NEOnet | Northeast Ohio Network for Educational Technology

Master Scheduler Request for Information

1 Introduction

The Northeast Ohio Network for Educational Technology (NEOnet) is interested in a comprehensive software solution that can streamline the process of developing and maintaining our master schedule, considering factors such as teacher availability, classroom resources, student preferences, and other relevant constraints. Our goal is to optimize the scheduling process to ensure efficient use of resources while meeting the diverse needs of district students and staff.

2 Objectives

Our initiative aims to modernize the scheduling process by prioritizing efficiency, resource optimization, flexibility, and data-driven decision-making.

1. **Efficiency**: Enhance the scheduling process to reduce manual effort and errors.
2. **Resource Optimization**: Ensure optimal use of classrooms, teachers, and other resources.
3. **Flexibility**: Provide the ability to accommodate diverse scheduling needs and constraints.
4. **Data-Driven Decisions**: Enable informed decision-making through robust reporting and analytics.

3 Key Features

Key areas of interest include:

3.1 User-Friendly Interface

- Intuitive and easy-to-use software.
- Minimal training required for school administrators.
- Examples of user interface screens.

3.2 Customization

- Ability to customize based on unique requirements.
- Course offerings, teacher assignments, and classroom availability.
- Examples of customization options.

3.3 Integration

- Compatible with existing school management systems.
- Integration with Frontline ProgressBook SIS using **Vendorlink API**.
- Technical details on integration capabilities.

3.4 Conflict Resolution

- Automatic identification and resolution of scheduling conflicts.
- Methods used to balance and optimize schedules.

3.5 Reporting and Analytics

- Robust reporting capabilities.
- Key metrics and analytics provided.
- Examples of reports and analytics dashboards.

3.6 Support and Training

- Ongoing support services.
- Training options for staff.
- Details on support channels and response times.

3.7 Technical Requirements

- Compliance with data security standards.
- Compatibility with existing IT infrastructure.
- Specific hardware or software requirements.

3.8 Maintenance and Updates

- Maintenance policies.
- Frequency and management of updates.
- Details on how updates are communicated and implemented.

3.9 Proof of Concept (POC) Integration

- Ability to integrate with NEOnet's sandbox environment for a POC before purchase.
- Detailed process for setting up and evaluating the POC.

3.10 Artificial Intelligence (AI) Capabilities

- Use of AI in the scheduling process.
- Specific AI features that enhance scheduling efficiency and conflict resolution.
- Examples of AI-driven scheduling improvements.

4 About NEOnet

NEOnet is an Information Technology Center (ITC) proudly serving school districts throughout Northeast Ohio to improve student education through the use of technology. Established in 1995, we are one of 16 designated ITCs in the Ohio Education Computer Network (OECN) providing technology services and support to school districts. We serve over 200 educational entities, primarily located in Northeast Ohio. We offer a wide variety of programs and services that allow district staff to meet their technology and professional development needs. Learn more at NEOnet.org.

5 Submission Requirements

Please include the following items in your proposal submission.

5.1 Vendor Information

- Company name, address, and contact information.
- Brief history of the company and relevant experience in educational technology.

5.2 Detailed Overview of Software

- Comprehensive description of the software's features and capabilities.
- Address how the software meets each key feature outlined in Section 3.
- Include screenshots or demonstrations if available.

5.3 Pricing Information

- Detailed pricing model, including any licensing or subscription fees.
- Breakdown of costs for initial implementation and ongoing maintenance.

5.4 Case Studies or References

- Examples of other customers that have successfully implemented your software.
- Contact information for references.

5.5 Proof of Concept (POC) Plan

- Details on how the software can be integrated into NEOnet's sandbox environment.
- Steps for conducting the POC, including timeline and evaluation criteria.

5.6 Implementation Timeline

- Estimated timeline for implementation.
- Key milestones and deliverables.
- Resources required from NEOnet for successful implementation.

5.7 Technical Documentation

- Technical requirements for the software.
- Integration documentation for compatibility with Frontline ProgressBook SIS and other systems.

5.8 Maintenance and Support

- Details on maintenance and update policies.
- Support options and response times.

5.9 AI Capabilities

- Description of AI features in the software.
- Examples of how AI enhances scheduling efficiency and conflict resolution.
- Any additional benefits provided by AI.

6 Evaluation Criteria

Responses will be evaluated based on the following criteria:

1. Alignment with our key features and requirements.
2. Overall value and cost-effectiveness.
3. References and case studies.
4. Implementation timeline and support services.
5. Compliance with technical requirements and maintenance policies.
6. Success of the POC in our sandbox environment.
7. Effectiveness of AI capabilities in enhancing the scheduling process.

7 Submission Instructions

7.1 Submission Deadline

All submissions must be received by August 1, 2024.

7.2 Submission Format

Please provide the proposal in either PDF or Word.

7.3 Contact for Queries

For any questions or clarifications regarding this RFI, please contact:

Jennifer Cottrill
Email: cottrill@neonet.org

7.4 Submission Email

Please email your submissions to Jennifer Cottrill at cottrill@neonet.org. We will confirm receipt of your proposal.