

Request For Proposals



Talent Squad Life Portfolio Project
Minnesota Online High School
PROPOSALS DUE BY: June 1, 2023

Organization Background

Minnesota Online High School (MNOHS)

Minnesota Online High School is a public charter school located in St. Paul, Minnesota. Established in 2005, MNOHS serves students in grades 9-12 in a completely online, mainly asynchronous environment. Students can attend full or part-time depending on their academic needs. More information on MNOHS can be found at <https://mnohs.org/>.

MNOHS has developed a mobile life portfolio application called Talent Squad. This app provides a suite of data visualization tools to support student goal-setting, self-management, and self-awareness. The purpose of the app is to bridge credit-based and competency-based evidence of learning, and to engage students in designing their own learning plans to make the most of their remaining time in high school.

The Talent Squad application has several modules. These are:

1. Talent Check
2. Academic Check
3. Wellness Check

Work over the past couple of years has focused on Academic Check and Talent Check.

MNOHS is currently looking for a coding/software development partner to work with us on:

- Building a working prototype of the Talent Check module of the app.
- Completing improvements to the Academic Check module including:
 - Updating credit groups to reflect changing Minnesota standards, and build a mechanism that allows MNOHS to make updates in house
 - Adding a parent user group/parent view capability

- Creating a responsive format so the app can be used with smartphones and also have a web-based interface
- Providing a revised formula for credit totals
- Developing the ability to generate reports of individual and aggregate data on student progress to be used by MNOHS staff and students

MNOHS is seeking software development/coding expertise for this project to take the app to the next stage of implementation for MNOHS students, staff and families.

Project Overview

Talent Squad currently includes three components designed by MNOHS. These components are:

1. Academic Check
2. Talent Check
3. Daily Wellness Check

Talent Squad also includes two parts MNOHS hopes to collaborate on with other educators and institutions in the future (Post-Secondary Plan and Portfolio). Work on the app to date has been aligned with the 1EdTech (formerly IMS Global) Comprehensive Learner Record Standards.

To date, MNOHS has completed an engagement with a software development organization that resulted in completion of the following:

1. A working prototype of Academic Check, which maps students' credit attainment and progress towards graduation.
2. Design prototypes for Talent Check, which allows students to curate evidence of competency development in the areas of collaboration, communication, critical thinking, confidence, media literacy, financial literacy, creative innovation, and community engagement.

Independently, MNOHS has worked on analog designs for Daily Wellness Check and documented feedback from students indicating how the Daily Wellness Check might be most useful to them.

MNOHS is now seeking an engagement with a contracted software development/coding partner with the expertise needed to:

1. Build a working prototype of Talent Check.
2. Design and code updates for enhanced Academic Check features

Project Outcomes

MNOHS seeks to engage a software development organization to provide:

1. A working prototype of the Talent Check module for the Talent Squad application based on existing design prototypes.
2. Specific improvements to the working prototype Academic Check module of Talent Squad.

To complete this phase of the Talent Squad project, Minnesota Online High School is now accepting bids in response to this Request for Proposal.

Timeline for Proposal Submission and Review

Please note these dates may be subject to minor changes based on school activities and the number of proposals submitted. All times listed are CST.

Action	Date
Publication of RFP	May 4, 2023
RSVP for bidders' information meeting	May 16, 2023 8:00 a.m.
Virtual bidders' information meeting (optional)	May 17, 2023 12:00 noon
Intent to Submit due	May 24, 2023 5:00 p.m.
Proposals due	June 1, 2023 5:00 p.m.
Evaluation of RFP responses	June 5-9, 2023
Contract documents executed	June 30, 2023
Project start date	July 1, 2023
Proposed project end date	November 14, 2023

Minnesota Online High School reserves the right to cancel or discontinue this solicitation at any time. Responses submitted to this RFP do not obligate MNOHS to execute an agreement/contract with any organization.

Scope of Work and Deliverables

The purpose of this engagement is to complete a working prototype of Talent Check and develop and implement enhancements to the existing prototype of Academic Check. MNOHS will be the owner of all documentation, code and other artifacts produced under this engagement.

Current Talent Squad Application

There are designs completed for the Talent Check module. Visuals and further description of Talent Check can be found in Appendix A.

The current application consists of a completed prototype for the Academic Check module, which helps students map progress towards graduation through Minnesota requirements for credit attainment. See Appendix B for visuals of the existing Academic Check prototype.

