

Los Angeles Unified School District

REQUEST FOR INFORMATION



INFORMATION TECHNOLOGY DIVISION / DIVISION OF INSTRUCTION

ASSESSMENT MANAGEMENT SYSTEM

RFI No. 202019

1.0 Overview

- 1.1. The Los Angeles Unified School District (The "District") is seeking information from interested parties who can provide a comprehensive assessment management system solution. The desired features are listed within this request. The provider should also provide full implementation and user support services and be experienced in an environment which supports unique business rules in a learning management system.
- 1.2. THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP), an Invitation for Bid (IFB) or a promise to issue an RFP or IFB in the future. This request for information does not commit the District to contract for any supply or service whatsoever. Any, and all, costs associated with or arising from this RFI process incurred by the Interested Party shall be absorbed by the Interested Party, without reimbursement by the District.
- 1.3. Further, the District is not at this time seeking proposals and will not accept unsolicited proposals. Interested parties are advised that the District will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. If a solicitation is released, it will be synopsized on the LAUSD Procurement website at <https://psd.lausd.net/Vendors/>. It is the responsibility of the interested parties to monitor these sites for additional information.

2.0 Background and Requested Information (Statement of Work)

ABOUT LAUSD

As the second largest school district in the nation, the Los Angeles Unified School District (LAUSD) enrolls more than 500,000 students in kindergarten through 12th grade at over 900 schools and 224 public charter schools. The District also enrolls approximately 90,000 adult students at 11 adult schools. The District's boundaries extend across more than 710 square miles and include the mega-city of Los Angeles along with all or portions of 26 cities and unincorporated areas of Los Angeles County.

Los Angeles Unified School District

REQUEST FOR INFORMATION



ABOUT THE INFORMATION TECHNOLOGY DIVISION

The Information Technology Division, led by the Chief Information Officer, is responsible for supporting the District's instructional mission and operations through deployment of the most current, robust, user-friendly, and cost-effective technology solutions.

ABOUT THE DIVISION OF INSTRUCTION

The Division of Instruction, led by the Chief Academic Officer, is responsible for supporting the District's instructional mission.

DESIRED SOLUTION FEATURES

An assessment management system that seamlessly integrates with LAUSD's learning management system (LMS) and can distribute assessments throughout the various organizational units (schools, Local Districts (LDs), Community of Schools (COS), District-wide).

The assessment management system should include support for the following areas of solutions:

1. Single Sign-On:

- The System shall utilize District's Single Sign-on in Azure AD to authenticate LAUSD users to access the web site.
 - Support for SAML 2.0 or Open ID Connect
 - Support for policy-based access

2. UDIPP

- The Los Angeles Unified School District requires all suppliers of digital instructional software (curricula, software licenses and/or online subscriptions) to complete a Unified Digital Instructional Procurement Plan (UDIPP) application prior to use of these products in pre-K through 12 instruction in LAUSD. An approved UDIPP protects personally identifiable information (PII), product access and the District's network when digital instructional software requires the exchange of student and/or employee information to enable access to log in and use the product.
- **NOTE:** District UDIPP product approval and inclusion in the UDIPP online catalog does not ensure contract approval. UDIPP applications may require further review of items such as a memorandum of understanding (MOU) or terms and conditions by District Procurement Services Division (PSD) and/or Office of General Counsel (OGC) prior to issuance of a purchase order or contract.

Los Angeles Unified School District

REQUEST FOR INFORMATION



- The UDIPP application contains five (5) sections: Educational Requirements; Single Sign-On (SSO); Information Security (Levels 1 and 2); Student Data Privacy; and Learning Management System compatibility.
- A fully completed and approved UDIPP application is required for all products. The application can be accessed at <https://udipp.lausd.net/>.
- The links below will take the reader to documents related to contractor requirements and data destruction policies.
 - [Contractor Code of Conduct](#)
 - Data Destruction Bulletin, BUL-6916.0

3. System Requirements:

- The system shall be cloud based or web hosted solution and the administration and security for the assessment management system software adheres to all CIPA and COPA requirements in addition to tracking and monitoring usage. The application must adhere to all State and Federal regulations relating to student data privacy and confidentiality. This includes, but is not limited to, the Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), and the Health Insurance Portability and Accountability Act (HIPAA).
- The system shall integrate with LAUSD's OneAccess system for role management and account provisioning (API Based).
- The system shall have an ADA compliant interface.

