

# Los Angeles Unified School District

## REQUEST FOR INFORMATION



### INFORMATION TECHNOLOGY DIVISION

#### **Request for Information #180049**

#### **Device Usage Analytics SaaS Tool**

## 1.0 Overview

- 1.1. The Los Angeles Unified School District (The "District") is seeking information from interested parties on **Device Usage Analytics SaaS Tool**. This information may be used subsequently by the District in the event a solicitation is deemed necessary.
- 1.2. THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP), an Invitation for Bid (IFB) or a promise to issue an RFP or IFB in the future. This request for information does not commit the District to contract for any supply or service whatsoever. Any and all costs associated with or arising from this RFI process incurred by the Interested Party shall be borne by the Interested Party, without reimbursement by the District.
- 1.3. Further, the District is not at this time seeking proposals and will not accept unsolicited proposals. Interested parties are advised that the District will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. If a solicitation is released, it will be synopsized on the LAUSD Procurement website at <https://psd.lausd.net/Vendors/>. It is the responsibility of the interested parties to monitor these sites for additional information.

## 2.0 Background and Requested Information (Statement of Work)

### 2.1 ABOUT LAUSD

As the second largest school district in the nation, the Los Angeles Unified School District (LAUSD) enrolls more than 640,000 students in kindergarten through 12th grade at over 900 schools and 187 public charter schools. The District's boundaries extend across more than 720 square miles and include the mega-city of Los Angeles as well as several unincorporated sections and all or parts of 31 smaller municipalities in Southern California.

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### 2.2 ABOUT THE INFORMATION TECHNOLOGY DIVISION

The Information Technology Division, led by the Chief Information Officer, is responsible for supporting the District's instructional mission and operations through deployment of the most current, robust, user-friendly, and cost-effective technology solutions.

### 2.3 ABOUT DEVICE USAGE ANALYTICS SAAS TOOL

The District is seeking solutions for device usage analytics SaaS (Software-as-a-Service) tool and the various options and features. The device usage analytics tool shall provide the District insight into understanding the types of end-user activities on District-provided computing devices across various operating systems (Windows, Mac, Android, and Chrome OS).

Please respond to the following questions with the submittal of your product(s):

- i. How is device usage tracked?
- ii. What are the KPIs that can be tracked?
- iii. What operating systems does your solution work with?
- iv. Do you offer any bulk buying discounts?
- v. What are the different licensing models?
- vi. What is your list pricing?
- vii. What kind of support is offered?

## 3.0 Questions

Questions regarding this announcement shall be submitted in writing by e-mail to the assigned Analyst via [ITD-Bids@lausd.net](mailto:ITD-Bids@lausd.net). Verbal questions will NOT be accepted. Questions shall NOT contain proprietary or classified information. The District does not guarantee that questions received after **June 5, 2018, 5:00 PM PT** will be answered.

## 4.0 Submission Date and Instructions

4.1 Interested parties are instructed to respond to this RFI as instructed below.

4.2 Submittals must be in Microsoft Word or Adobe Acrobat compatible format and are **due no later than June 13, 2018, 5:00 PM PT**. Responses (not including additional optional submittals) shall be submitted via e-mail to [ITD-Bids@lausd.net](mailto:ITD-Bids@lausd.net). Proprietary information, if any, should be minimized and MUST BE CLEARLY MARKED. To aid the District, please segregate proprietary information. Please be advised that all submissions become District property and may not be returned.

4.2.1 Submittal requirements must include the following:

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- 4.2.2 Cover letter
- 4.2.3 Description of Organization
- 4.2.4 Current and prior experience in implementing an Open Data initiative for a large enterprise of comparable size and complexity to LAUSD.
- 4.2.5 Product/service description, functionality and specifications
- 4.2.6 Based on the submittals, the District may select a group of respondents to this RFI and schedule corresponding interviews and/or product demonstrations. Presentations may be scheduled for the week beginning **June 25, 2018.**

### 4.3 Errors and Omissions in RFI Document

If the Interested Party discovers any discrepancy, ambiguity, error, or omission in this RFI or any related documents, the Interested Party should notify the District's Analyst immediately and request clarification or correction. Any such errors or omissions, if verified by the District, will be corrected by written addendum to the RFI.

## 5.0 Communications

- 5.1 All communications with the District regarding this RFI shall be governed by the District's Contractor's Code of Conduct using the link ([https://achieve.lausd.net/site/handlers/filedownload.ashx?moduleinstanceid=42034&dataid=58773&FileName=Contractor Code of Conduct 2018.pdf](https://achieve.lausd.net/site/handlers/filedownload.ashx?moduleinstanceid=42034&dataid=58773&FileName=Contractor_Code_of_Conduct_2018.pdf)).
- 5.2 All communications regarding this RFI between Interested Parties and the staff of the DISTRICT and consultants engaged by the DISTRICT shall be addressed only to the Analysts identified in the Request for Information Letter. At no time "PRIOR" to the DISTRICT'S Notice of Award, during the RFI or RFP phase shall Proposer(s) contact DISTRICT officials or personnel regarding this RFI or RFP or any contract(s) to be awarded in response hereto. To do so may subject the Proposer to disqualification during the RFP phase.

## 6.0 Proof of Concept

Responses provided by Interested Parties shall be reviewed and evaluated by the District's Information Technology Division (ITD). As a result of this RFI, respondents to this RFI may be invited to present supplemental information on package/s they provide and/or to give a demonstration. All applicable District terms and conditions will apply.

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Interested parties selected to perform the proof of concept must acknowledge and provide strict adherence to all provisions of the District's Code of Conduct.

### **7.0 Marketing**

Making any reference to the District in any literature, promotional material, brochures, or sales presentations is strictly prohibited without the express written consent of the District.

### **8.0 Future Request for Proposal (RFP) or Request for Quote (RFQ)**

The District reserves the option to issue a solicitation based on information gathered through this RFI. In the event that a solicitation is issued, the District anticipates soliciting proposals through open competition and shall then select one firm to provide a solution that will meet the requirements of the District.

The submission of a response to this RFI is not a precondition for submitting a proposal in response to a future solicitation. Such interested parties or participants shall have no priority in consideration of responses to the future solicitations.

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