

Request for Proposal (RFP)

Discrepancy Analysis Software Tool for Special Education

Issued by: Northeastern Utah Educational Services

Issue Date: May 05, 2025

Proposal Due Date: May 25, 2025

1. Introduction

Northeastern Utah Educational Services (NUES) is seeking proposals from qualified vendors to provide a software solution that supports discrepancy analysis for identifying learning disabilities and supporting eligibility determinations in special education. The tool must align with federal and state regulations and support data-driven decision making.

2. Background

Northeast Utah Educational Services (NUES) is issuing this Request for Proposal (RFP) as the fiscal agent on behalf of Utah Local Education Agencies (LEAs), including both school districts and charter schools. This initiative seeks to provide a centralized, compliant, and user-friendly Discrepancy Analysis Tool to support special education eligibility determinations under the Specific Learning Disability (SLD) category. Currently, 60 LEAs across Utah have expressed interest in participating in this initiative. These LEAs represent a diverse range of educational settings and student populations, underscoring the need for a flexible and scalable solution that can be implemented statewide.

Utah LEAs currently use an expiring software tool acquired by the Utah State Board of Education (USBE) to conduct discrepancy analysis. The current tool will no longer be accessible after June 30, 2025. To address this issue, NUES seeks to partner with a qualified vendor to deliver a software solution that standardizes and streamlines the discrepancy analysis process across participating LEAs.

The selected vendor will enter into an agreement with NUES, which will facilitate access to the tool for any Utah LEA that chooses to participate. This collaborative approach is intended to ensure equitable and affordable access to high-quality tools, reduce administrative burden, and promote consistency in special education practices statewide.

3. Objectives

The primary objectives of this RFP are to:

- Automate and streamline the discrepancy analysis process.
- Ensure compliance with IDEA and state-specific guidelines.
- Improve accuracy and consistency in eligibility determinations.
- Provide user-friendly interfaces for educators and specialists.

4. Scope of Work

The selected vendor will be expected to:

- Deliver a software tool that calculates ability-achievement discrepancies.
- Integrate with existing student information systems (SIS).
- Support multiple standardized assessments (e.g., WISC-V, WIAT-4).
- Provide customizable reporting and documentation features.
- Ensure data security and FERPA compliance.
- Offer training and ongoing technical support.

5. Functional Requirements

The tool must include:

- Assessment Data Input: Manual and automated data entry options.
- Discrepancy Calculation: Based on regression formulas or standard score differences.
- Eligibility Reporting: Generate reports aligned with state/federal criteria.
- Audit Trail: Track changes and user activity.
- Accessibility: ADA-compliant interface.

6. Technical Requirements

- Cloud-based or on-premises deployment options.
- Compatibility with Windows, macOS, and mobile devices.
- Integration with SIS platforms (e.g., PowerSchool, Infinite Campus).
- Role-based access control.

7. Utah-Specific Eligibility Guidelines for Discrepancy Analysis

The proposed software must align with the Utah State Board of Education (USBE) guidelines for determining eligibility under the Specific Learning Disability (SLD) category.

The tool should support the following:

- Use of the Severe Discrepancy Model: The software must implement the Reynolds Regression Formula, as used in the official USBE Discrepancy Analysis Tool.
- Assessment Compatibility: The tool must accept scores from a variety of standardized aptitude and achievement assessments commonly used in Utah schools (e.g., WISC-V, WIAT-4, KTEA-3).
- Regression-Based Discrepancy Calculation: The tool must calculate the predicted achievement score based on aptitude and determine whether a statistically significant discrepancy exists.
- Eligibility Thresholds: The software must flag discrepancies that meet or exceed the 1.5 standard deviation threshold (or as defined by USBE) between predicted and actual achievement scores.
- Documentation Support: The tool must generate printable reports that clearly indicate whether the discrepancy meets eligibility criteria, including:
 - Predicted achievement score
 - Actual achievement score
 - Standard error of estimate
 - Discrepancy value
 - Eligibility determination
- Data Privacy: The tool must not store student data permanently and must comply with FERPA and Utah state data privacy laws.
- Custom Test Requests: The system should allow LEAs to request the addition of new assessments, similar to the current Utah State Board of Education tool.

8. Proposal Submission Requirements

Vendors must include:

- Company background and relevant experience.
- Detailed description of the proposed solution.
- Implementation timeline.

- Pricing model (licensing, support, training) in a separate document.
- References from similar clients.

9. Evaluation Criteria

Proposals will be evaluated based on:

- Functionality and usability.
- Compliance with requirements.
- Vendor experience and references.
- Cost-effectiveness.
- Support and training offerings.

10. Proposal Evaluation and Scoring Rubric

Evaluation Criteria	Description	Points
Functionality and Features	Extent to which the proposed tool meets the functional and technical requirements, including Utah-specific discrepancy analysis capabilities.	30
Ease of Use and Accessibility	User interface design, accessibility compliance (e.g., ADA), and overall user experience.	10
Integration and Compatibility	Ability to integrate with existing SIS platforms and assessment tools.	10
Vendor Experience and References	Demonstrated experience with similar projects and positive references from other districts or agencies.	10
Implementation Plan and Timeline	Realistic and detailed plan for deployment, training, and support.	10
Data Security and Compliance	Adherence to FERPA, Utah data privacy laws, and secure data handling practices.	10
Cost Proposal	Overall cost-effectiveness, including licensing, maintenance, and support. <i>(to be scored separately by a separate committee)</i>	15
Support and Training	Availability and quality of training materials, onboarding, and ongoing support.	5
Total Possible Points		100

11. Timeline

| RFP Release | May 5, 2025

| Questions Due | May 20, 2025

| Proposal Submission Deadline | May 25, 2025

| Vendor Selection | Scoring May 27

| Project Start | July 1, 2025

12. Contact Information

All inquiries and proposals should be directed to:

Piper Riddle

Executive Director

piper@nucenter.org

435-654-1921, ext 1

APPENDIX: Scoring Rubric

VENDOR: _____

Evaluator: _____

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