Request for Proposals (RFP)

DESCRIPTION: **Data System for AMISA and its Member Schools to Store and Utilize Data**

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SUMIT OFFER BY: **APRIL 6, 2026**

1. Introduction

AMISA is seeking proposals from qualified vendors to design, develop, and implement a comprehensive **Data System** to support association and individual school level work. The purpose of this system is to collect, store, analyze, and visualize association-level and school-level work including commonly utilized learning assessment data and survey-related data with secure, role-based access and customizable analytical tools.

This RFP outlines the project's overview, scope of work, evaluation criteria, submission instructions as well as the functional, technical, and implementation requirements of the system.

2. Project Overview

The **Data System** will serve as a centralized platform for data submission and analytics across the AMISA association and its individual member schools. Each school will have controlled access to the system, allowing them to enter data, submit surveys for other schools to complete, complete surveys, and perform a wide range of analytics. The Data System should also have the ability to house commonly utilized learning assessments. Access will be identity and role specific, ensuring confidentiality and ease of use.

Each member school will enter data by school "Office" or division such as the Superintendent's Office, Learning Office, Human Resource Office, Admissions Office, Business Office, Medical Office, Alumni Office and others as appropriate. Each school will be able to issue custom surveys for soliciting data from other schools it wishes to analyze, which will be approved by the association administration prior to publication for completion by other schools.

The system must support **custom data entry**, **dynamic survey creation**, and **custom data analysis** including:

- A user-friendly interface that allows schools to import and view their own data as well as association-wide data
- User-level login rights that limit what individual users and schools can view
- Ability for each member school to enter, maintain and view school level data, which in turn populate association-level data for individual school and association analytics
- Login user permission levels so that school Office data (human resource data, financial data, enrollment data etc.) is only seen by schools that have entered data for that Office
- Ability for individual member schools to enter school-level data and surveys year-round into the system
- Ability for the system vendor to enter learning assessment data into the system for association and school-level analysis

The system's **infrastructure and ongoing delivery** should avoid the complexity and long-term maintenance of a persistent data dashboard. Survey changes and platform adjustments should be flexible and easy to plan for by the utilization of advanced technologies including Artificial Intelligence.

3. Scope of Work

The selected vendor will be responsible for:

- Designing and implementing the Data System
- Developing secure user and school access controls
- Importing survey tools
- Creating survey tools and data submission portals
- Providing user training
- Supporting system integration with existing data sources
- Ensuring ongoing maintenance and technical support

4. Functional Requirements

4.1 Access and Permissions

The system must support:

1. **Association-Level Access Controls**
   - Ability to grant or deny access to individual schools and/or individual users to all or part of the Data System
   - Automatic access restriction for schools that have not submitted required data.
   - Ability to approve or deny surveys submitted by schools
   - Admin-level override functionality
   - Audit logs tracking ability to view submissions and login activity
2. **School-Level Access Controls**
   - Ability to grant or deny access to individual users as well as user login rights and responsibilities
   - Ability to approve school-level surveys for submission to the system
   - Ability to assign user responsibilities for survey completion and to see audit reports for completion rates
3. **User Access Levels**
   - Different permission tiers (e.g., School User, School Administrator, Network Administrator, Analyst)
   - Role-based visibility for analytics and data-entry modules

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4.2 Data Entry and Survey Functionality

1. **School Data Entry**
   - Secure, customizable survey forms for school-level data entry.
   - Validation rules to ensure data quality
   - Ability to import data via CSV or Excel templates as well as template integration with Google Forms or similar
2. **Survey Creation and Response Collection**
   - Schools must be able to **enter survey-related questions**, including:
     - Multiple-choice
     - Likert scale
     - Open response
     - Dropdown / multi-select
   - Ability for network administrators to:
     - Approve surveys
     - Distribute surveys to selected schools or users
     - Monitor completion rates
3. **Survey Data Management**
   - Timestamped entries
   - Normalization and storage in database for query and reporting
   - Ability to export survey responses

4.3 Analytics & Data Visualization

The system must provide dynamic analytics that allow schools and administrators to:

1. **View Individual School Performance**
   - KPI analytics
   - Historical trend analysis
   - Survey results visualization
2. **Benchmark and Compare Across Schools**
   - Customizable comparison groups and analytics
   - Benchmark analytics
   - Ability to analyze by school characteristics, such as:
     - Enrollment size
     - Tuition levels
     - Geographic location
     - Curriculum or pedagogical model
     - Governance type
     - Grade levels served
     - Other identifiers as required
3. **Artificial Intelligence (AI) Data Analysis Tools**
   - Cross-data capabilities
   - Question prompt and response analytics
   - Report generation
4. **Visualization Formats**
   - Bar and line charts
   - Heat maps
   - Trend graphs
   - Tables and pivot views

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5. Technical Requirements

5.1 System Architecture

- Cloud-based
- Support secure API integrations
- Mobile-responsive interface
- High availability and scalability

5.2 Security Requirements

- Role-based access control (RBAC)
- SSO (Single Sign-On) compatibility
- Data encryption in transit and at rest

- FERPA-aligned data protection practices
- Regular backups and disaster recovery plan

5.3 Compliance

- Data privacy compliance for applicable jurisdictions (e.g., FERPA, education privacy laws)
- Vendor must provide documentation of security controls

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6. Implementation Requirements

1. **Implementation Timeline**
   - o Proposed schedule for design, development, testing, and deployment.
   - o Milestones with clear deliverables
2. **Training & Support**
   - o User training (virtual)
   - o User documentation and video tutorials (preferred)
   - o Ongoing vendor support processes
3. **Data Migration**
   - o Ability to import historical data
   - o Ability to secure learning data directly from learning assessment providers
   - o Mapping and validation assistance

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7. Vendor Qualifications

Vendors must demonstrate:

- Experience building data systems for education, nonprofit or multi-site organizations
- Expertise in database architecture and analytics platforms
- Examples of past system implementations
- Ability to meet security and compliance requirements
- Availability for long-term service and support

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8. Proposal Submission Requirements

Proposals must include:

1. **Executive Summary**
2. **Detailed System Design and Features**

3. **Technical Specifications**
4. **Project Timeline**
5. **Implementation Plan**
6. **Training and Support Overview**
7. **Security & Compliance Documentation**
8. **Pricing Structure**
   o Licensing
   o Implementation fees
   o Customization options and fees if applicable
   o Support & maintenance costs
9. **References and Case Studies**

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9. Evaluation Criteria

Proposals will be evaluated according to:

- Addressing the Project Overview and subsequent sections of this RFP
- Alignment with the Project Overview and subsequent sections of this RFP
- User experience and interface quality
- Cost-effectiveness and pricing transparency
- Vendor experience and capacity
- System scalability and long-term viability
- Security and compliance strength
- Implementation timeline and support model

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10. Submission Instructions

- **Submission Deadline:** April 6, 2026
- **Submission Format:** PDF or weblink
- **Delivery Method:** Email to dereck@amisa.us with subject line RFP
- **Questions or Clarifications:** Direct inquiries to Dr. Dereck Rhoads, AMISA Executive Director by March 9, 2026 via email to dereck@amisa.us