RFI & RFQ: The King's School Mark Book

1. Procurement Summary 2
2. Background Knowledge 2
2.1 What is a Mark Book? 2
2.2 What are Assessment Tasks? 2
2.3 School Digital Ecosystem 2
3. Project Summary 3
3.1 The 'Why?' 3
4. Project Deliverables 4
5. Project Implementation Success Criteria 5
6. The King's School Organisational Structure 6
7. Project Methodology 6
8. Deliverables Details 7
9. Deliverables Queries 7
10. General Deliverables Queries 8
11. Request for Quote Timing 8
12. RFQ Response Format 9
13. Fee Structure 10
14. Appendix 11

Schedule 1 – Statement of Requirements

1. Procurement Summary

The King's School is seeking responses as a part of a Request for Quote (RFQ) from Vendors on implementing a standalone mark book. The mark book must meet the needs of the Heads of Curriculum, teaching staff and the School (Kindergarten – Year 12), and integrate with its planned digital ecosystem to enable data consistency, accessibility, analysis and reporting.

The School is required to demonstrate value for money, and we are consequently obliged to request proposals from multiple Vendors.

Queries relating to the RFQ may be submitted by 30th May. Please submit any queries and quotes via email to [redacted] and [redacted].

All information supplied by The Kings' School, either in writing or verbally, is confidential and will not be disclosed to any third party. This is reflected in the signed NDA between the two parties.

Quotations need to remain valid for a minimum of 30 days from the date of submission.

2. Background Knowledge

2.1 What is a Mark Book?

A mark book is a tool used by teachers and staff to record and track student assessment task results and progress. The mark book is central to the core processes within the School to meet required compliance reporting to the NSW Education Standards Authority (NESA), International Baccalaureate (IB), internal data analysis, and provide feedback to students and parents in school reports. Mark books are made for each course line in a subject, with students in the mark book belonging to a class within the course (see *Appendix C*).

2.2 What are Assessment Tasks?

Assessment tasks allow students to demonstrate their knowledge and competency against Performance Outcomes[1] specified for each course. The Performance Outcomes are defined for each course for each subject by NESA and the IB, with the results against these outcomes contributing to the award of public credentials in Years 10, 11 and 12. As a result, all schools must adhere to strict procedures as outlined by NESA to correctly input, calculate and report student results.

[1] See Glossary

2.3 School Digital Ecosystem

The King's School is currently working to create a digital ecosystem containing the following modules:

Module	Description	Status
Education Cloud (Salesforce)	Migration of the current Student Information System (SIS), Synergetic, to Education Cloud. All school and student data including Students, staff, timetables, classes, courses, subjects, rollcall, performance outcomes etc. will be migrated to Education Cloud.	In progress
Experience Cloud (Salesforce)	An intranet platform which students and parents will access to view reporting dashboards, school notifications, school documents, semester reports etc.	In progress
Workflows (Salesforce)	Workflows used by staff and students to reach an outcome regarding Illness/Misadventure application or Academic Breach of Integrity and Malpractice application. Other workflows will be included and built by The King's School staff. (e.g. Absence, Attendance, Health Centre visits, etc).	In progress
Canvas (Not Salesforce)	Learning Management System (LMS) holds student assessment data and student marks for assessments submitted and marked online.	Completed
Power BI (Not Salesforce)	Continuous reporting dashboards for staff to view based on student mark data in 'real' time.	In progress

3. Project Summary

3.1 The 'Why?'

Many schools currently use mark book products to enter and calculate student marks, but they typically have several usability problems. In the case of The King's School, a 'legacy' mark book product is utilised which is difficult to use, clunky, and not intuitive - leading to inconsistent use by teachers and staff. This inconsistency increases the risk of errors in mark input and overall inefficiencies. Additionally, the platform does not have the necessary integrations within the School's digital ecosystem, causing copious amounts of manual intervention to achieve data accuracy, compounding these issues further. As a result, The King's School wants to provide a mark book solution for these recurring issues in the education space.

4. Project Deliverables

The details below are a summary of the expected deliverables from this project. Implementation details can be seen in the Deliverable Details section. To be considered for any additional scope that may arise during the project, the Vendor Response (Response) must include detailed time and materials information.

Project Stage	Description	Timing
Discovery and Project Initiation	Confirmation of approach, solution design and timeline with selected implementation partner.	Early 2025
Implementation	Implementation of mark book solution phases.	2025 to project close
Change Management	Internal process change. **Note**: This is not essential for the implementation partner to provide, but if this is key to their approach it should be included in their proposal.	2025 to project close
Post Implementation	Legacy systems decommissioning, associated data cleanse and post implementation review.	Project close

5. Project Implementation Success Criteria

The project will be deemed as a success when the below criteria are met:

Objective
Organisation
1. The mark book empowers staff to work and collaborate efficiently through ease of use, intuitive design, and the ability to access information easily.
2. The mark book has the required functionality for school staff to complete their primary functions consistently without having to utilise external platforms (ie. Excel).
3. Strong onboarding and training program in place empowering staff to upskill and stay current on the new product.
Technology
1. Build integrations into the mark book with the School's platforms to enable data accuracy, data sharing for analytics, and decrease manual labour required to create and maintain mark books.
2. Provide additional functionality in the mark book which increases the efficiency of functions completed by staff in the product.
3. Clear and defined processes and results for data quality, security, and retention.
4. Retirement of old mark book product.
5. The mark book consistently maintains high performance, scalability, and uptime, even during peak usage periods.

6. The King's School Organisational Structure

Below are the individuals which will be involved in the mark book project at various stages:

Although internal resources will be made available throughout the project, all internal resources are required to also maintain current BAU activities throughout the project duration. The successful vendor will need to consider this into any planning and delivery schedules created.

