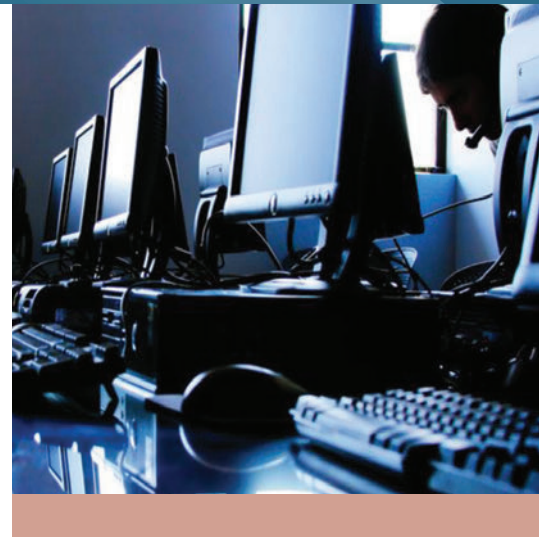
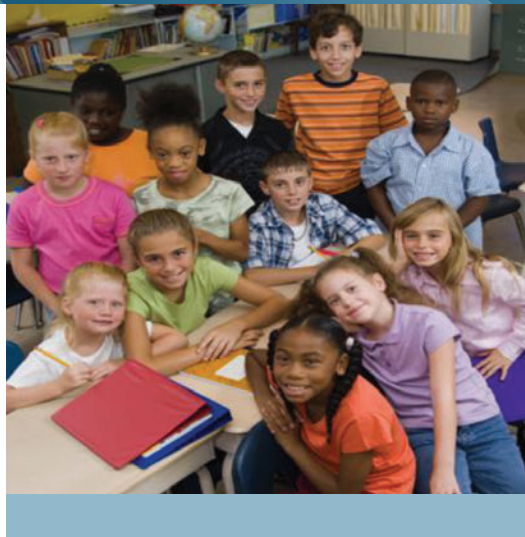


Administrative Systems

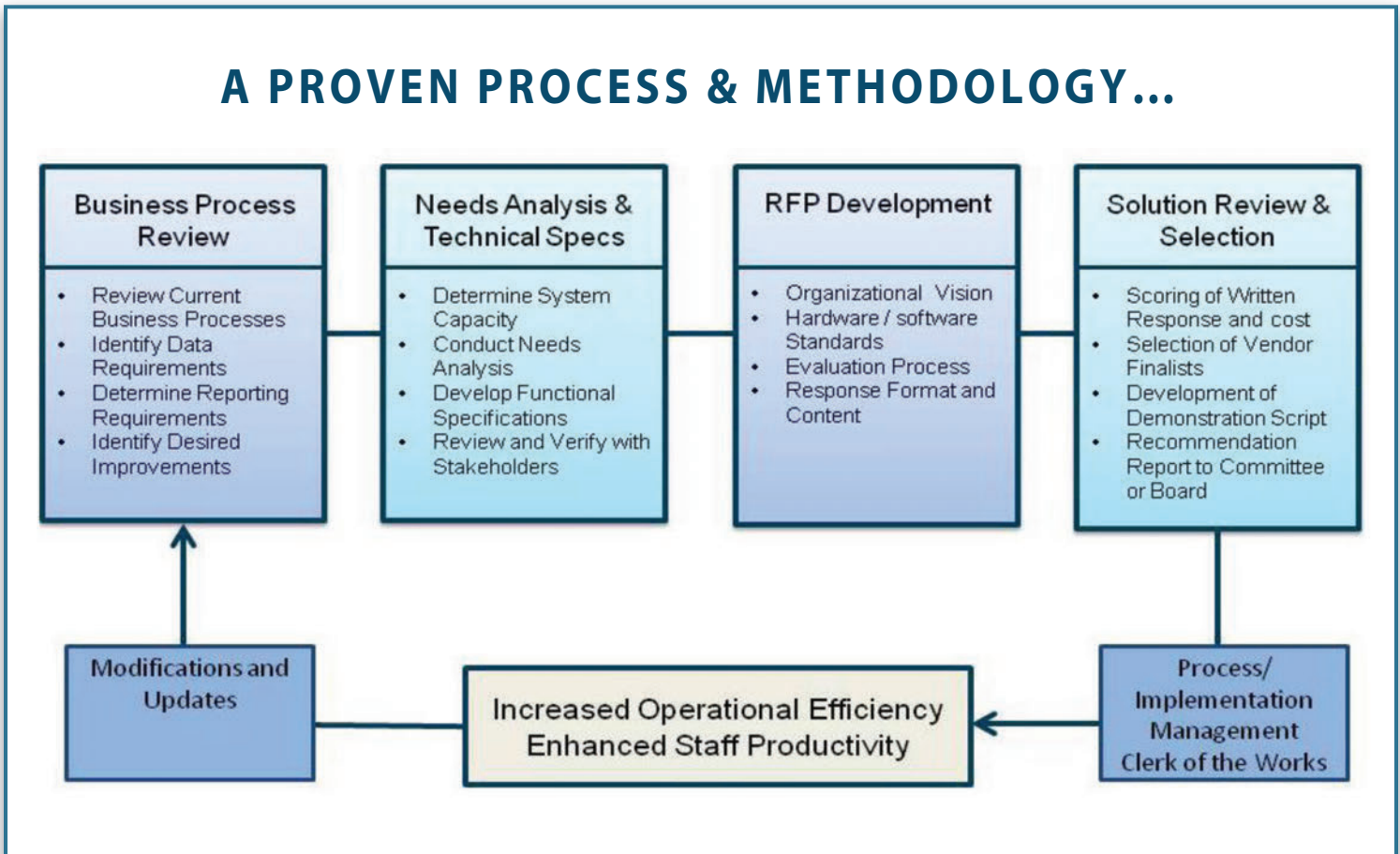
Needs Analysis, Procurement, and Implementation Services



