



**IDAHO**  
STATE DEPARTMENT OF EDUCATION

**SHERRI YBARRA, ED.S.**  
SUPERINTENDENT OF PUBLIC INSTRUCTION

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[WWW.SDE.IDAHO.GOV](http://WWW.SDE.IDAHO.GOV)

**REQUEST FOR INFORMATION (RFI)  
#18-5000**

**ELECTRONIC INDIVIDUAL EDUCATION PROGRAM (eIEP)  
For the Idaho State Department of Education (SDE)**

**ISSUE DATE: MARCH 16, 2018**

**DUE DATE: MARCH 29, 2018 @ 5:00PM MST**



**1. GENERAL INFORMATION**

**1.1. NOTICE**

This is a Request for Information (RFI) regarding electronic Individual Education Program (eIEP). This is not a solicitation for quotations, bids or proposals. No contract award will result from this RFI.

The Idaho State Department of Education (SDE) may, at its sole discretion, contact any parties responding to the RFI (Respondents) for additional information, including interviews or product demos, following the RFI. The SDE shall not be obligated to contact any Respondent, or to use the content of any response in a future RFP.

The State will, at its sole discretion, determine whether or not to proceed with a solicitation for an electronic Individual Education Program following the RFI.

Response to this RFI is NOT mandatory in order to be considered for any future solicitation for an Electronic Individual Education Program.

It is entirely the Respondent’s responsibility to keep itself informed for the SDE issuance of any future solicitations for an electronic Individual Education Program. The SDE assumes no liability for the failure of Respondents to obtain and respond to any such solicitation.

**1.2 RFI TIMEFRAME**

Event	Date and Time
RFI Release	<b>March 15, 2018</b>
Respondents Questions Due	<b>March 29, 2018 @ 5:00pm MST</b>

**1.3 CONTACT**

The contact for this RFI is Kathy Corless. She may be contacted at [procurement@sde.idaho.gov](mailto:procurement@sde.idaho.gov).



## 1.4 SUBMISSION PROCESS

If you are interested in providing the information requested in this RFI, please submit your response in one of the following formats:

- One (1) hard copy delivered or mailed with a thumb drive containing an exact copy of the hard copy submission, with electronic files in either Microsoft Word or PDF format (please make sure that the response is word-searchable)
- One (1) electronic copy via email, with electronic files in either Microsoft Word or PDF format (please make sure that the response is word-searchable)

### **DELIVERY ADDRESS:**

IDAHO STATE DEPARTMENT OF  
EDUCATION  
ATTENTION: KATHY CORLESS  
650 W. STATE STREET  
BOISE, ID 83720-0027

### **MAILING ADDRESS:**

IDAHO STATE DEPARTMENT OF  
EDUCATION  
ATTENTION: KATHY CORLESS  
PO BOX 83720  
BOISE, ID 83720-0027

### **EMAIL ADDRESS:**

[PROCUREMENT@SDE.IDAHO.GOV](mailto:PROCUREMENT@SDE.IDAHO.GOV)

## 1.5 COST OF PREPARING A RESPONSE TO THIS RFI

Costs of preparing a response are the sole responsibility of the Respondent. The SDE shall not provide reimbursement for such costs and shall not be liable for any response preparation costs.

## 1.6 TRADE SECRETS

Trade secrets "...include a formula, pattern, compilation, program, computer program, device, method, technique or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy." In addition to marking each page of the document that contains trade secrets with a trade secret notation, Respondents must also:



1.7.1 Identify with particularity the precise text, illustration, or other information contained within each page marked “trade secret” (it is not sufficient to simply mark the entire page). The specific information you deem to be a “trade secret” within each noted page must be highlighted, italicized, identified by asterisks, contained within a text border, or otherwise clearly delineated from other text/information and specifically identified as a “trade secret.”

1.7.2 Provide a separate document entitled “List of Redacted Trade Secret Information,” which provides a succinct list of all trade secret information noted in your response; listed in the order it appears in your submittal documents, identified by Page#, Section#/Paragraph#, Title of Section/Paragraph, specific portions of text/illustrations; or in a manner otherwise sufficient to allow the State’s procurement personnel to determine the precise text/material subject to the notation.

If you fail to follow the RFI instructions as they relate to the identification of trade secret information; or to otherwise identify trade secret information with particularity, your trade secret notation(s) may not be honored.

## **2.0 PURPOSE**

The Idaho State Department of Education is soliciting a Request for Information (RFI) to provide a web-based electronic individual education program (eIEP) solution (Solution) to potentially be implemented statewide. The eIEP software will optimize the creation, submission and sharing of IEP forms and related documents among authorized users including districts, schools and the SDE. Ideally the solution would be user friendly and flexible with the ability to respond to changing legislative mandates and satisfy reporting obligations at the local, state and federal levels.

It would not be mandatory for LEAs to use this solution. The LEAs would be permitted to opt-in to use the statewide solution at their discretion.

This is an informal action initiated by the SDE. The SDE anticipates using the information obtained from this RFI to develop a Request for Proposal (RFP).



### 3.0 RFI RESPONSE

The SDE requests that Respondents include the following sections in their response. The information provided in the responses must be direct, to the point and as concise as possible. The response must not exceed twenty-five (25) pages.

#### 3.1 EXECUTIVE SUMMARY (maximum length of one page)

Briefly summarize the Respondent's information, including the value proposition and high-level functionality of the solution.

#### 3.2 QUESTIONS

Responses to the RFI questions will be used in consideration of the SDE to create an RFP for an optional statewide Solution. Reference the question numbers when providing your response.

- 1) How long has your company been in business and how many employees do you have?
- 2) Do you have any statewide implementations of your solution, if so how many and which states?
- 3) Describe the structure of your statewide solution, for example do you have one central state wide data store or do LEA's have individualized instances of the solution.
- 4) Describe how your solution allows the LEA's to control their data and the access to it while providing minimal access to the SDE for monitoring purposes?
- 5) Does the solution allow multiple single sign on solutions to allow access to the data? For example the LEA authenticates using Oauth/Google Apps while SDE staff authenticates using ADFS.
- 6) Describe how your solution would permit LEA's to securely transfer complete special education records from one LEA to another.
- 7) Describe how your solution would incorporate the current Idaho form templates found at <http://sde.idaho.gov/sped/sped-forms>.
- 8) Describe how your solution would allow the SDE to create standardized forms to be utilized by the LEA's to create special education records, i.e. eligibility reports, IEP's and miscellaneous forms.
- 9) Describe how your solution would permit standardized reports to be made available to all LEA's.
- 10) Describe what reports are already built into the solution
- 11) Can LEA's create their own local reports?



- 12) Describe how your solution handles statewide reporting to meet mandated Federal and State reporting requirements
- 13) Describe the tools and reports for both LEA's and SDE that allow your solution to automate processes and make it easy to use?
- 14) If Federal or State requirements change how much notice is required by your company to implement necessary changes. For example changes to IEP forms, additional fields added to mandatory state reporting and creating new reports.
- 15) Can the LEA's add additional functionality above the base solution described above? Describe what other add on features are available to the LEA's to supplement the base system, such as 504, RTI, Medicaid billing and progress monitoring.
- 16) Describe the professional development/training available to support a statewide implementation and ongoing training year on year.

### 3.2 ADDITIONAL INFORMATION

The SDE will accept additional pertinent information your company would like to provide not covered in the questions listed above.