



NORTH PENN SCHOOL DISTRICT
Lansdale, PA 19446

REQUEST FOR PROPOSALS
Special Education IEP Software and Case Management System

For: North Penn School District

Release Date: June 19, 2026

Proposals Due: Thursday, July 30, 2026, by 3:00 p.m.

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1. Request for Proposal & Submission Summary

The North Penn School District ("NPSD") invites proposals from qualified Software Developers to provide a comprehensive, web-based IEP Writing and Special Education Case Management Software system.

Core System Mandates

- **Deployment:** Web-based, highly secure, and user-friendly.
- **Compliance:** Fully compliant with Federal and Pennsylvania regulations governing school-age special education, gifted education, and Section 504 plans (PA Chapters 14, 15, and 16 and PIMS).
- **SIS Integration:** Integrates with the District's **Infinite Campus SIS** to ensure automatic, seamless synchronization of student demographic records and eliminate redundant data entry.
 - Data implementation from legacy system to the selected platform.
- **Target Go-Live:** Ready for full administrative and staff deployment no later than August 2027.

Submission & Contact Protocols

- **Deadline:** Sealed proposals must be received no later than **3:00 p.m. on Thursday, July 30, 2026**, at the Educational Service Center.
- **Delivery Address:**

North Penn School District
Attn: Rebecca Livsey
Procurement Supervisor
401 E. Hancock St.
Lansdale, PA 19446
npprocure@npenn.org
215-853-1011

- **Sole Point of Contact:** All inquiries must be directed via email to **Rebecca Livsey, Procurement Supervisor** at npprocure@npenn.org. *All question emails must use the subject line: IEP SOFTWARE RFP QUESTION.*

2. General Information, Terms, and Conditions

Background and Intent

The North Penn School District is a political subdivision of the Commonwealth of Pennsylvania located in Montgomery County and a portion of Bucks County. The District provides K-12 educational services to approximately 13,000 students across 13 elementary schools, 3 middle schools, 1 high school, and an alternative credit-recovery academy/cyber school.

The purpose of this RFP is to source a modern Special Education workflow solution that guarantees absolute data accuracy for Federal and State reporting (such as PennData and PIMS), minimizes risk, protects student data privacy (FERPA/HIPAA), and optimizes staff efficiency.

General RFP Terms

- **No District Liability:** NPSD assumes no contractual obligations by issuing this RFP and is not liable for any costs incurred by vendors preparing their responses.
- **Personnel Guarantee:** Bidders must certify that the key implementation personnel identified in their proposal will be the individuals assigned to NPSD throughout data migration and launch.
- **Contract Negotiation:** The selected finalist must successfully negotiate and execute a contract within ten (10) days of notification, or the District reserves the right to move to the next qualified vendor.
- **Board Approval:** No software implementation or data migration work may begin, and no billing may occur, prior to formal contract approval by the School Board in an open public meeting.

3. Scope of Services

The selected platform must serve as a unified workspace for all special education management. Costs proposed must encompass installation, system configuration, data mapping, initial training, and ongoing tier-3 support for a **three (3) year term**.

(A) System and Feature Requirements

The software platform must natively include:

1. All Pennsylvania-mandated forms for evaluation (ER/RR), IEP, GIEP, and Section 504 tracking built natively into the system workflows.
2. All IEP forms and documentation must comply with the Americans with Disabilities Act (ADA) and adhere to the Web Content Accessibility Guidelines (WCAG) to ensure full accessibility.
3. Automated system updates aligned immediately to changing Pennsylvania Department of Education (PDE) and Bureau of Special Education (BSE) guidelines at no additional cost.
4. Rich-text data entry windows featuring unlimited text capacity, continuous autosave, and the ability to embed live progress-monitoring charts, graphs, and bulleted lists directly into state

documents.

5. Real-time concurrent document collaboration allows multiple multidisciplinary team members to work within the same student record simultaneously without data overwrite errors.
6. Secure parent portal offering access to progress reporting, automated notifications with verified time/date read-stamps, and compliant electronic signature loops.
7. Comprehensive pre-built Goal Banks alongside the capability for administrators to create custom field drop-downs and contact management logs.

