CENTENNIAL SCHOOL DISTRICT

Office of Technology & Innovation • Warminster, Pennsylvania

REQUEST FOR PROPOSAL

RFP No. 2027-04

Educator Evaluation & Professional Growth Management System

Issue Date:	November 2, 2026
Written Questions Due:	November 13, 2026
Proposals Due:	November 23, 2026, by 11:00 AM Eastern
Anticipated Vendor Demonstrations:	January 2027
Anticipated Board Decision:	Spring 2027 Board of School Directors Meeting
Point of Contact:	Kristin Herman, Director of Technology & Innovation
	(215) 441-6000 x11024 • hermkr@centennialsd.org

1. Introduction & Purpose

Centennial School District ("CSD" or "the District") is issuing this Request for Proposal (RFP) to solicit written proposals from qualified vendors to provide a replacement for the educator evaluation and related professional-growth functions currently supported by Frontline Professional Growth ("Frontline PG").

This RFP is intended to identify a solution for educator evaluation and effectiveness (aligned to Pennsylvania Act 82, Pennsylvania Act 15, and the PDE Educator Effectiveness System), and, where a vendor's platform supports them, the additional functions listed in Section 3 that CSD currently manages in Frontline PG and has not yet assigned a permanent home.

CSD reserves the right to award a contract for the full scope described in this RFP, to award separate contracts for discrete portions of the scope (e.g., evaluation only, versus evaluation plus professional development tracking), or to make no award, at its sole discretion.

2. Background

CSD currently uses Frontline Professional Growth to manage educator observation and evaluation, professional growth planning, professional development registration and tracking, Act 48 continuing-education credit tracking and reporting to PDE, tenure-tracking, staff surveys, and related reporting. Frontline PG draws staff roster, demographic, and position data from our student information system (SIS), Skyward Qmlativ, through a variety of integration methods.

CSD is undertaking this review to ensure continued compliance with Act 82 and Act 15 requirements, to evaluate the market for solutions purpose-built for educator effectiveness, and to make a deliberate decision about where each function currently housed in Frontline PG should live going forward, rather than migrating the full Frontline suite (i.e., Central, Recruiting and Hiring) by default.

3. Scope of Work & Functional Requirements

Vendors should propose against the functions below. "Required" functions must be met, either natively or through a named integration partner disclosed in the proposal. "Desired" and "Optional" functions are not mandatory; vendors should clearly indicate which of these their platform supports so CSD can evaluate whether a single platform or a combination of solutions best meets its needs.

Function	Description	Requirement
Educator Evaluation & Observation	Summative rating and evaluation rubrics for all faculty, admin, and nonteaching professionals aligned to PA Act 13 and PA Act 82 requirements. Ability to build/ customize formal/informal classroom observation records and walkthrough forms aligned to CSD's adopted framework (5 Pillars of Instruction.)	**Required**
Customizable Forms, including Walkthroughs	Ability to create new or leverage canned forms for walkthroughs (and beyond) that define shared "look fors" which allow for the gathering of low-inference, observable evidence of teaching, learning, and student work products	**Required**
Professional Growth Plans & Goal Setting	SMART goals, self-assessments, administrator sign-off, multi-year growth cycles for faculty, admin, and nonteaching professionals with form tracking abilities	**Required**
PD Catalog, Registration & Attendance	Ability to create or link to course/workshop catalog, faculty and non-teaching staff sign-up and waitlist management, attendance, and completion tracking	**Required (for faculty)/ Desired (nonteaching professionals)**
Act 48 Credit Tracking & PDE Reporting	Continuing-education hour tracking, PDE Act 48 submission, renewal alerts	**Required**
Tenure-Tracking	License expiration alerts, credential records tied to staff	**Desired**
Induction & New-Teacher Mentoring	Induction plan tracking, mentor assignments, required documentation	**Optional**
Surveys & Feedback Tools	Staff/climate surveys and feedback forms tied to PD or evaluation	**Optional**
HR Addons	Replacement for Frontline Recruiting and Hiring/ Central	**Optional**

Function	Description	Requirement
Reporting & Dashboards	Administrator- and Board-level reporting on evaluation status and PD completion	**Required**
Integrations	Ability to mass import demographic information (staff roster, position, and HR data) from existing systems (Frontline Central, Skyward Qmlativ) via API, SFTP, or equivalent	**Required**

A detailed, line-item version of this table, for vendor completion, is provided as Appendix A.

4. Vendor Qualifications

Proposals must include the following information about the vendor:

- Company background, ownership structure, and number of years providing K-12 educator evaluation/effectiveness software
- Number and names of current Pennsylvania K-12 clients, with district size and modules in use
- Evidence of financial stability sufficient to support a multi-year public-sector contract
- Any subcontractors or third-party partners used to deliver required or desired functionality
- A description of the vendor's implementation team and project management approach
- A description of ongoing support: hours of coverage, support channels, and service-level commitments

Vendor qualification information should be submitted using the form in Appendix D.

