

Mayco Villafaña, Chief Communications Officer

SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS (RFP) TO PROVIDE A DISTRICT ON-LINE ANALYTICAL PROCESSING (OLAP) TOOL(S) AND APPROVE THE SELECTION COMMITTEE

COMMITTEE: BUSINESS AND FINANCIAL SERVICES

Historically, teachers, school-site administrators, and executive staff relied on printed reports provided by the district's computer center to facilitate decision-making for both student needs and district operations. In recent years, federal and state mandates have resulted in significant increases in data collection and reporting requirements. This is most pronounced in schools where teachers must monitor student progress more closely year round. In response to the increased data collection requests, the district has employed data warehouse technology (i.e., data marts) to assist all staff in making informed decisions in their respective areas. To date, data marts have been developed for: Education, Human Resources, Facilities Operations, and Transportation.

In order to better utilize and more easily access data in the existing marts, it is necessary to utilize an On-Line Analytical Processing (OLAP) tool (a computer application which facilitates data queries). The tool will make the information accessible to more people, from individual classroom teachers to central office staff, rather than only individuals with programming skills. In addition, an OLAP tool will facilitate easy trend analysis, reporting and progress monitoring required of school administrators and teachers as part of state and federal accountability measures.

Therefore, authorization is requested to issue a Request for Proposals (RFP) to select and purchase application(s) for district-wide use. It is possible that the committee will select two different tools: one to address the district's instructional needs, the other to address its business needs.

A selection committee will review the proposals submitted in order to make recommendations to the Superintendent for subsequent submission to the School Board. The selection committee will consist of the following:

- Two principals, one from an elementary and one from a secondary school;
- Two classroom teachers (should include a representative from the United Teachers of Dade);
- A representative from Business Operations;
- A representative from Human Resources;
- A representative from Research and Evaluation;

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- A representative from Assessment and Data Analysis;
- A representative from Curriculum and Instruction;
- An Access Center director for instruction;
- Two administrators from Information Technology Services;
- A representative from the Division of Business Development and Assistance;
- A representative from Management and Compliance Audits (non-voting); and
- An administrator from Procurement Management Services (non-voting).

The estimated time line for implementation is as follows:

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| ▪ Mailing of RFP | April 21, 2004 |
| ▪ Opening of Proposals | May 27, 2004 |
| ▪ Evaluation Completed | July 20, 2004 |
| ▪ Recommendation to the School Board | August 18, 2004 |

Costs for this effort are estimated between one and three million dollars depending upon application(s) selected and implementation requirements. The recommendation of the evaluation committee will be forwarded to the District Technology Steering Committee for prioritization. If a decision is made to recommend this project, funds will need to be identified with the assistance of the Office of Budget Management before subsequent submittal to the Board for an award. Should funding sources not be secured, the district will be under no obligation to purchase.

A copy of the RFP will be distributed to Board members under separate cover prior to the School Board meeting of April 14, 2004. Copies will be placed on file in the Office of the Board Recording Secretary and the Citizen Information Center.

RECOMMENDED: That The School Board of Miami-Dade County, Florida:

1. authorize the Superintendent to issue a Request for Proposals (RFP) to provide a district On-line Analytical Processing (OLAP) tool(s); and
2. approve the selection committee that will review the proposals and make recommendations to the Superintendent for subsequent submission to the School Board for approval.

MV:DK:cm