



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/794-2221

Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

Department of Purchasing
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September 18, 2012

MEMORANDUM

TO: Honorable School Board Members

FROM: Michael J. Woodall, CPPO, Purchasing Agent *MJW*

RE: Permission to Negotiate with The Center for Educational Leadership and Technology (CELТ) for Needs Analysis Study, Vendor Selection Process and System Implementation

As you may know, the Florida Department of Education is requiring all Districts to implement a Local Instructional Improvement System (LIIS) that meets the stakeholder needs for access to and use of data to inform instruction in the classroom. The Minimum Standards establish a base line of features and functionality to meet Florida's vision for a student-centered environment. In addition the District desires to incorporate a Student Information System (SIS) software application into the system. Please see the attached memo from Peggy Jones, Director, Research and Evaluation Services for additional information.

The Center for Educational Leadership and Technology (CELТ) is a nationally recognized IT architect and learning/business systems integrator that can assist the District in developing the needs, selection and implementation of both the LIIS and the SIS systems. CELТ was selected through a complete process in the Fort Worth Independent School District, Texas, to perform these services and is also working as a consultant in Osceola County, Florida to assist them in complying with state mandates. CELТ has agreed to negotiate with the District using the same pricing structure as used in their successful complete contract in Texas. The contract will be developed to include three phases; a needs assessment, the development of a competitive solicitation and monitoring the implementation of the project. Purchasing has verified that these negotiations fall within the scope of DOE Rule 6A-1.012(11). Funds for this project are available in the Race To The Top (RTTT) grant.

At this time, we are requesting permission to negotiate with The Center for Educational Leadership and Technology for the services outlined in the attached memo. The negotiated

Date/Time: September 12, 2012 07:54:00



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contract and final dollar amount will be presented to the Board for approval at a later date. If you have any questions please contact Ms. Jones or me at your earliest convenience.

MJW



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Memo

Contact: Peggy Jones, Ph.D.
813-794-2343

DATE: September 18, 2012

TO: Michael J. Woodall, CPPO, Purchasing Agent

FROM: Peggy Jones, Ph.D., Director Research and Evaluation Services *PJ*

SUBJECT: **Local Instructional Improvement System (LIIS) and Student Information System (SIS)**

Florida envisions a student-centered school environment where every district in Florida is equipped with a Local Instructional Improvement System (LIIS) that meets stakeholder needs for access to and use of data to inform instruction in the classroom, operations at the school and district, and research. The Minimum Standards establish a baseline of features and functionality the system must have to meet Florida's vision for a student-centered environment. The LIIS is required by the Florida Department of Education (FDOE) for all districts by June 2014.

A student information system (SIS) is a unified software application that manages student information and student records for an educational organization. Student information systems typically track data elements such as test scores, grades, credits, class rank, attendance, health information, demographic information, discipline records, schedules, and academic history. Another key component of student information systems is summarizing and reporting data to stakeholders. This includes everything from direct reporting to parents and students via report cards and transcripts all the way to mandated state and federal data collection systems.

The legacy system presently utilized by DSBPC is Total Educational Resource Management System (TERMS) and was originally installed in 1992. The company has been purchased by CrossPointe, LLC. Increased reliance on student performance data for educational decision making at the school and classroom level demands that student information systems be integrated, easy to use, current, and flexible. Modern Student information systems are web

based and provide end users quick access to key student data. While the Pasco TERMS system has provided robust storage of student information for years, it does not provide the benefits that are inherent in modern SIS applications.

The district is seeking a consultant to provide the following services:

- Business Process Review
- Needs Assessment
- Technical Specifications
- Request for Proposal (RFP) Development
- Solution Review and Selection
- Vendor Selection Process
- System Implementation
- Just-in-Time Training
- Project Management
- Going Live, Post Production and System Optimization

The staff has an immediate need to proceed with a Needs Analysis Study, Vendor Selection Process and System Implementation. We respectfully request that Purchasing request the Board to grant permission to negotiate a contract with CELT for these phases of the process. As consultants, CELT negotiates contracts with firm/fixed prices based on a customized schedule of deliverables. A contract of this nature allows the District to terminate the relationship at any stage of the process if the services of CELT are no longer needed. If the District successfully negotiates a contract with CELT, funds for the contract are available in the Race to the Top (RTTT) grant for the 2012-2013 and 2013-2014 school years. The negotiated contract and final dollar amount will be presented to the Board for approval.

Should the Needs Analysis and Vendor Selection Process results indicate that it would be in the best interest of the Board to proceed with additional steps in the LIIS/SIS process, we are also requesting blanket approval to negotiate with CELT for further services as required. Any negotiated contract, with associated dollar expenditures and funding sources, would be brought back to the Board for approval at that time.

If you need additional information please contact me at your earliest convenience.