(B) Data, Reporting, and State Compliance

The system must provide robust data validation capabilities, including:

1. Deep bi-directional or write-back interface options with Infinite Campus SIS to guarantee continuous synchronization of demographic data.
2. Built-in compliance calculators and error-checking listings accessible by administrators prior to final state reporting deadlines.
3. Native data extraction modules configured specifically for seamless annual December 1 Child Count and PIMS reporting files.
4. Automatic calendar engines that track and alert case managers regarding strict PA regulatory timelines (e.g., PTE signatures, evaluation issuance, triennial re-evaluation dates, and annual IEP review dates).
5. Specialty data-tracking modules for:
 - Medical Access / School-Based Access Program (SBAP) eligibility and service logging.
 - Student discipline, manifestation determination reviews, and tracking of cumulative suspension timelines.
 - Secondary Transition Services tracking across the 5 mandatory PA transition fields.
 - Extended School Year (ESY) eligibility metrics and program tracking.
 - PSSA / PASA test accommodation logs.

(C) Data Migration, Support, and Training

1. **Data Preservation:** The vendor must perform complete extraction, mapping, and migration of all historical and active student files from the District's legacy system without data degradation.
2. **Technical Support:** Dedicated technical account specialists must be available for troubleshooting at no extra cost throughout the contract life cycle.
3. **Demonstration and Training Framework:**
 - Top-scoring vendors must prepare a comprehensive **2-hour system demonstration and technical Q&A session** for the selection committee.
 - Finalists will provide a condensed 20-minute stakeholder overview presentation.
 - The vendor must deliver a rigorous, multi-tiered end-user training program (including a dedicated day of on-site administrative training, asynchronous guides, or a train-the-trainer model) prior to go-live.

4. Vendor Proposal Requirements

To be considered for evaluation, vendors must organize their submitted proposals into the following distinct sections:

- **Section I: Letter of Introduction:** Summarizing interest, corporate stability, and executive

commitment to the partnership.

- **Section II: Corporate History & PA Expertise:** Demonstrating experience deploying specialized IEP software within public school systems, specifically inside the Commonwealth of Pennsylvania.
- **Section III: Implementation Methodology & Timeline:** A clear deployment roadmap detailing the vendor's exact data-mapping processes, testing schedules, and Infinite Campus interface setups.
- **Section IV: Technical Profiles:** Backgrounds, technical certifications, and system deployment workloads of the project managers and data migration specialists assigned to this implementation.
- **Section V: Software Functional Response:** A line-by-line affirmation of how the proposed platform meets every individual functional requirement outlined in Section 3 of this document. If necessary, include a plan/roadmap on how to address shortcomings.
- **Section VI: References:** Contact information for at least three (3) comparable K-12 public school districts in Pennsylvania currently utilizing the vendor's platform for Chapters 14, 15, and 16 compliance.
- **Section VII: Cost Proposal:** An itemized, 3-year Total Cost of Ownership (TCO) breakdown including implementation, data migration, annual recurring licensing, and training packages.

5. Evaluation Criteria & Selection Process

The District's review committee will grade all compliant, on-time submissions using a structured 100-point rubric to select the top 2–3 software platforms for live demonstrations.

Evaluation Vector	Max Points
Functional Alignment: Adherence to PA compliance features, document creation agility, and parent-facing tools.	30 Points
SIS Integration Capabilities: Technical viability and ease of connection with Infinite Campus SIS.	25 Points
Implementation Plan: Feasibility of data migration schedule, system testing, and depth of staff training packages.	20 Points
Financial Structure: Value and transparency of the 3-year itemized fee schedule.	15 Points
Vendor Track Record: Validated performance metrics, references, and demonstrated longevity in PA compliance management.	10 Points

Project Procurement Milestones

- **July 30, 2026:** Final Date for Proposal Submission (3:00 p.m.)
 - **August 2026:** Review Committee Evaluation & Finalist Notifications
 - **September 2026:** Mandatory 2-Hour Finalist Demonstrations & Technical Q&A
 - **October 2026:** Vendor Selection & Recommended Contract Board Review
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6. Experience and Acknowledgement Form

This completed, signed form must serve as the cover page of the vendor's formal proposal response.

Corporate Experience Profile

- **Legal Name of Business / Software Firm:**

- **Corporate HQ Address:**

- **Platform Core Brand Name:**

- **Years Platform Has Handled PA Special Ed Compliance:**

- **Designated Lead Project Manager / Technical Contact:**

 - *Title & Certifications:*
 - *Years of Core Software Implementation Experience:*

Formal Corporate Acknowledgement

By signing below, the undersigned corporate officer affirms that all statements, product descriptions, functional claims, and financial submittals contained within this response are entirely accurate, true, and binding representations of the system's current out-of-the-box capabilities.

- **Authorized Officer Name:** _____
- **Corporate Title:**

- **Signature:** _____ **Date:** _____

Direct Contact Information for Evaluation Updates:

- **Contact Phone:**

- **Contact Email Address:**