The selected contractor partner will:

1. Establish a work plan and schedule for achieving the deliverables identified by MNOHS for both the Talent Check working prototype and the specific enhancements identified for Academic Check.
2. Ensure the work plan includes a schedule of sprints and deliverable checkpoints with MNOHS to verify the functionality reflects the needs of students and MNOHS.
3. Create and build a working prototype of Talent Check based on existing design prototypes.
4. Create enhancements/improvements to the existing working prototype of Academic Check, including:
 - a. Updating credit groups to reflect changing Minnesota graduation standards.
 - b. Creating the capability for MNOHS to make periodic updates based on Minnesota graduation standards changes.
 - c. Developing the capability to add a parent user group and parent view in the Academic Check module.

- d. Creating a format for app use that is user-responsive so that it provides viewing and use in both mobile phones and web-based users. As a public education entity, MNOHS also makes accessibility for all students a priority.
- e. Creating a revised formula for credit totals.
- f. Designing and creating reports of individual and aggregate data that can be used by MNOHS to make operational decisions, guidance and counseling, and for state reporting.

Talent Check

The design prototype for Talent Check is illustrated in Appendix A.

Talent Check is designed to help students track the mastery of skills in the following areas:

1. Collaboration
2. Communication
3. Critical thinking
4. Confidence
5. Media literacy
6. Financial literacy
7. Creative innovation
8. Community engagement

Students can earn tokens towards mastery of these skills in three ways:

1. Development of some or all of these skills may be built into the coursework in a specific content area. Completion of the course with a designated level of mastery (e.g. an 80% or better overall score) earns the student a defined number of tokens towards the skill that was defined and addressed in the course.
2. Students can request tokens from MNOHS towards a specific skill if they upload demonstrated work or completed projects that

encompass that skill. The approval of tokens is provided by the appropriate MNOHS adult staff. A students' peers may also recommend the award of tokens towards the student if they observe competence with a skill during class or project work.

3. An MNOHS staff member working with the student may recommend the granting of tokens in a skills area if they have observed demonstration of that skill during class or when working with the student. The student can then approve whether or not they want to accept the tokens.

A potential fourth way for students to earn tokens would be through data about badge attainment exported from our LMS or from Canvas Badges.

The end goal for a student is to fill their mastery “wheel” in the app with tokens for each identified skill area.

Academic Check

MNOHS currently has a working prototype of Academic Check. Further information on how the Academic Check module functions can be found in Appendix B.

For this engagement, MNOHS is seeking expertise to code and develop enhancements to the existing working prototype. Specifically,

- a. Updating credit groups to reflect changing Minnesota graduation standards.
- b. Creating the capability for MNOHS to make periodic updates based on Minnesota graduation standards changes.
- c. Developing the capability to add a parent user group and parent view in the Academic Check module.
- d. Creating a format for app use that is user-responsive so that it provides viewing and use in both mobile phones and web-based users. As a public education entity, MNOHS also makes accessibility for all students a priority.

- e. Creating a revised formula for credit totals.
- f. Designing and creating reports of individual and aggregate data that can be used by MNOHS to make operational decisions, guidance and counseling, and for state reporting.

Target Deliverable Schedule

The successful development of the Talent Check and Academic Check modules relies on a good relationship and frequent communication with the software partner that is selected. Therefore, MNOHS asks proposal respondents to submit a work plan that breaks the development/implementation into “sprints” which will allow for any necessary adjustments as a result from input from MNOHS staff. For example, in the past, the development cycle included some time needed for MNOHS to work on some in-house data clean-up issues.

Proposed Final Project Due: November 14, 2023

The projected project completion date is November 14, 2023. If respondents, upon analyzing the amount of work involved, require that date to be adjusted, please include your adjusted proposed date, as well as your reasoning for shifting the schedule. All proposed date changes will be considered.

Existing Conditions and Technology

Academic Check

MNOHS uses the Infinite Campus Student Information System (SIS) for tracking and maintaining student data. Information from the Infinite Campus Student Information System student records is periodically fed directly into the Academic Check application. This data transfer is accomplished by uploading a CSV file from a SIS query from Infinite Campus to the Academic Check module. The SIS is the source of truth for all the information in the Academic Check module.

The Academic Check currently lives in Amazon Web Service. The selected software partner will have access to all necessary code and existing functions. The tool used for authentication is Auth0.

Talent Check

The data flow for Talent Check is a bit more complex. Some of the data will come from Infinite Campus in terms of the student record and some of the course data.

Courses include keywords which are checked against the skills mastery categories in Talent Check. Tokens for the skills are built into the courses using these keywords. Teachers must demonstrate how their courses meet the mastery of a skill area in order to get the system tag that enables the course to award tokens.

