements.
- **Favorable Client References:** Provide a list of references from similar educational institutions.

Proposal Submission Instructions

- **Public Posting Date:** April 19, 2024
- **Proposal Deadline:** 3:00 p.m. Friday, April 26, 2024.

All proposals are to be sent to:

State Fair Community College Attn - Christine Brown 3201 W 16th Street Sedalia, MO 65332
or e-mail to cbrown17@sfccmo.edu

Evaluation Criteria

Proposals will be evaluated based on:

- **Missouri DESE Reporting Alignment (25%)**
- **Student Discipline & Attendance Capabilities (10%)**
- **Scheduling Optimization (15%)**
- **Gradebook Functionality (15%)**
- **Canvas Integration (15%)**
- **Optional Ellucian Banner Integration (5%)**
- **Vendor Qualifications and Experience (5%)**
- **Pricing and Cost-Effectiveness (10%)**