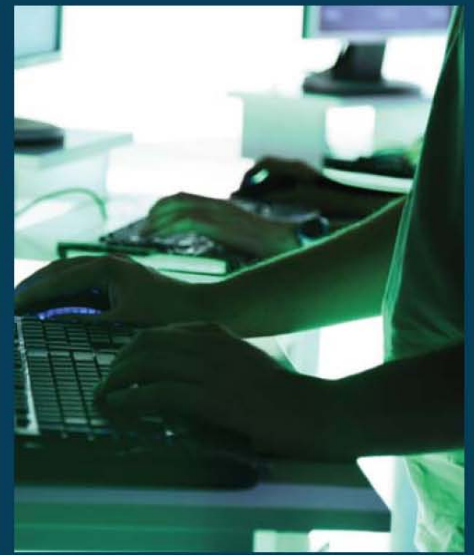
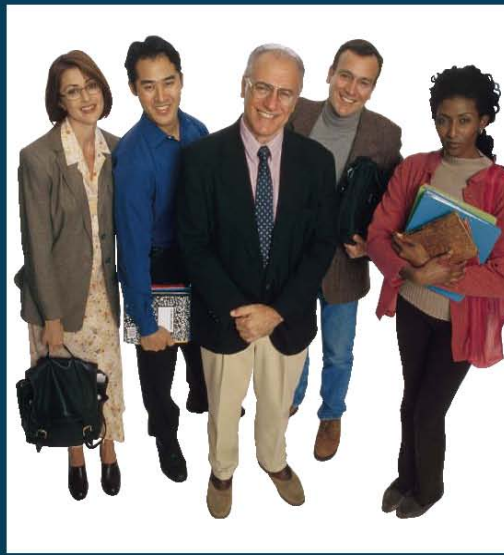


Administrative Computing

Procurement and Implementation Assistance



•Are you in need of a new administrative application to support your organization's mission?

•Is your staff knowledgeable about the procurement process and capabilities of the vendors in the marketplace?

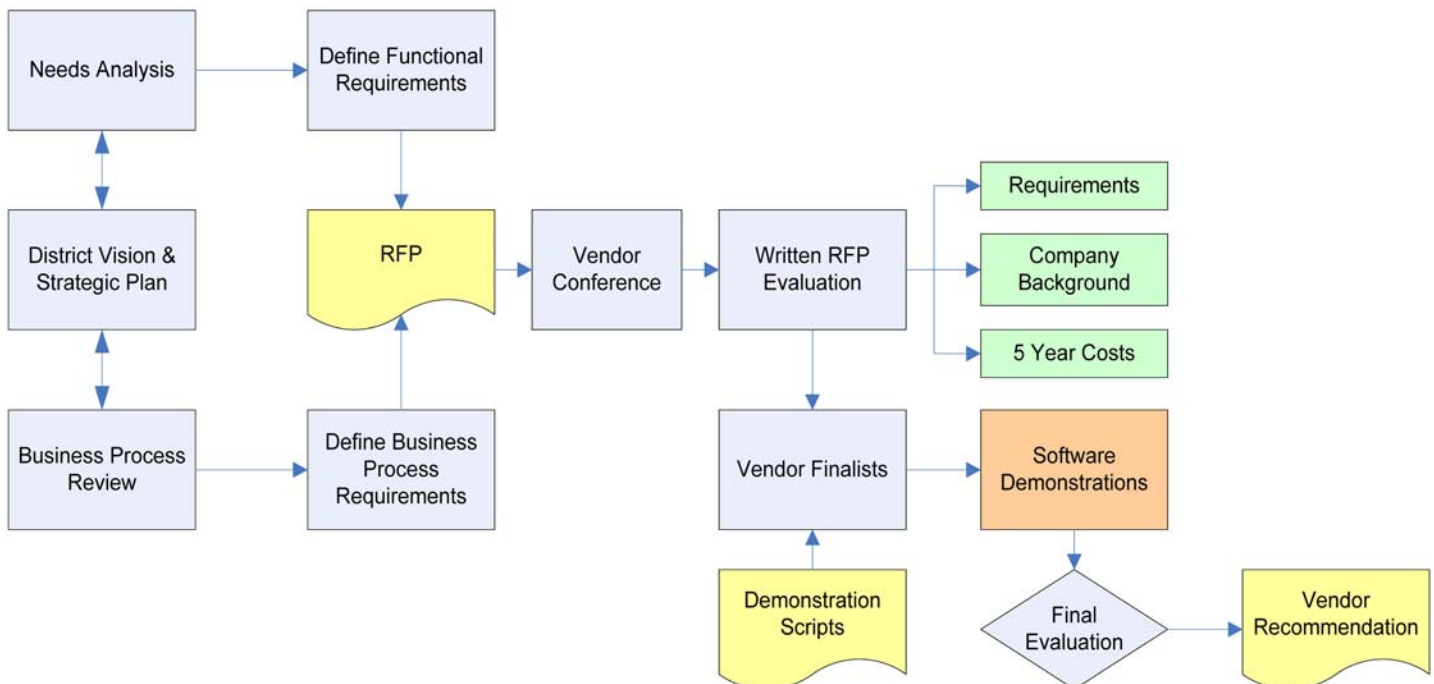
•Does your staff have the time to manage the procurement process and oversee the initial implementation of the system?