In addition, students will either upload or link to evidence of learning. In the case of upload, a file repository would be created. Such a repository may eventually provide the basis for a student portfolio system, although such a system does not exist at this time.

Project Budget

At this time, MNOHS is planning to fund the development of the additional features for Talent Squad with a grant from the Bush Foundation. The total grant is \$50,000 and will be dedicated to this project. MNOHS is also contributing \$30,000 in local funds to this project. The total amount available at this time is \$80,000.

Depending on the outcome of this Request for Proposals and identified needs for future work beyond this initial engagement, MNOHS will be seeking sources of additional funding through local funds and additional grant opportunities.

Proposal Evaluation Criteria

Minnesota Online High School will evaluate bidders and proposals based on the following criteria:

Proposal Section	Maximum Points Possible
Organization (including experience and understanding of Comprehensive Learner Record Standard)	20
Work Delivery	10
Deliverables	15
Schedule	20
Budget	25
References	5
Work Samples	5

Scores will be based on the completeness and clarity of the response in each category.

Bid Structure and Requirements

Bidders must adhere to the following guidelines to be considered:

- Only bidders who satisfactorily respond to all requested information outlined in the request for proposal will be considered.
- Responders are asked to follow the basic format for responses contained in this Request for Proposals.
- Potential bidders who wish to participate in the optional, virtual bidders question and answer session on May 17, 2023 at 12:00 noon central time should submit an RSVP to rfp@mail.mnohs.org no later than 8:00 a.m. CST on May 16, 2023.
- Potential bidders who plan to submit a proposal should inform Elissa Raffa, Executive Director, Minnesota Online High School, at rfp@mail.mnohs.org no later than May 24, 2023, at 5:00 p.m. CST.
- Proposals must be submitted by June 1, 2023 by 5:00 p.m. CST. Proposals should be submitted electronically in PDF format. Paper copies or faxed proposals will not be accepted. Proposals should be submitted electronically by email to:
 - Elissa Raffa, Executive Director, Minnesota Online High School
 - rfp@mail.mnohs.org
- Include samples and references with your proposal response in the indicated areas of the proposal format.
- A proposed work plan and schedule must also be included and clearly expressed.

Contact Information

For questions or concerns connected to this RFP, please submit them in writing to Elissa Raffa, Executive Director, Minnesota Online Charter School at rfp@mail.mnohs.org.

All questions should be submitted by email to ensure a response.

PROPOSAL FORMAT

Responders are asked to follow this general format for proposal submissions. There is not a page limitation or font size requirement for proposals. All proposals are due by June 1, 2023, 5:00 p.m. CST. No late proposals will be accepted.

ORGANIZATION INFORMATION

Name of Organization:

Contact Person (name, email, phone number)

Website:

Physical Address:

Length of time in operation:

What is the size and scope of your organization?

Describe your organization's mission.

Describe your organization's general strategy, methodologies and process for software/apps design and development

Describe your organization's understanding of and/or experience with 1EdTech's Comprehensive Learner Record Standard (see <https://www.imslobal.org/activity/comprehensive-learner-record> for more information).

Does your organization have any restrictions or limitations for doing business in Minnesota? If yes, please describe.

What experience does your organization have in working with nonprofit organizations and/or K-12 education?

When designing apps and systems, what measures does your organization employ to ensure universal accessibility for all users?

Is there any other information about your organization that you would like MNOHS to know?

WORK DELIVERY

Identify staff and roles that will be involved in the completion of this engagement.

Describe the communication processes and strategies for working with MNOHS staff on the project.

Describe the project management process used by your organization to ensure timely execution of work and delivery of end products.

PROJECT DELIVERABLES, SCHEDULE, AND BUDGET

DELIVERABLES

The deliverables for this engagement with MNOHS are defined as follows:

1. Create and build a working prototype of Talent Check based on existing design prototypes.
2. Create enhancements/improvements to the existing working prototype of Academic Check, including:
 - a. Updating credit groups to reflect changing Minnesota graduation standards.
 - b. Creating the capability for MNOHS to make periodic updates based on Minnesota graduation standards changes.

- c. Developing the capability to add a parent user group and parent view in the Academic Check module.
 - d. Creating a format for app use that is user-responsive so that it provides viewing and use in both mobile phones and web-based users. As a public education entity, MNOHS also makes accessibility for all students a priority.
 - e. Creating a revised formula for credit totals.
 - f. Designing and creating reports of individual and aggregate data that can be used by MNOHS to make operational decisions, guidance and counseling, and for state reporting.
3. Establish a work plan and schedule for achieving the deliverables identified by MNOHS for both the Talent Check working prototype and the specific enhancements identified for Academic Check.
 4. Ensure the work plan includes a schedule of sprints and deliverable checkpoints with MNOHS to verify the functionality reflects the needs of students and MNOHS.