Vendors are not required to work on-site at The King's School Office (North Parramatta) during the project.

Role	Responsibilities	Representatives
Project Sponsors	• Oversees high-level operations • Defines and guides project vision • Critical decision maker	[redacted]
Resource Manager	• Oversees high-level operations • Defines and guides project vision • Define project budget • Allocates resources • Reports to upper management	[redacted]
Domain Expert	• Shares intimate knowledge of teacher mark book and reporting processes • Manages project requirements • Stakeholder management	[redacted]
Business Analyst	• Aids in defining the project and its goals • Gathers project requirements • Provides clarification on project data and requirements • Tests solutions to ensure their effectiveness	[redacted]
Product Manager(s)	• Manages day-to-day operations • Manages project schedule • Translates requested features into requirements • Defines tickets for developers • Manages developer backlog • Backlog prioritisation • Provides any clarification of work for the developers • Works/Reports to Domain Expert and Resource Manager to 'check-in,' clarify requirements and project vision • Tests solutions to ensure their effectiveness	[redacted]

7. Project Methodology

As an educational organisation with limited resources and a fixed budget, we acknowledge that each phase of the project will involve review and the potential emergence of new requirements to maximise overall value. While The King's School prioritises standard out-of-the-box features, any customisations will require review and approval by the Product Manager, Domain Expert, Resource Manager, and Project Sponsors.

During the project's development and implementation, the Agile Framework will be utilised, including all agile ceremonies as required:

- Groomings (weekly)
- Retrospectives (every 2 weeks)
- Sprint Planning (weekly)
- Stand-ups (daily)
- Sprint Demonstrations (every 2 weeks)

Through the Agile Methodology, The King's School welcomes collaboration across teams, continuously delivering value, and working at a fast pace, but this should be balanced with clear and transparent pre-planning to ensure we operate within the budget, time and resource constraints.

It is expected that the chosen vendor will thoroughly document all work completed—such as configuration details, integration steps, and technical decisions —and provide these documents to the internal project team in a clear and organised format, ensuring proper archival and easy future reference.

8. Deliverables Details

Details on the deliverables for the primary functions of the project can be seen in the 'Deliverables' tab in the Excel sheet below:

See: The King's School Deliverables & Queries.xlsx

The Vendor Response should consider all Deliverable Details when responding.

9. Deliverables Queries

Queries regarding the implementation of these deliverables can be found in the 'Deliverable Queries' tab in the Excel sheet below:

See: The King's School Deliverables & Queries.xlsx

The Vendor Response should consider all Deliverable Queries when responding.

10. General Deliverables Queries

General queries regarding the implementation of these deliverables can be found in the 'General Queries' tab in the Excel sheet below:

See: The King's School Deliverables & Queries.xlsx

11. Request for Quote Timing

Deliverable	Due Date
RFQ Release Date	08/05/2025
Opportunity for questions and answers on the RFQ from Vendors to The King's School	Scheduled Teams Meetings and Email Communications ([redacted] and [redacted]) 08/05/2025 - 23/05/2025, (Dates to be confirmed)
Last questions from Vendors to The King's School due by	23/05/2025
Vendor presentations to The King's School	June 2025
Evaluation process completed	June 2025
Contract negotiation and finalisation	June 2025
Planned contract start date	July 2025
Planned contract end date	TBC

Vendors must identify any potential non-compliance with the above proposed timeline in their Response. If the Vendors have any conflicts of interest (perceived or actual), these must be stated in the RFQ response and propose a new timeline.

12. RFQ Response Format

Any deviation from the below format guidelines may disadvantage Vendor Responses.

1. Responses must be presented in a clear and logical manner.
2. Responses must address the deliverables and queries outlined in '*The King's School Deliverables & Queries*' document in full.
3. Responses must show how the Vendor will achieve the stated Implementation Success Criteria.
4. Responses must demonstrate understanding of the mark book project within the School's larger digital ecosystem and processes.
5. The Response must provide details of unit costs, required resources, and time spent that consumed the resource.
6. The Response must provide budget line items for each Category name as per the Deliverable Details document and break down costs within each category:
    a. Integrations
    b. Mark Book Setup
    c. Data Input
    d. Mark Calculation
    e. Filtering and Views
    f. Exporting
    g. Auditing
    h. Security
    i. Training
7. The Response must demonstrate how the created solution can be sold as a product to other similar educational organisations. The created solution must be interoperable and flexible to meet other educational organisation needs.
8. The Response must include a 'mock-up' (lo-fi and/or hi-fi) of potential solutions and features in action.
9. Please ensure that all questions and clarifications are submitted by email no later than the 22nd of April 2025. The King's School will provide a response to all relevant questions by 24th of April 2025. Question and clarification requests received after this deadline may not be responded to.
10. By submitting a Response to this RFQ Process, you acknowledge and agree that you have read and understood any Terms and Conditions associated with or provided with this RFQ. The King's School reserves the right to update the Terms and Conditions at any time before the RFQ Close Date (30/05/2025).

13. Fee Structure

The King's School is seeking a Fixed Price Proposal from Vendors. All fees, rates and costs must be clearly outlined and itemised in GST exclusive terms and AUD. Vendors must ensure that all components of the Deliverables are clearly and logically costs. This includes any pricing assumptions made (including any proposed milestone-based payment structures).

Payment will be issued to the Vendor within 30 business days of receiving a correctly rendered invoice upon delivery of the goods/services, or according to any mutually agreed milestones. Responses that include subcontracting arrangements must clearly identify the specific goods/services to be subcontracted, as well as provide detailed information about the subcontractor and its designated personnel. Offers of post project support are welcome.

14. Appendix

All appendix information can be found on the accompanying 'Appendix' file attached below:

See: RFQ The King's School Mark Book Appendix.docx