5. Technical & Integration Requirements

Proposals must address each of the following:

- Hosting model (cloud-hosted SaaS preferred) and data center location(s)
- Data security and privacy certifications (e.g., SOC 2 Type II or equivalent) and compliance with FERPA and applicable Pennsylvania student/employee data-privacy requirements
- Uptime guarantee and disaster-recovery/backup approach
- Single sign-on (SSO) compatibility with CSD's identity provider (ClassLink)
- Native integration or documented API/SFTP capability with SIS (Skyward Qmlativ) for staff roster, position, and HR data
- Approach to migrating historical evaluation, PD, and Act 48 records from Frontline PG or similar solutions, including how many years of history can be converted and in what format source data is required

6. Implementation, Training & Support

Proposals must include a proposed implementation timeline and plan, including: project kickoff, data migration/conversion phases, configuration of CSD's evaluation framework and rubrics, user acceptance testing, and go-live.

Proposals must describe the training model available for administrators (evaluators), teachers, and system administrators, including whether training is included in the base price or billed separately, and in what format (on-site, virtual, self-paced) it is delivered.

Proposals must describe post-implementation support, including any online help center, ticketing system, and escalation path for urgent issues (e.g., during an active evaluation cycle).

7. Cost Proposal

Vendors must submit a complete, itemized five-year cost proposal using the format in Appendix B (reproduced below), showing one-time and recurring costs separately by category. Vendors must state the basis for any annual increase (e.g., a fixed percentage or CPI-based escalation) and disclose the per-student, per-seat, or district-wide basis on which licensing is calculated.

CSD reserves the right to negotiate a 1, 3, or 5 year contract with the winning bidder.

Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5
Software Licensing (annual)					
Implementation / Onboarding (one-time)					
Training (one-time or annual, specify)					
Data Migration / Conversion (one-time)					
Hosting / Cloud Fees (if separate)					
Optional Modules (list separately)					
Total					

Vendors should also separately quote pricing for any Desired or Optional functions from Section 3 that their platform supports, so CSD can evaluate a base (Required-only) proposal alongside an expanded-scope proposal.

8. Proposal Submission Instructions

Proposals must include, at minimum, the following components, organized in this order:

1. Cover letter, signed by an authorized company representative
2. Company/vendor overview and qualifications (Appendix D)
3. Response to the Functional Requirements Checklist (Appendix A)
4. Response to Technical & Integration Requirements (Section 5)
5. Implementation, training, and support plan (Section 6)
6. Cost Proposal (Appendix B)
7. A minimum of three (3) references, at least one from a Pennsylvania K-12 district of comparable size, using the form in Appendix C
8. A sample of the vendor's standard SaaS/license agreement
9. Certificate of insurance or a statement of coverage available upon request

Written questions regarding this RFP must be submitted by email to Kristin Herman, Director of Technology & Innovation, by the Written Questions Due date on the cover page. CSD will issue written answers to all vendors via addendum by November 17. Questions submitted after the deadline, or submitted verbally, will not be answered.

Proposals must be submitted electronically (PDF) to brasdo@centennialsd.org no later than the Proposals Due date and time on the cover page.

Late proposals will not be considered.

9. Evaluation Criteria & Selection Process

Proposals will be scored by an evaluation committee comprising representatives from the Technology, Teaching & Learning, and Human Resources departments, along with building administrators who serve as evaluators, using the weighted criteria below.

Criterion	Weight	What CSD is Assessing
Cost & Contract Terms	**30%**	Total five-year cost, licensing model, contract flexibility, cancellation/transition terms, included modules versus a la carte options
Compliance & Functional Fit	**25%**	Meets Act 82 /Act 13/ PDE Educator Effectiveness requirements; coverage of Required and Desired functions from Section 3
Vendor Support & Track Record	**20%**	Pennsylvania client base, implementation and support model, financial stability
Data Migration & Integration	**20%**	Depth of historical data that can be converted; native or documented integration with SIS (Skyward Qmlativ)
Ease of Use & Change Management Fit	**5%**	Usability for evaluators and staff, training approach, anticipated adoption effort

Selection Process

1. Written proposals are reviewed and scored independently by the evaluation committee.

2. The highest-scoring vendors (typically 2–4) are invited to deliver live demonstrations to the committee in January 2027.

3. CSD conducts reference checks with each finalist's provided references, with particular attention to comparable Pennsylvania districts.