Please describe your understanding of these deliverables and how you will organize the project and address the requirements.

PROJECT SCHEDULE

Please provide a detailed project schedule for completing the project deliverables based on your organization's methodology for software development, testing, authentication, and implementation. Please include milestones for project phases. If the November 14, 2023 date is not attainable for your organization to complete the project, please supply an alternative date and rationale.

BUDGET

Please provide an operating budget that includes the cost per phase/task identified in your work plan for the project, the staff needed to complete the work (including any hourly rates), and any other related costs.

REFERENCES

Please provide two references for clients your organization has served within the past two to three years.

WORK SAMPLES

Please provide a description of work your organization has done with other clients in the last two or three years that is similar to the project described in this request for proposals. Please include any screenshots or other information that will help proposal reviewers understand the depth of your experience.

APPENDIX A

Talent Check

A working prototype for the Talent Check module is part of this engagement.

For Talent Check, some of the data will come from Infinite Campus in terms of the student record and aspects of specific course data.

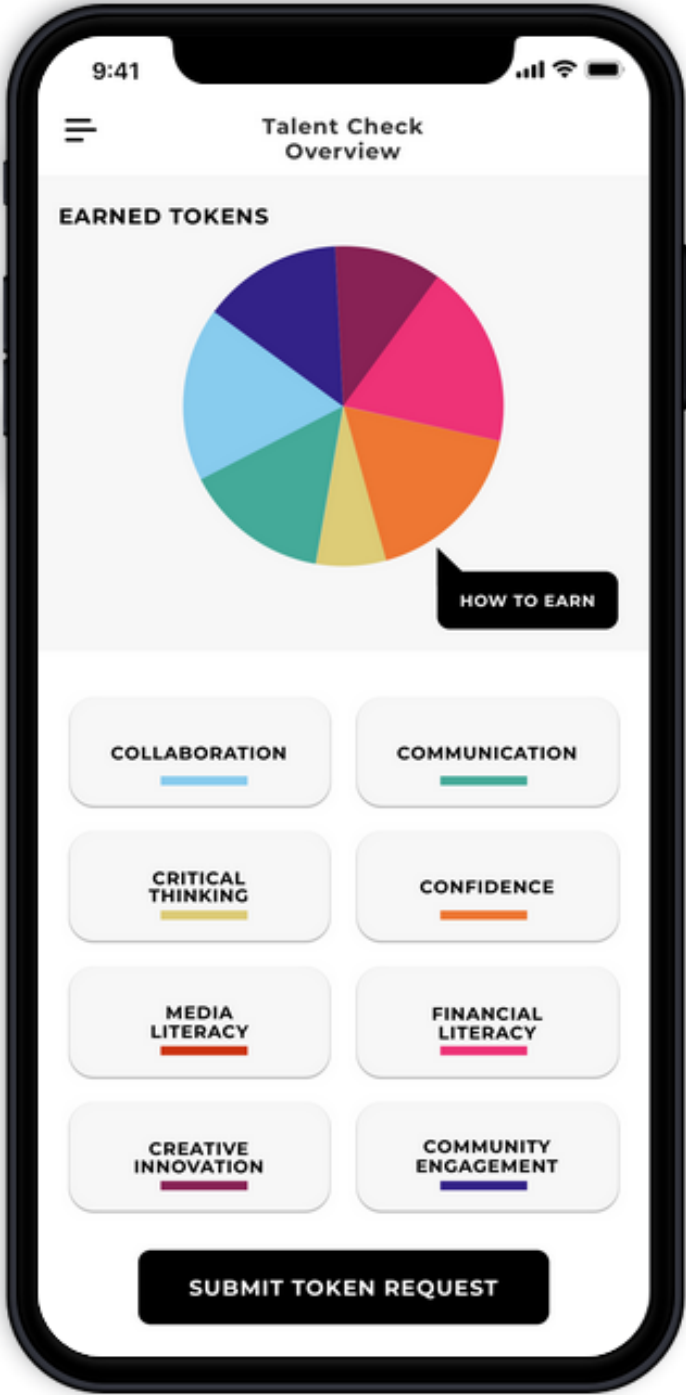
Courses include keywords which are checked against the skills mastery categories in Talent Check. Tokens for the skills are built into the courses using these keywords. Teachers must demonstrate how their courses meet the mastery of a skill area in order to get the system tag that enables the course to award tokens. There are three ways a student can earn tokens in Talent Check.