- How well are your technology applications supporting your organization's mission?
- How can your learning organization's needs and processes be aligned with the latest advances and capabilities in software applications?
- Could you use experienced help to ensure a successful on time and within budget application procurement or implementation with satisfied end-users?

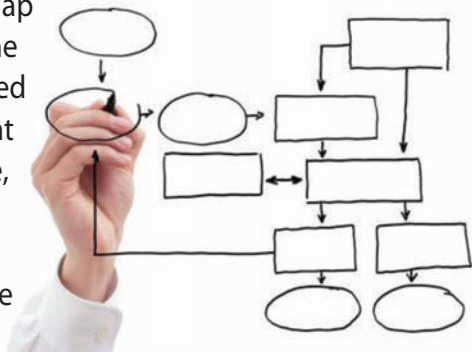
Aligning Leadership, Learning, and Technology for More Than Twenty Years

A PROVEN PROCESS & METHODOLOGY...



Procurement Roadmap...

All learning organizations have unique needs and challenges. CELT's procurement strategy is not a one-size fits all approach. Through a comprehensive needs analysis, including non-threatening interviews and focus groups of various stakeholders, an individualized procurement process map is developed to reflect the needs of all constituents in your learning organization. The map is then reviewed, fine tuned, and integrated into the requirement development phase, serving as an important guide in the RFP and ultimate selection process.



CELT's Procurement Support will allow your organization to:

- Clearly define, understand, and communicate functional requirements
- Develop an RFP that addresses the needs of stakeholders and existing or new infrastructure
- Utilize a sophisticated set of evaluation tools including rubrics, quantitative weighted scoring methods, and vendor demonstration scripts to select the best fit
- Complete a fair, unbiased, and transparent process

Procurement Services...

CELТ’s procurement services follow a process that ensures your learning organization’s needs are identified, stakeholder buy-in is obtained, requirements are aligned to needs, evaluations are fair and open, and vendor selection is objective. As part of the process, CELТ

constructs a vendor requirements evaluation tool based on your learning organization’s identified priorities that weights each requirement against the strength of the vendor response as outlined in the example below.

Weighted Analysis and Scoring

Ref. #	Learning Management	District Feature Weighted Score	Vendor 1		Vendor 2		Vendor 3		Vendor 4		Vendor 5		Vendor 6	
			Code	Score	Code	Score	Code	Score	Code	Score	Code	Score	Code	Score
1	Plan Book / Lesson Plans													
	Permits teachers to create lesson plans with the following detail in a template format:													
2	a. align lessons to multiple standards and multiple subjects	5.0	Yes	5.0	Yes	5.0	Yes	5.0	Yes	5.0	Yes	5.0	Yes	5.0
3	b. identify the time required to complete the lesson	5.0	Yes	5.0	C2	1.0	Yes	5.0	Yes	5.0	Yes	5.0	Yes	5.0
4	c. create differing lesson plan procedures for various student groups (i.e. ELL, Gifted)	5.0	Yes	5.0	Yes	5.0	C1	4.0	C1	4.0	Yes	5.0	Yes	5.0
5	d. identify the objectives to be covered in the lesson	5.0	Yes	5.0	Yes	5.0	Yes	5.0	Yes	5.0	Yes	5.0	Yes	5.0
6	e. free format teacher comments about the lesson	5.0	Yes	5.0	Yes	5.0	Yes	5.0	C2	1.0	C2	1.0	Yes	5.0
7	f. attach supplemental files (e.g., hand-outs, assignment, assessments, supplemental information) to the lesson plan	5.0	Yes	5.0	Yes	5.0	Yes	5.0	Yes	5.0	C2	1.0	Yes	5.0
8	g. list any assignments that are for the lesson	5.0	Yes	5.0	Yes	5.0	Yes	5.0	Yes	5.0	Yes	5.0	Yes	5.0
9	h. provide for the documentation of administrators' comments	4.0	No	0.0	Yes	4.0	C1	3.2	C1	3.2	Yes	4.0	Yes	4.0
10	Ability to duplicate lesson plan for multiple class sections	5.0	Yes	5.0	Yes	5.0	C1	4.0	C1	4.0	Yes	5.0	Yes	5.0
11	A lesson plan may be created by simply linking a set of activities from the curriculum to a group of students for a particular timeframe	5.0	No	0.0	Yes	5.0	Yes	5.0	C1	4.0	Yes	5.0	No	0.0
12	Tracks lessons assigned to each student over the course of the student's enrollment in the district	5.0	No	0.0	Yes	5.0	Yes	5.0	Yes	5.0	Yes	5.0	No	0.0
13	Provides teachers with various views of their lesson plans including daily, weekly, and monthly.	4.0	Yes	4.0	Yes	4.0	Yes	4.0	Yes	4.0	Yes	4.0	Yes	4.0
14	Allows teachers to submit lesson plans, using a district approved template, for their principal or other designated approval organization	5.0	Yes	5.0	Yes	5.0	Yes	5.0	C1	4.0	Yes	5.0	Yes	5.0
15	Ability for administrators with appropriate permissions to view the lesson plans of those teachers in their building	5.0	Yes	5.0	Yes	5.0	Yes	5.0	C1	4.0	Yes	5.0	Yes	5.0
16	Provides for a formal review process of teacher-designed lesson plans using workflow for review by the curriculum development team	5.0	No	0.0	Yes	5.0	C1	4.0	C2	1.0	Yes	5.0	Yes	5.0
17	Ability to create and store lesson plans for substitutes	5.0	Yes	5.0	Yes	5.0	Yes	5.0	Yes	5.0	Yes	5.0	Yes	5.0
	Total Score	78.0		#1 59		#2 74		#3 74.2		#4 64.2		#5 70		#6 68