A Proven Process and Methodology

Systems that manage information around the educational process have changed significantly in the past few years. These changes have created resource and system efficiencies that have improved the quality of information available while doing it much more effectively. The result is bottom-line savings in both time and money. For nearly 20 years, CELT has worked with many learning organizations to address such changes. CELT has assisted organizations in acquiring new products which streamline administrative tasks that take away valuable resources from the organization’s primary goal – improving academic achievement. An outline of CELT’s proven procurement process is illustrated below.

Business Process Review	Needs Assessment and Technical Specifications	RFP Development	Solution Review and Selection
<ul style="list-style-type: none"> • Review Current Business Processes • Identify Data Requirements • Determine Reporting Requirements • Identify Desired Improvements 	<ul style="list-style-type: none"> • Determine System Capacity • Conduct Needs Analysis • Develop Functional Specifications • Review and Verify with Stakeholders 	<ul style="list-style-type: none"> • Organizational Vision • Hardware/software Standards • Evaluation Process • Response Format and Content 	<ul style="list-style-type: none"> • Scoring of Written Response and cost • Selection of Vendor Finalists • Development of Demonstration Script • Recommendation Report to Committee or Board

CELT Procurement Methodology Illustrated



Procurement Areas:

- Student Information System
- Financial/HR Management System
- Curriculum Development/Learning Management System
- Library/Media Management System
- Transportation System
- Food Services System
- Special Education/IEP Systems
- Data Warehouses and Reporting Tools

Industry Trends:

- **Workflow and Electronic Forms**

Automate routine tasks and dramatically reduce the administrative burden of many transactions by eliminating the paperwork and administration

- **OLAP Reporting**

Multi-dimensional reporting capabilities that allow staff to analyze data in new ways

- **WEB Access**

Access data from anywhere in the world at any time using only a web browser and an internet connection

- **Parent/Guardian Connection and Employee Self-Service**

Ability for an employee, parent/guardian and student with secured access, to inquire and maintain appropriate personal data

- **System Integration**

Interoperability of systems which allows automatic updating of a field from one system to another



Tools and Templates that Support the Process

CELT provides RFP Evaluation Tools and Templates and Scoring Rubrics

SECTION 2 - 500 points total	Topic	Vendor Rating	Total Points
	Weight	(1-10)	(Weight* Rating)
Firm Qualifications Requirements - 75 points total			53.6
3.2.1 Firm History and Background	2.5	8.6	21.4
3.2.2 Customer References	2.5	8.6	19.9
3.2.3 Project Team Experience and Proposed Staff	1	8.0	8.0
3.2.4 Project Team Organization	0.5	6.0	3.0
3.2.5 Project Team Staffing	1	7.3	7.3
Project Management Approach - 50 points total			29.9
3.3.1 Project Workplan	1.5	7.4	11.1
3.3.2 Workplan Management Approach	0.5	8.6	4.3
3.3.3 Risk Management Approach	0.5	8.4	3.2
3.3.4 Change Management Approach	0.5	5.8	2.9
3.3.5 Issues Management Approach	0.5	3.3	1.6
3.3.6 Quality Management Approach	0.5	5.0	2.5
3.3.7 Knowledge Transfer Approach	0.5	4.3	2.1
3.3.8 Communications Plan	0.5	4.4	2.2
Proposed Technical Environment - 50 points total			36.0
3.4.1 Network Infrastructure	1	7.5	7.5
3.4.2 System Infrastructure	1	8.2	8.2
3.4.3 Database	1	7.3	7.3
3.4.4 Software	1	8.4	8.4

