



RIO RANCHO PUBLIC SCHOOLS PURCHASING DEPARTMENT
NOTICE OF INTENT TO AWARD SOLE SOURCE PROCUREMENT
June 6, 2016

Chief Procurement Officer: Tom Weeks
Telephone Number: (505) 962-1143

Prospective Contractor:
PowerSchool Group LLC
PO Box 398408
San Francisco, CA 94139-8408

Amount of Prospective contract: \$44,740.00

Price Breakdown

- **PS-IS-O-ISSP1: InfoSnap Charter School Spanish Language**
 - (1,900.00 Contract Dates: 07/01/2016 - 06/30/2017)
- **SW-PU-S-IPSS: InfoSnap Public School Staff Registration Annual Subscription**
 - (42,840.00.00 Contract Dates: 07/01/2016 - 06/30/2017)

Proposed Contract Term: 12 Months (1 year)

Summary:

The Rio Rancho Public Schools Purchasing Department intends to make a purchase for which we believe there is no competition. This will be a “Sole Source” procurement made in accordance with 13-1-126 NMSA 1978. The purpose of this notice of intent is to attempt to identify possible alternatives. Any potential vendor who does not agree that this product or service is available from only the intended source must contact the Rio Rancho Public Schools Purchasing Office within thirty (30) calendar days of the date this notice is posted to the State of New Mexico General Services/Purchasing Division “Sunshine Portal”. Note, the full Notice of Intent - Sole Source Procurement and Contractor Measurement and Verification Plan package may be viewed online at the following website address:

http://www.generalservices.state.nm.us/statepurchasing/Sole_Source_Emergency_View.aspx

Your response must be in writing and describe the product or service you are proposing as an equivalent or alternative product and service. Please send your response, via email to: tom.weeks@rrps.net. The words “Response to Proposed Sole Source” must appear in the subject line. If you have any questions, please contact this office at that email address.

PROJECT DESCRIPTION:

InfoSnap provides Rio Rancho Public Schools with cloud-based registration management for PreK-12. Online registration eliminates the need to print paper packets every year and facilitates updating previously submitted information. Since the student data is securely stored it can automatically provide pre-populated forms to parents for update or approval. The District can track the completion rate of forms and send notifications to parents throughout the process.

InfoSnap offers:

To the District:

- Customizable forms to best fit the needs of the district. InfoSnap is able to be customized per school, new or returning students and/or grade level. Based on RRPS requirements, InfoSnap implemented automated systems to help with notifications so that district/school staff can sign off on specific student needs.
- As a public school RRPS has one primary and one back-up project leader dedicated to needs not only during implementation but also throughout the year.
 - Online solution specialist adhere to a three day task completion model.
- 2-Way integration systems with SIS (Student Information System); allowing communication between InfoSnap and PowerSchool to transfer and protect critical student data.
- Real-time data delivery to and from PowerSchool.
- Returning students registration reporting. We are able to track our progress of the number of students that have attended the previous year and already completed registration.
- Submission reporting. We are able to see which students have been approved and delivered to PowerSchool.

To the Registrars/School staff:

- Review and approval of student data.
- Allows secure storage of uploaded student information.
- Electronically issues forms to parents, track their completion progress and send timely notifications when the information is due.

To the Families:

- Offers Family support outside of the district office. Families are able to call or email a support team year round.
- Allows document scanning and uploading.

- Provides fee collection.
- API allows single sign on.
- SmartForm™ technology allows parents to stop and start when completing forms.

Rationale for Sole Source Procurement:

- RRPS is in the third year of utilizing this software.
- InfoSnap is a product of Power School, RRPS student-management system; therefore InfoSnap interfaces with Power School seamlessly.
- An extensive advertising campaign was implemented to instruct parents and guardians about InfoSnap registration including newspaper ads, videos, and web-based presentations.
- 60% of all RRPS students have already registered for the 2016-2017 school year using InfoSnap, constituting a majority.
- It would represent a hardship for the District to solicit and implement a different software this close to the start of the 2016-2017 school year.
- The District will use the 2016-2017 school year to investigate alternatives to InfoSnap and will be issuing an RFP sometime in 2017.