

REQUEST FOR PROPOSAL (RFP)

STUDENT INFORMATION SYSTEM

Chickasha Public Schools

Date: November 2025

1. SUMMARY AND BACKGROUND

Chickasha Public Schools, hereafter referred to as “the District,” is currently accepting proposals for a new Student Information System (SIS). The District maintains the highest standards of accountability, compliance, and transparency while striving to employ industry best practices. This RFP seeks to identify and select a vendor whose system and support best align with the District’s needs.

Chickasha Public Schools serves approximately 2,300 students and employs more than 350 staff members. The District requires a robust SIS capable of managing student information, attendance, grades, discipline, and state/federal reporting requirements, while ensuring data security and ease of use for staff, students, and parents.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until the deadline listed in the timeline section of this document. All proposals must be signed by an authorized representative of the vendor. Costs must be itemized and all-inclusive, covering all software, services, training, and implementation activities.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is to acquire, implement, and support a Student Information System that meets the District’s academic, operational, and compliance needs. The selected vendor must demonstrate a proven track record of exceptional customer service, smooth transition processes from legacy systems, and ongoing partnership with school districts.

Chickasha Public Schools currently uses Sylogist as its SIS. The selected vendor must provide a clear and detailed transition and data conversion plan from Sylogist to the proposed system, including risk mitigation, testing, and verification of data integrity.

Additionally, the SIS must integrate seamlessly with existing district systems such as Clever, transportation (bus) software, learning management systems, assessment platforms, and other third-party tools as needed.

4. KEY REQUIREMENTS

The successful proposal will include, at minimum, the following system capabilities and services:

- Comprehensive student information management (demographics, attendance, grades, discipline, etc.)
- Compliance with Oklahoma State Department of Education data standards and WAVE reporting
- Secure and reliable data hosting, with encryption at rest and in transit
- Seamless integration with other district systems (Clever, bus software, LMS platforms, etc.)
- Role-based access controls and customizable user permissions
- Mobile-friendly user interfaces for staff, parents, and students
- Data conversion plan and full transition support from Sylogist
- On-site and virtual training options for district staff
- Dedicated customer service and ongoing technical support

5. PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated on the following criteria:

- System functionality and alignment with district needs
- Demonstrated customer service and support quality
- Data migration plan and transition methodology from Sylogist
- Integration capabilities with third-party systems
- Cost and value of the proposed solution
- Vendor's experience and references from similar districts
- Implementation timeline and project management approach

6. SUBMISSION INFORMATION

Proposals must be submitted electronically or in print by the deadline indicated below:

Chickasha Public Schools
 Attn: Jennifer Stegman jstegman@chickasha.k12.ok.us
 900 W Choctaw Ave
 Chickasha, OK 73018

Questions may be directed to: jstegman@chickasha.k12.ok.us

7. PROJECT TIMELINE AND DEMO REQUIREMENTS

Vendors selected for further consideration will be required to schedule and conduct a live demonstration of their Student Information System. Demonstrations must be scheduled between November 17 and December 17, 2025. The demo should include an overview of key system features, user interface, reporting functions, integration capabilities, and customer support tools. The District encourages demonstrations that highlight ease of use, customization, and transition support from Sylogist.

Final proposals, inclusive of any updates or clarifications following the demo, must be submitted no later than December 29, 2025, by 12:00 p.m. CST. Late submissions will not be considered.