4. Finalists provide sandbox or pilot access so that a cross-section of CSD staff — evaluators and teachers — can trial the platform firsthand, consistent with CSD's past practice for software selection.

5. The committee finalizes its recommendation and presents it to the Superintendent's Cabinet.

6. The recommendation is presented to the Board of School Directors for approval, anticipated in Spring 2027.

7. Timeline for implementation would be first payment 7/1/2027– with the anticipated launch for end-users in Fall 2027. This is a flexible timeline.

10. Timeline

Target	Milestone
November 2, 2026	RFP issued
November 13, 2026	Written questions due
November 17, 2026	CSD issues written answers / addendum
November 23, 2026, 11:00 AM	Proposals due
Early January 2027	Finalists notified
January 2027	Vendor demonstrations
Late January–February 2027	Reference checks and sandbox/pilot trials
February–March 2027	Committee recommendation to Superintendent's Cabinet
Spring 2027	Board of School Directors decision
Summer 2027 (anticipated)	Contract execution and implementation kickoff

CSD reserves the right to modify this timeline at its discretion, with notice to all vendors who have submitted a proposal or requested to be notified of addenda.

11. General Terms & Conditions

- This RFP does not commit CSD to award a contract. CSD reserves the right to reject any or all proposals, to waive informalities or irregularities, to negotiate with any vendor, or to cancel this RFP at any time, without liability to any vendor.
- All costs incurred in preparing and submitting a proposal are the sole responsibility of the vendor.
- Any resulting contract is contingent upon approval by the CSD Board of School Directors and review by the CSD Solicitor, and is not final until a written agreement is executed by both parties.
- Proposals, once submitted, become subject to the Pennsylvania Right-to-Know Law upon award, except for material clearly and specifically marked by the vendor as a trade secret or confidential proprietary information.
- Vendors must disclose any actual or potential conflict of interest and must not engage in collusion with other proposers.
- Proposals must remain valid and open for acceptance for a minimum of ninety (90) days from the proposal due date.
- CSD standard insurance and indemnification requirements will apply to any resulting contract and will be finalized in consultation with the CSD Solicitor prior to execution.

Appendix A: Functional Requirements Checklist

Vendors: for each function, indicate whether it is natively supported, supported through a named integration partner, or not supported, and provide any clarifying notes.

Function	Description	Req.	Vendor Response (Native / Partner / Not Supported) + Notes
Educator Evaluation & Observation	Summative rating and evaluation rubrics for all faculty, admin, and nonteaching professionals aligned to PA Act 13 and PA Act 82 requirements. Ability to build/ customize formal/informal classroom observation records and walkthrough forms aligned to CSD's adopted framework (5 Pillars of Instruction)	Required	
Customizable Forms, including Walkthroughs	Ability to create new or leverage canned forms for walkthroughs (and beyond) that define shared "look fors" which allow for the gathering of low-inference, observable evidence of teaching, learning, and student work products	Required	
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Act 48 Credit Tracking & PDE Reporting	Continuing-education hour tracking, PDE Act 48 submission, renewal alerts	Required	
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HR Addons	Replacement for Frontline Recruiting and Hiring/ Central	Optional	
Reporting & Dashboards	Administrator- and Board-level reporting on evaluation status and PD completion	Required	
Integrations	Ability to mass import demographic information (staff roster, position, and HR data) from existing systems (Frontline Central, Skyward Qmlativ) via API, SFTP, or equivalent	Required	

Appendix B: Cost Proposal Template

Vendors: complete the table below in full. Attach additional detail as needed; do not leave any applicable row blank.

Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5
Software Licensing (annual)					
Implementation / Onboarding (one-time)					
Training (one-time or annual, specify)					
Data Migration / Conversion (one-time)					
Hosting / Cloud Fees (if separate)					
Optional Modules (list separately)					
Total					

Appendix C: Reference Form

Vendors: complete one copy of this form for each of the three (3) required references.

Reference 1

District/Organization Name	
Contact Name & Title	
Phone / Email	
Approximate District Enrollment	
Modules/Functions in Use	
Years as a Client	

Reference 2

District/Organization Name	
Contact Name & Title	
Phone / Email	
Approximate District Enrollment	
Modules/Functions in Use	
Years as a Client	

Reference 3

District/Organization Name	
Contact Name & Title	
Phone / Email	
Approximate District Enrollment	
Modules/Functions in Use	
Years as a Client	

Appendix D: Vendor Qualifications Form

Company Legal Name	
Years Providing K-12 Educator Evaluation/Effectiveness Software	
Number of Current Pennsylvania K-12 Clients	
Total Number of K-12 Clients (all states)	
Subcontractors/Third-Party Partners Used (if any)	
Primary Implementation Contact	
Primary Support Contact	
Support Hours of Coverage	