4. Functional Requirements:

- **Assessment Creation**
 - The system shall be able to:
 - Align assessments and assessment questions with district (custom) standards, state standards, etc.
 - Emulate state/national assessments such as Smarter Balanced Interim and Summative Assessments, English Language Proficiency Assessments for California (ELPAC), etc.
 - Integrate with 3rd party assessment banks such as Certica, KDS, etc.
 - Deprecate old/unused questions
 - The system shall be able to create:
 - Assessment groups to facilitate creation collaboration
 - Multiple versions of an assessment (automatic versioning)
 - Standard assessment types (multiple-choice, True/False, Multi-Select, etc.) and advanced question types such as:
 - Shared Passage
 - Fill in the Blank Dropdown
 - Fill in the Blank Drag and Drop
 - Label Image

Los Angeles Unified School District

REQUEST FOR INFORMATION



- Highlight Hotspot
 - Highlight Image
 - Highlight Text
 - Math Short Answer
 - Number Line
 - Chart
 - Audio/Video Responses and allow external teacher scoring
 - Collaborative student response entry to the same question
 - Scientific modeling (model creation)
- The system shall offer assessment tools such as, but not limited to:
 - Show Calculator (scientific and basic)
 - Show Ruler
 - Show Protractor
 - Notepad capability
 - Flag questions for review
 - Text-to-Speech
 - Extended time
 - Text enlargement
 - Sketchpad capability (Geometer, GeoGebra, Desmos, etc.)
- The system shall be able to:
 - Create custom items banks from a central bank
 - Pull questions in bulk from item banks
 - Search for items based on learning objective, grade level, question type
 - Incorporate item bank alignment of learning standards
 - Align rubrics to assessment questions
- The system shall be able to:
 - Randomize assessment questions
 - Time-limit assessments
 - Lock assessments
 - Assign custom point values per question
 - Add district (custom) standards
 - Require an access code for assessment completion
 - Override scores
- **Assessment Deployment**
 - The system shall be able to create and deploy assessments:
 - to an individual and or Multiple teacher's courses.
 - to an individual and or Multiple section number.
 - to a grade and or Multiple level/department.
 - to Organizational Units (schools, Local Districts [LDs], Community of Schools [COS], District levels).
 - To ad hoc organizational units.
 - The system shall be able to differentiate which settings the teachers can manage in an assessment when deployed centrally.
 - The system shall be able to include/exclude a school or teacher or user outside the calendar-based window.

Los Angeles Unified School District

REQUEST FOR INFORMATION



- The system shall be able to make assessments printable with LA Unified and/or school branding.
- The system shall have a scannable format. The system shall be able to allow the teacher to determine which category a common assessment is assigned to (i.e. Quiz category, instead of Exam)
- The system shall be able to:
 - time assessments
 - set attempt limit
 - deploy surveys
 - integrate within the LMS course via QTI, etc.
- **Assessment Delivery Customizations**
 - The system shall be able to:
 - provide immediate feedback to students, teachers, assessment administrators, and system administrators
 - allow the instructor to view district deployed assessments
 - distinguish assessment origination for users
- **Analytics**
 - The system shall be able to track completion rates
 - The system shall be able to export:
 - item analytics in CSV format nightly.
 - into LAUSD's data warehouse (Whole Child) through an API.
 - The system shall be able to generate reports at a multi-level, administrative, school building, multiple school buildings, all school buildings, individual teacher(s), etc.
 - The system shall be able to provide an Item Analysis Summary:
 - to view results based on individual questions and the ability to disaggregate and aggregate results based on school, teacher, student, etc.
 - to analyze distractors in multiple factors.
 - The system shall be able to provide a Summary of Scores:
 - to view student scores based on individual questions and the ability to disaggregate and aggregate results based on school, teacher, etc.
 - to compare sub-groups by school, district, etc.
 - The system shall be able to provide a Standards Summary:
 - to add district-based Learning Objectives on individual questions
 - to disaggregate and aggregate results based on school, teacher, etc.
 - The system shall be able to indicate:
 - the time spent on an assessment and assessment questions by student and ability to aggregate/average by Organizational Units (schools, LDs, COS, District) departments, teams, grade levels, etc.
 - the number of attempts taken by a student
 - the start, pause and stop times

Los Angeles Unified School District

REQUEST FOR INFORMATION



- The system shall be able to display longitudinal data based on student assessment results

- **Miscellaneous**

- Grading calibration capabilities between educators
- Artificial Intelligence (AI) score recommendation for grading short answer responses.
- The Proof of Concept must include the integration of a question bank from the vendor.
- The system shall be able to re-grade an assessment in case the creator makes a modification to the answer set.
- The system shall be able to support a locked-down browser, including Kiosk App on Chromebooks.

5. Lifecycle Management:

- The system shall be able to support licensing and role assignments based on user profiles or specific user attributes.
- The system shall be able to create and deactivate accounts in application based on lifecycle state.
- The system shall be able to provide workflow support for approval and delegated approvals for access and New User Account Request.
- The system shall be able to provide real time account provisioning/deprovisioning via Web API with LAUSD oneAccess user role management system.

3.0 Questions

Questions regarding this announcement shall be submitted in writing by e-mail to the assigned Analyst via ITD-Bids@lausd.net. Verbal questions will NOT be accepted. Questions shall NOT contain proprietary or classified information. The District does not guarantee that questions received after February 13, 2020, 5:00 PM PDT will be answered.

4.0 Submission Date and Instructions

4.1. Interested parties are instructed to respond to this RFI as instructed below.

- Submittals must be in Microsoft Word or Adobe Acrobat compatible formats and are due no later than **February 26, 2020, 5:00PM PDT**.
- Responses (not including additional optional submittals) shall be submitted via e-mail with the subject heading "RFI No. 202019" to ITD-Bids@lausd.net. Proprietary information, if any, should be minimized and **MUST BE CLEARLY MARKED**. To aid the District, please segregate proprietary information. Please be advised that all submissions become District property and may not be returned.

