

**Connecticut State Department of Education  
Hartford**

**Strategic Planning Office**



**Dr. Miguel A. Cardona, Commissioner**

**Request for Information # 001**

**Online School Choice Application and Lottery System Software**

**Applications Due: September 12, 2019**

**Published: August 22, 2019**

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Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to:

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Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA)  
Connecticut State Department of Education  
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Hartford, CT 06103  
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## Part A: Information

### A.1. Executive Summary

The Connecticut State Department of Education (CSDE), pursuant to its obligations in *Sheff v. O'Neill*, manages the application, lottery, and placement processes for school choice programs in the Greater Hartford region. These programs have been created to offer high-quality, reduced racial, ethnic and economic isolation educational opportunities to students who are residents of the City of Hartford. On an annual basis, approximately 20,000 students from the Greater Hartford region apply to be placed in one of these school choice programs through the lottery.

The CSDE is seeking information regarding online school choice application and lottery system software.

### A.2. Contact Information

Mail: Attention: Keith Norton  
Chief Strategic Planning Officer  
Connecticut State Department of Education  
450 Columbus Boulevard, Suite 407  
Hartford, CT 06103-1841

Email: [Keith.Norton@ct.gov](mailto:Keith.Norton@ct.gov)

Telephone: (860) 713-6465

### A.3. Schedule

This Request for Information (RFI) is posted on the DAS portal website at: <http://www.biznet.ct.gov/> and the CSDE Website at: <https://portal.ct.gov/SDE/RFP/Request-for-Proposals/2019-RFPs>

<b>Milestone</b>	<b>Description of Milestone</b>	<b>Date</b>
Issue RFI	Posted on the DAS State Contracting Portal and the CSDE Web sites	08/22/19
Question Deadline	Questions shall be submitted via email to <a href="mailto:Keith.Norton@ct.gov">Keith.Norton@ct.gov</a>	08/29/19
Answers & Amendments to the RFI	All amendments to the RFI and response to written questions will be published on the DAS State Contracting Portal and the CSDE Websites.	09/06/19
Information	All responses must be submitted to the CSDE at <a href="mailto:Keith.Norton@ct.gov">Keith.Norton@ct.gov</a> by September 12, 2019 at 12:00 pm	09/12/19

#### A.4. Freedom of Information

This RFI is being issued solely for informational planning purposes and does not constitute a solicitation. Pursuant to Section 1-210 of the Connecticut General Statutes (C.G.S.), all responses to this RFI are considered public records and every person shall have the right to (1) inspect such records promptly during regular office or business hours, (2) copy such records in accordance with C.G.S. 1-212(g), or (3) receive a copy of such records in accordance with C.G.S. 1-212.

#### Part B: Scope of Work

The CSDE is soliciting responses to this RFI for information on online school choice application and lottery system software. The minimum requirements of such system are as follows:

1. The online application should be easily accessible from all types of computing devices including mobile devices.
2. The application should allow parents to view local district and school choice options for their child's grade.
3. The online application software should monitor the application process on a real time basis and be able to provide parents the following types of information:
  - a. The number of seats that have been declared for the choice school by school and grade.
  - b. The number of applicants by school and grade.
  - c. The selection preferences that are available in a particular program, including, but not limited to, neighborhood, sibling, and school pathway.
  - d. The number of applicants for the choice school by grade.
4. The online application software should monitor the application process on a real time basis and be able to provide Open Choice districts and magnet school operators information and reports on the following types of information:
  - a. The number of seats that have been declared for the choice school by school and grade.
  - b. The overall number of applicants by school and grade.
  - c. The selection and school preferences of each applicant.
  - d. The number of applicants for the choice school by grade.
  - e. Census data, self-reported data, and other demographic information of applicants in the aggregate and by school, by grade, and by census tract.
5. The lottery (or placement) system should be:
  - a. Flexible enough to adjust to changes in the data elements used in sorting the applicants, including, but not limited to, various census elements and self-reported data.
  - b. Flexible enough to allow for sorting and ranking algorithms to vary by school, grade, and placement round.
  - c. Able to geocode each applicant by residential address.
  - d. Able to run various simulations prior to the actual running of the lottery.
  - e. Able to generate varied and accessible reports for the CSDE and program operators on the results of any simulations and the actual running of the lottery.
  - f. Able to allocate placements in accordance with the established algorithm and protocols and generate parent communication about placement results.
  - g. Able to manage an ongoing waitlist and late applicant pool for placement opportunities as they become available.

6. The system should be able to assign unique identifiers to each applicant and appropriately safeguard that student information.

The system needs to be able to accommodate almost 20,000 applicants annually who are placed in approximately 4,000 seats available in interdistrict magnet schools, urban and suburban school districts through the Open Choice program, three (3) Career and Technical Education Centers, and Agricultural Science and Technology (ASTE) programs.

**Part C: Informational Documentation Requirements**

Respondents should include the following documentation in the RFI response. Please note only written RFI responses will be accepted.

1. **Copies:** Submit a copy of the RFI response via email to [Keith.Norton@ct.gov](mailto:Keith.Norton@ct.gov).
2. **Labeled Submissions:** Respondents shall include the following title in the subject of their emailed RFI submission: **Online School Choice Application & Lottery Placement Software RFI**

Title – Request for Information	Online School Choice Application & Lottery Placement Software
RFI Number:	001
Deadline for Receipt:	September 12, 2019 at 12:00 pm
Contact Name:	Keith Norton

3. **Respondent References:** Informational Documentation shall include a list of public references who utilize the proposed Online School Choice Application and Lottery Placement Software. This list shall include: Name, title, address and telephone number of reference; overview of the project; length of the software use; and total fees associated with the use of the software.
4. **Specifications:** Respondents shall provide a detailed response how their software product meets the minimum requirements outlined in Part B above.
5. **Presentations:** Respondents may also be asked to provide a demonstration of the software and provide a temporary software license for a mutually agreeable amount of time so that CSDE may perform its own evaluation. Respondents must acknowledge and provide availability to present a demonstration of the software being proposed.