Yes = 100%, No = 0%, C1 (custom free of charge) = 80%, C2 (custom charge) = 20%

PROCUREMENT OPTIONS AND SOLUTIONS...

CELТ will work with your organization to explore a full array of procurement options, and will ensure a smooth, unbiased, and transparent process in procuring the right tools and services.

Leverage CELТ’s Experience in Procuring State-of-the-Art Data-Driven Systems, Services, and Tools:

Student Information System (SIS)

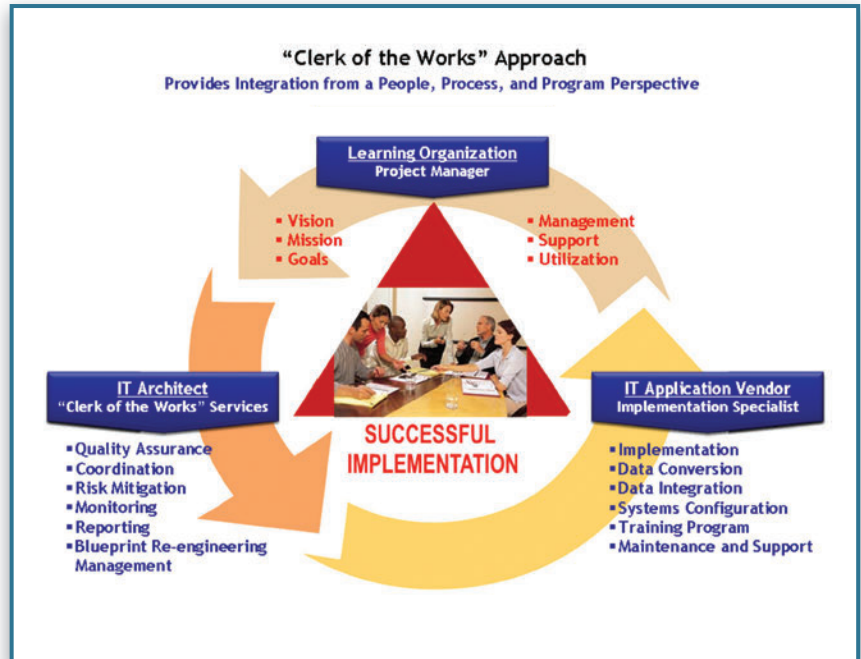
- Learning Management System (LMS)
- Instructional Support System (IIS)
- Financial/HR System
- Library Information System
- Transportation System
- Emergency Notification System
- Roster Verification System

Instructional Data Systems

- Longitudinal Data Systems
- Teacher Effectiveness Systems
- Early Warning Systems (EWS)
- Business Intelligence Tools (BI)
- Dashboard and Report Development Services
- Decision Support Services (DSS)

Implementation Services . . .

Beyond procurement, CELT will help ensure a successful implementation of the new system through mentoring, oversight, and project management support of the initial process. CELT personnel, experienced in deploying data driven systems and administrative applications, with a keen understanding of your learning organization's needs and vendor deliverables from the procurement process, will provide valuable assistance and guidance in working with your staff and the vendor during the implementation process.



About CELT

For more than two decades CELT has helped align leadership, learning, and technology in support of improved student achievement by working collaboratively with educational organizations to support and transform teaching, learning, and administrative processes. CELT is one of the largest and most comprehensive providers of research, planning, and implementation services for public/private schools, education service agencies, and departments of education. CELT's purpose is to help learning organizations attain their vision, mission, and goals by integrating high-quality, mission-critical programs, services, and technology with the organization's people and processes in a timely, efficient, and cost-effective way.



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