RFP General Requirements	District Feature Weighted Score	Vendor Performance								
		Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5	Vendor 6	Vendor 7	Vendor 8	
System Administration										
permits system administration of the software to be done at a remote workstation	5	Red 0	Green 5	Orange 2	Green 1	Green 5	Yellow 4	Green 5	Orange 1	Green 4
allows for system backup while the system is in use	3	Green 3	Green 3	Green 3	Green 3	Green 3	Green 3	Green 3	Green 3	Green 3
supports immediate restart with no data loss if the system goes down (except in the case of certain hardware errors)	4	Green 4	Green 4	Green 4	Green 4	Green 4	Green 4	Green 4	Red 0	Yellow 3
provides the capability to migrate easily to new software releases without the loss of data	1	Green 1	Green 1	Green 1	Green 1	Green 1	Green 1	Green 1	Green 1	Green 1

Vendor RFPs are scored using a quantitative weighted scoring method that includes the district's "importance" score multiplied by the vendor's "performance" score for each specification

Madison County School District | Vendor Demonstrations

INSTRUCTIONS: Rate each of the following sections by circling the number that most accurately reflects your thoughts. The rating scale is:

1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Outstanding

Day 1

SIS Overview 8:00 - 8:30 a.m.

- Provide a summary of your overall company and your SIS product. Rating: 1 2 3 4 5
- If your SIS is a multi-user enterprise, describe the configuration, such as user profiles, admin roles, licenses, users, or modules, different software packages, please have a separately configured workstation representing each of your system's needs. Rating: 1 2 3 4 5

Navigation 8:30 - 8:50 a.m.

Describe the navigation tools. (10 minutes)

- Provide an overview of the contents and walk-thru of where users will generally find routine tasks for SIS actions. Rating: 1 2 3 4 5
- Describe the navigation tools deployed in the SIS that aid in user navigation. Rating: 1 2 3 4 5
- Describe mouse movements and / or key strokes that allow users to navigate between fields and between screens. If applicable, print out feature differences between PC and Macintosh end users. Rating: 1 2 3 4 5
- Describe the navigation tool allow users to bypass menus to go directly to specific screens. Rating: 1 2 3 4 5
- Point out and briefly describe the method of access to online help. Rating: 1 2 3 4 5

Demonstrate common user actions (10 minutes)

- Demonstrate the use of common menu options and key strokes that enable users to navigate through the SIS. Rating: 1 2 3 4 5
- Demonstrate how users access the online help. Rating: 1 2 3 4 5
- Demonstrate how users access screens help within the program. Rating: 1 2 3 4 5

Demonstrate (show) for Macintosh purposes the web screens for desktop access to:

- Student demographics Rating: 1 2 3 4 5
- Student attendance Rating: 1 2 3 4 5
- Student grading Rating: 1 2 3 4 5
- Student discipline Rating: 1 2 3 4 5

CELT creates District specific demonstration "scripts" for vendor finalists

Beyond Procurement - Implementation Support

*CELT is also pleased to offer its services as
your Clerk of the Works*

Once a vendor is selected through the procurement process, CELT can help ensure a successful implementation of the new system through oversight and support of the initial process. CELT personnel, experienced in working with these types of applications, and fresh from the review of the vendor's products and services, can provide valuable assistance and guidance to supplement your staff during these temporary, but important start-up activities. While keeping in mind existing procedures, CELT assists in defining more efficient processes not previously possible.

About the Center for Educational Leadership and Technology (CELT)

For nearly two decades CELT has helped align leadership, learning, and technology in support of improved student achievement by working collaboratively with educational organizations to support and transform teaching, learning, and administrative processes. CELT is one of the largest and most comprehensive providers of research, planning, and implementation services for public/private schools, education service agencies, and departments of education. CELT's purpose is to help learning organizations attain their vision, mission, and goals by integrating high-quality programs, services, and technology with the organization's people and processes in a timely, efficient, and cost-effective way.

"Clerk of the Works" Approach
Provides Integration from a People, Process, and Program Perspective



Visit us online at www.celtcorp.com



Center for Educational
Leadership and Technology

65 West Boston Post Road
Suite 200
Marlborough, MA
phone: 508.624.4474
fax: 508.624.6565