

Request for Information



State of Alaska
Department of Education & Early Development
Division of Finance & Support Services
801 West 10th Street, Suite 200
PO Box 110500
Juneau, Alaska 99811-0500

Date Issued: September 11, 2024

SCHOOL IMPROVEMENT PLANNING PLATFORM

Introduction:

A requirement of the Alaska State ESSA plan is that schools designated as Comprehensive Support and Improvement or Targeted Support and Improvement must 1) complete a comprehensive needs assessment and 2) must create and implement a school improvement plan with stakeholders input and feedback. The Department is committed to supporting these requirements by way of providing an evidence-based process, curated to the unique needs of our Alaska schools, providing technical assistance, and reviewing and approving these plans in a timely manner.

In the last two years of rolling out this process, a consistent piece of feedback we have received is the need for a platform to more effectively support the capacity of these schools and districts, particularly considering the high level of turnover often associated with these higher needs' schools. The current method of version control of these plans and needs assessments is not sustainable for the schools, districts, or state in the long term.

Background or Project Information:

The State of Alaska is seeking a planning platform to house required information (including resources, tutorials, and aids), support School and Community Leadership communications, conduct a thorough Needs Assessment (NA), build, review, and report (quarterly) on a School Improvement Plan, and crossover with the federal requirements for a Schoolwide plan. The goal is to start with schools designated under ESSA using the platform and expand to all schools using it for school and district planning.

These services will consist of, but not limited to:

- Organized sections for schools/districts to document School Improvement Needs Assessment information (from the review forms attached)
- Form for schools/districts to build out a school improvement plan including goals, strategies, milestones, and actions (see attached School Improvement Plan)
- Downloadable reports (that will be ADA compliant)
 - Statewide
 - District wide
 - School
- Multi-user function
 - Multiple users at one time
 - Different levels of permissions

- History Log for updates and changes made (notes date and user inputting the changes/updates)
- Reporting functions- users can input quarterly reports on progress towards goals.
- Filterable by goal at a district and state level
 - General goals provided by SEA
 - Ability to update/add goals at SEA level
- Ability to assign action tasks a deadline as well as a person responsible for overseeing
 - Emails/alerts with due dates
- Connecting goals and actions to identified practices (approximately 50 practices total (see attached Practice Review Form))
- User guide on how to utilize the planning platform (in the form of a pdf that meets ADA compliance standards)
- Archival process

WANTS

- Toggle between different needs assessment (NA) specifications
 - ie, select what the NA is for (School Improvement, Schoolwide, or others that may be added later) to add or remove necessary elements to the NA in an effort to not re-do or over-do required processes
- A way to highlight evidence-based-interventions being used (this is more of a want) to meet federal requirements
- Ability to change permissions to documents as viewer, editor, and owner
- Space for Assurances (approval sign off) for administrators (principal and superintendent)
- Ability to provide exemplars to users
- General budget management

Minimum Experience Required:

- Works with other states and/or education agencies

Response Information:

Interested parties are invited to submit responses to the following: *this is for us to ask for exactly what we want to see in their responses. Be as specific as necessary.*****

1. Please describe the planning platform specifications listed above that you believe you would be able to meet with your current product.

2. Please describe the planning platform specifications listed above that you believe you would be able to meet with minimal changes or modifications to your current product.

3. Experience Statement:

The Experience Statement should include the following information:

- **Company Overview:** Provide an overview of your organization, including legal name, organizational structure, core values and activities, and geographic scope.
- **Expertise:** Detail the specific services your organization offers related to educational planning platforms.

- **Relevant Experience:** Describe your organization's experience in supporting SEAs, LEAs, and schools in the process of conducting a needs assessment and building a school improvement plan. Highlight any projects or contracts you have managed for government agencies or similar entities. Include the number of years you have been in business and the number of similar projects related to educational planning managed.
- **References:** Provide references of similar projects you have completed.
- **Key Personnel:** Identify the key personnel who will be directly involved in providing technical assistance to the SEA in managing the platform.
- **Quality Assurance:** Explain your organization's quality assurance processes and methodologies to ensure the delivery of high-quality products and services.
- **Pricing Structure:** Provide an outline of the pricing for the planning platform, any improvements and/or upkeep, PD or technical assistance. Ideally one annual/monthly cost, not per-person or per school cost.
- **Additional Information:** Respondents are welcome to provide any additional information you believe showcases your organization's ability to fulfill the requirements of this RFI.

Procurement Officer Note: Provide instructions to vendors that if they believe they can provide the products or services, they should submit a response to the RFI by a certain deadline (make sure it's at least 10 days from the issue date of the notice), and that the response must include detail on things such as the vendor's experience and qualifications, the products or services themselves, and why their products or services will work for the state. Make sure to list your contact information and include instructions on how to submit a response to the RFI via email or hard copy.

Also make sure to state that the RFI does not extend any rights to prospective vendors or obligate the state to conduct a solicitation or purchase any goods or services.

Attachments: (if applicable)

- Practice Review Form
- Profile Review Form
- Program Review Form
- Community Review Form
- Four Big Conclusions
- School Improvement Plan
- Quarterly Progress Monitoring Report Form

Important Notice:

This RFI does not extend any rights to prospective vendors or obligate the state to conduct a solicitation or purchase any goods or services, nor will the State be financially responsible for any costs associated with the preparation of any response for the requested information. This RFI is issued for the sole purpose of obtaining information as described in this notice. However, the information obtained from this request may be used to prepare a purchase or solicitation in the future.

Procurement Officer Contact Information:

Interested parties must submit a written response by **September 23, 2024, at 3:00 p.m. ADT**. Responses may be sent by e-mail below:

All questions must be directed to the person listed below in writing via email.

Disney Ramos

Procurement Officer

Email: eed.procurement@alaska.gov

Please note: The State does not accept responsibility for failed U.S. mail or e-mailed response deliveries. It is the responsibility of the interested party to follow up with the individual listed above to ensure your response was received prior to the deadline specified above.