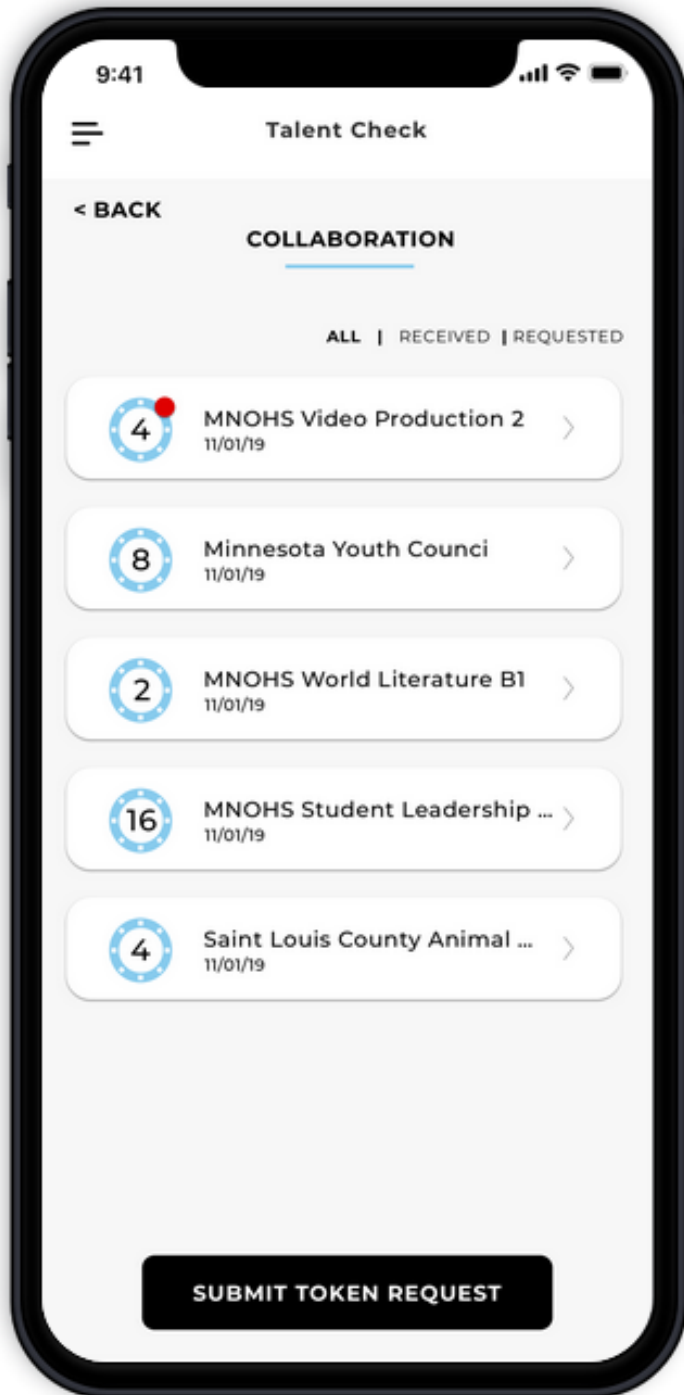
1. A designated level of mastery (for example a score of 80% or better) for the completion of a course that includes tags for Talent Check skills.
2. Students can request tokens based on submitting documented work in a given skills area.
3. MNOHS staff can grant tokens to a student based on course performance or other factors. Students are requested to accept these tokens to be included in their record.

A potential fourth way for students to earn tokens would be through data about badge attainment exported from our LMS or from Canvas Badges.

Existing Talent Squad modules currently live in Amazon Web Service. The selected software partner will have access to all necessary code and existing documentation. The tool used for authentication is Auth0.

The model for the Talent Check prototype is illustrated below.





APPENDIX B

Academic Check Module

The current version of the Academic Check module is a working prototype. This application helps students map progress towards graduation based on Minnesota graduation requirements for credits in specific content areas.

As illustrated below, the application provides a visual representation of what the students have achieved by content area and what they need to accomplish to achieve graduation. This helps students map out their course choices, schedule and estimated graduation date.

When a student has successfully achieved credits in the content area, the colored box gets filled in. Once all the boxes in a content area are filled, the



student has met requirements for that area. Additional credits in all content areas rollover to electives and extra electives go nowhere as they do not get a student closer to graduation. Solid coloring in all the boxes means the student is ready for graduation.