

**Cedar Tree Academy**  
**Public Charter School**  
**REQUEST FOR PROPOSAL**  
**Student Data Management**

**Proposal Due Date: May 31, 2024**  
**Proposal Due Time: 4:00 PM**



Cedar Tree Academy Public Charter School (CTA) is currently seeking proposals from organizations interested in providing student data management services for Cedar Tree Academy “Contractor.” The following Request for Proposals (RFP) provides further details of this request and instructions for organizations interested in responding.

## INFORMATION AND INSTRUCTIONS TO

### CONTRACTOR Request for Proposal

1. Email a PDF copy of proposals for Student Data Management for Cedar Tree Academy Public Charter School (CTA) to [Bidsubmission@Cedartree-dc.org](mailto:Bidsubmission@Cedartree-dc.org) Proposals will be received via email until **May 31, 2024 at 4:00 P.M.** Consider your proposal received once you receive a confirmation email.
2. Bids received after the time established for the receipt of bids will not be considered regardless of the cause for the delay in the receipt of any such bid.
3. Questions on the proposal should be directed to:  
[Bidsubmission@Cedartree-dc.org](mailto:Bidsubmission@Cedartree-dc.org)
4. Cedar Tree Academy reserves the right to reject any bids and to waive any informality in bidding and/or to make the award for all or any part of the work to be done, as appears to its best interests.

### General Conditions

1. The purpose of these specifications is to provide Student Data Management services. If either party decides to break the contract, forty eight hours’ notice must be given.
2. It is the intention of Cedar Tree Academy that no one shall be awarded this contract who does not have a satisfactory experience record in the performance of the work as described herein. Cedar Tree Academy reserves the right to investigate the financial responsibility and qualifications of any bidder to determine with reasonable assurance the ability of the bidder to furnish uninterrupted Student data management services for the duration of the contract.
3. CTA shares the District of Columbia’s commitment to CBE certified companies and Companies with a commitment to local hires. **(See Attachment A). Not Required**

4. Proposals shall be firm and shall not be withdrawn for a period of thirty days after the opening of the bids.
5. Cedar Tree Academy Charter School will take action on the award of bids within thirty days after the date set for the opening thereof.

### Employees

1. The District of Columbia Code requires that all applicants for school employment, including those of independent contractors but excluding employees who do not have direct contact with students, both D.C. residents and non-residents, MUST obtain a criminal background check. All must also obtain a Child Abuse History Clearance.

### Proposal work:

CTA is looking for Contractor to provide Student data management services at CTA. More specifically, CTA will identify partners that have the expertise and ability to increase academic achievement, improve school culture and climate, promote educator effectiveness, and/or increase parent and community engagement.

1. The contract period shall begin August 1, 2024 and run through the end of the school year.

## **STATEMENT OF WORK**

### **SCOPE OF SERVICES      Student Data Management**

#### **i.) Student Information System Audit & Maintenance**

Review set-up of student information system to ensure that system is standardized to function well with PCSB & OSSE databases. Develop custom fields as needed. Perform end of year close-out and start of the year set-up.

#### **ii.) Process Consulting**

Develop or advise on student accounting procedures and regulations. Provide training to school staff on the use of the student information system.

#### **iii.) Enrollment Data**

Upload student information into student information system from outside enrollment database (if applicable). Ensure upload of enrollment data to eSchool Plus and OSSE Quickbase (SLED) for October enrollment audit and throughout the year.

#### **iv.) Attendance & Discipline Compliance**

Upload student attendance and discipline data to eSchool Plus in accordance with PCSB/OS SE standards.

#### **v.) Customized Individual Student Reporting**

Assist school with creating report cards in student information system that align with Common Core standards.

**vi.) Student Meals Reporting**

Prepare monthly NSLP & Healthy Schools Act claims based upon school-provided meals data. Assist with automating meal count process.

**vii.) Internal Reporting**

Summarize and analyze information from student information system for standard statistical reports to school administrators on monthly basis.

**viii.) Miscellaneous OSSE/PCSB Reporting**

Complete miscellaneous OSSE/PCSB reporting requirements related to enrollment and attendance.

**Detailed list of Services needed**

- **Review set-up of student information system to ensure that system is standardized to function well with PCSB and OSSE databases. School will be responsible for cost of students information system**
- **Develop custom fields as needed**
- **Perform of year close-out and start of the year set-up**
- **Develop or advise on student accounting procedures and regulations. Provide forms/templates used to report issues**
- **Provide information and/or training to school staff on the use of the student information system**
- **Upload student information into student information system from outside enrollment database e.g., Infosnap (if applicable). The school will input student information into SIS if using paper enrollment records and all DCPCSB and OSSE data bases**
- **Ensure upload of enrollment data to DCPCSB and OSSE Quibase (SLED) for October enrollment audit. The school will interface with SEDS for special education data. Maintain hard copies of student records, including IEP and ELL related documents**
- **Ensure OSSE and PCSB Databases are updated for new student enrollments or withdrawals throughout year. The school will be responsible for processing new student enrollment, transfers and withdrawals.**
- **Upload attendance data to PCSB through OSSE databases on weekly basis and discipline data on a monthly basis. The school will record on daily basis whether a student enrolled in the school is present, tardy, or absent (excused, unexcused) in student information system. Send correspondence to parents to advise them of excessive absences or other attendance problems according to established polices and procedures. Record suspensions and expulsions in student information system.**

- **Run weekly and monthly discrepancy reports in PowerSchool to ensure information is being recorded properly.**
- **Perform annual upload of all attendance and discipline data to OSSE and DCPCSB databases to correct any re-statement in student information system throughout year**
- **Assist school with creating report cards in student information system that align with Common Core Standards. The school will records grades in student information system**
- **Train staff in use of SIS grading functionality and report card generation. The school will generate and print all report cards**
- **Assist school with automating meal count process. The school will record on a daily basis whether a student was served a particular meal.**
- **Prepare monthly NSLP & Healthy schools Act claims based upon school-provided meals data. The school will submit monthly menus and nutritional information to OSSE for review of compliance with Healthy schools Act.**
- **Summarize and analyze information from student information system for standard statistical reports to school administrators and school board on a monthly basis**
- **Complete miscellaneous OSSE/PCSB reporting requirements related to enrollment and attendance, e.g., enrollment and attendance section of annual PMF data validation, New or Significantly Expanding Schools form. The school will complete human resources/staff related reports to OSSE/PCSB e.g., annual Employed Educator Reports.**

No assignment, delegation or subletting of the contract, nor any part of the work thereof to be performed there under, and no assignment of money due or to become due, shall be valid without first obtaining the written consent of Cedar Tree Academy

#### Method of Payment

The financial management for Student Data Management System Services is the responsibility of CTA Executive Director. The Contractor agrees to invoice the school at the completion of services.

**Attachment A**

Certification Regarding Local, Small, Disadvantaged, Business Enterprise

Vendor certifies that they are qualified as a Local, Small, Disadvantaged, Business Enterprise according to D.C. Law 12-268, "Equal Opportunity for Local, Small, and Disadvantaged Business Enterprises (LSDBE's) Act of 1998" and are certified by the District of Columbia as such.

**Cedar Tree Academy**

Certified as a Local, Small, and Disadvantaged Business Enterprise?

Yes \_\_\_\_\_

CBE Number

No \_\_\_\_\_

VENDOR: \_\_\_\_\_

Company name

Company address

\_\_\_\_\_

\_\_\_\_\_

Name of Authorized Representative

Signature of Authorized Representative

Date \_\_\_\_\_