

Mayco Villafañá, Chief Communications Officer

**SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS TO PROVIDE A DISTRICT-WIDE ELECTRONIC GRADE BOOK FOR ALL SCHOOLS AND APPROVE THE SELECTION COMMITTEE**

**COMMITTEE: BUSINESS AND FINANCIAL SERVICES**

Over the past several years many schools have implemented an electronic grade book. Staff in these schools report that an electronic grade book reduces teacher paperwork in preparing student grades and significantly improves the process of preparing student progress reports. This reduction in teacher paperwork provides teachers with more time for instruction as opposed to administrative aspects of the job. In addition, the electronic grade book supports increased parental involvement because many of the schools implementing grade book applications permit parents to view student progress and/or attendance by logging on to a secure site on the school's web page.

In an effort to address the increasing demand from schools for a grade book system that integrates directly into the District's grade reporting system, and to reduce the overall cost of these systems through economies of scale, authorization is requested to issue a Request for Proposals (RFP) to select and purchase a district-wide grade book application. A district-wide purchase will ensure equity of access to the application and reduce ongoing support issues and costs currently being covered by schools that have purchased a grade book program. Schools that have previously implemented a grade book program will have the option of continuing to use their existing program in the event that another application is selected and awarded through the RFP process.

A selection committee will be reviewing 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:

- A principal selected from an elementary, middle and senior high school;
- A teacher selected from an elementary, middle, and senior high school;
- An Access Center Director for Instruction;
- A representative from PTA/PTSA;
- A representative from the United Teachers of Dade;
- An administrator from Procurement Management Services;
- Two administrators from Information Technology Services;

- A staff member from Instructional Technology and Media Support Services;
- A representative from Management and Compliance Audits; and
- A representative from Minority Business Development.

The estimated time line for implementation is as follows:

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|--------------------------------------|-------------------|
| ▪ Mailing of RFP                     | November 24, 2003 |
| ▪ Opening of Proposals               | February 9, 2004  |
| ▪ Evaluation Completed               | April 9, 2004     |
| ▪ Recommendation to the School Board | May 21, 2004      |

Costs for this effort, including software, hardware, training, and implementation are estimated to be between two and four million dollars depending upon the product selected. The range in estimated price is to account for hardware that may be needed depending on the program selected. 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 be identified with the assistance of the Office of Budget Management before subsequent submittal to the Board for an award.

If the cost of the proposal selected by the evaluation committee exceeds what the District considers appropriate for the project's outcome(s), the District is 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 November 19, 2003. 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 to provide a district-wide electronic grade book for all schools; 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