Submittal requirements must include the following:

Los Angeles Unified School District

REQUEST FOR INFORMATION



- I. Cover letter
- II. Description of Organization
- III. Answers to the following questionnaire:

#	Question
A	Vendor Information
A.1	Contact details of the person responsible for the information contained in this RFI <ul style="list-style-type: none"> • Name • Telephone number Fax number • Email address • Web page
A.2	Organization size (number of employees)
A.3	Have you implemented an assessment management system, which serves a school district of comparable size to Los Angeles Unified School District?
A.4	How many customers do you have within the education, government space?
A.5	Please provide information on your implementation methodology.
A.6	What documentation is provided with the software / system and in what format?
A.7	What is your product road map?
B	Training / Anticipated Learning Curve
B.1	Do you offer formal user training? If yes, please provide details. <ol style="list-style-type: none"> 1. What types of courses do you run and what are their durations? 2. What level of training would you recommend? 3. Describe any training materials offered?
B.2	What is your anticipated learning curve for administrators, developers, end-user admins / approvers?
C	Infrastructure Requirements
C.1	Is the software installed on premise or is it cloud-based?
C.2	What is your minimum Client PC/Laptop requirements?
C.3	Recommended Client PC/Laptop requirements
C.4	Requirements for future scaling. Is there a limit on tenant users if in cloud?
D	Capabilities & Requirements
D.1	Does your software integrate with Active Directory and LDAP
D.2	Name all browser versions that your system has known compatibility with.
D.3	Will your product work from a mobile device?
#	Question

Los Angeles Unified School District

REQUEST FOR INFORMATION



D.4	What is the typical turnaround time to address bugs and severity 1 security risk?
D.5	What software language, database, and cloud hosting solution were used in the system?
E	Third Party Integration
E.1	Number data sources that can be simultaneously accessed?
E.2	Types of data sources supported?
E.3	Does your system provide APIs?
F	Consulting Services
F.1	Describe your experience to implement your software at an organization comparable to LAUSD
F.2	Do you provide any additional consulting services (data conversion, data migration, application integration, etc.)?
G	Detailed Cost Model
G.1	What is your licensing model?
G.2	What is the list price of your product, annual maintenance, and training to support the requirements in this RFI?
G.3	Is there anything that would require an additional or third-party purchase to meet the requirements outlined in this RFI? If yes, provide third-party details.
G.4	Support offered? (Hours, methods of contact)

- IV. Based on the submittals, the District may select a group of respondents to the RFI and schedule corresponding interviews and/or product demonstrations. Presentations may be scheduled on or before **March 12, 2020**.

4.2 Errors and Omissions in RFI Document

If the Interested Party discovers any discrepancy, ambiguity, error, or omission in this RFI or any related documents, the Interested Party should notify the District's Analyst immediately and request clarification or correction. Any such errors or omissions, if verified by the District, will be corrected by written addendum to the RFI

5.0 Communications

- 5.1. All communications with the District regarding this RFI shall be governed by the District's Contractor's Code of Conduct using the link <http://ethics.lausd.net/FTP/Contractor Code of Conduct.pdf>.
- 5.2. All communications regarding this RFI between Interested Parties and the staff of the DISTRICT and consultants engaged by the DISTRICT shall be addressed only to the Analysts identified in the Request for Information Letter. At no time "PRIOR" to the DISTRICT'S Notice of Award, during the RFI or RFP phase shall Proposer(s) contact DISTRICT officials or personnel regarding this RFI or RFP or any contract(s) to be awarded in response hereto. To do so may subject the Proposer to disqualification during the RFP phase.

Los Angeles Unified School District

REQUEST FOR INFORMATION



6.0 Proof of Concept

Responses provided by Interested Parties shall be reviewed and evaluated by the District's Information Technology Division (ITD) and Division of Instruction (DOI). As a result of this RFI, respondents to this RFI may be invited to present supplemental information on package/s they provide and/or to give a demonstration. All applicable District terms and conditions will apply.

As a result of the evaluation of this RFI, respondents to this RFI may be invited to perform a no-cost proof of concept and must acknowledge and provide strict adherence to all provisions of the District's Code of Conduct:

(http://ethics.lausd.net/FTP/Contractor_Code_of_Conduct.pdf). There will not be any cost reimbursement provided by LAUSD for the Proof of Concept.

7.0 Marketing

Making any reference to the District in any literature, promotional material, brochures, or sales presentations is strictly prohibited without the express written consent of the District.

8.0 Future Request for Proposal (RFP) or Request for Quote (RFQ)

The District reserves the option to issue a solicitation based on information gathered through this RFI. In the event a solicitation is issued, the District anticipates soliciting proposals through open competition and shall then select one firm to provide a solution that will meet the requirements of the District.

The submission of a response to this RFI is not a precondition for submitting a proposal in response to a future solicitation. Such interested parties or participants shall have no priority in consideration of responses to the future solicitations.

END