



Career Information System (CIS) Pre-bid Meeting

Contract No. DOE26010-6-12

March 16th, 2026



Meeting Logistics

Please enter the following in the chat:

- Name
- Title
- Organization

Additional guidance:

- Please keep microphones muted
- Questions will be addressed at the end of the presentation

Introductions

Delaware Department of Education

- **Project Lead**
Leigh Weldin: DE Higher Education Office
- **Director**
Juliet Murawski: DE Higher Education Office
- **RFP Procurement Contact**
Erika Martine-Duquette: Contracting and Procurement

Agenda

1. Overview and Intent
2. Delaware Student Success Planning Context
3. Scope of Work and Mandatory Requirements
4. Technical and Functional Requirements
5. Reporting and Technical Expectations
6. Implementation and Migration
7. Cost Proposal Requirements
8. Submission and Important Dates
9. Questions

CIS RFP Overview and Intent



Delaware's Vision for This CIS

The Delaware Department of Education (DDOE) seeks a **cost-effective, cloud-based Career Information System (CIS)** that will:

1. Support **career exploration** and **postsecondary education and training planning and transitions**
2. Serve as the **primary platform for statewide Student Success Planning (SSP)** (14 DE Admin Code §507) and portfolio development
3. Integrate **academic, career, and postsecondary planning** in a single student experience
4. Be configurable at **school and LEA levels**
5. Provide **robust reporting and analytics** for schools, LEAs, and the state
6. Integrate with **existing Delaware systems** while maintaining strong **security, privacy, and accessibility**
7. Support **equity and IDEA transition planning** for all learners
8. Maintain **student access for at least one year after graduation**

Delaware Landscape

Delaware 6–12 Landscape

- LEAs serving grades 6–12: **32**
- Schools serving grades 6–12: **98**
- Students in grades 6–12: **77,497**

The selected vendor must support:

- Statewide implementation
- Large-scale migration
- Deployment completed by Fall 2027

Technical Environment

The CIS must integrate with Delaware's technical ecosystem, including:

- **ClassLink Single Sign-On**
- **Infinite Campus Student Information System**
- Google integrations

The system must:

- **Be device agnostic**
- Support **Microsoft, Google, and Apple platforms**, including **Chromebooks, iPads, and mobile devices**
- Function across varying bandwidth environments, including 1 GB secondary connections

User Population

The CIS must support multiple user roles including:

- DDOE staff
- LEA leadership and technology administrators
- School leadership, educators, school counselors, students, and caregivers

The platform should allow **future expansion of user roles** as needed.

Mandatory Requirements

Section 3.1 and Attachment 11: Mandatory Requirements Matrix



Mandatory Company Qualifications

The vendor must:

1. Have served at least 70,000 users for 4+ years
2. Demonstrate capacity for statewide deployment by Fall 2027
3. Provide dedicated onboarding, training, and support staff
4. Provide required reporting outlined in Section 4.1

Detailed requirements are in **Section 3.1 of Appendix B.**

Mandatory CIS Features

The CIS must provide:

1. **Postsecondary Pathways:** Comprehensive, current information on all education and training options.
2. **Assessments:** Research-based tools to identify interests, skills, and work values.
3. **Labor Market and Profiles:** Delaware-specific labor market data and detailed career and postsecondary profiles.
4. **Work-Based Learning:** Enable educators to connect students with local employers for work-based learning opportunities.
5. **Student Dashboard and Portfolio:** Transferable student dashboard and portfolio with post-graduation access.
6. **SSP and Course Planning:** Lessons and tools for goal setting and course planning aligned with SSP requirements, course selections, and graduation requirements.
7. **Accessibility and Usability:** Age-appropriate and fully accessible system for all learners and users.

Detailed requirements are in **Section 3.2 of Appendix B.**

Reporting and Technical Expectations



LEA and School Reporting Requirements

The CIS must enable LEAs and schools to gather, disaggregate, and generate reports at the LEA and school levels, with further breakdown by school building and grade level, as applicable, to include:

1. Usage and engagement metrics
2. Career and postsecondary exploration data
3. SSP and graduation progress
4. Work-Based Learning
5. Postsecondary applications and decisions

Detailed requirements are in **Section 4.1 of Appendix B.**

Statewide Reporting Requirements (DDOE)

The CIS must enable DDOE to generate reports presented as **statewide totals and disaggregated by county, LEA, school building, and grade level**, including:

1. Statewide usage and engagement metrics
2. Career and postsecondary exploration trends
3. SSP and graduation progress monitoring
4. Work-Based Learning and application outcomes
5. Annual statewide metrics report summarizing contract performance

Detailed requirements are in **Section 4.1 of Appendix B.**

Lessons, Tools and Student Portfolio Requirements

The CIS must provide:

1. **College and Career Readiness Tools:** FAFSA guidance, scholarship search, resume and interview tools, virtual tours, and application resources
2. **Assessments and Guided Lessons (Grades 6–12):** Research-based assessments and sequenced lessons aligned to national standards and SSP development.
3. **Comprehensive Profiles and Pathways:** Regularly updated information on careers, institutions, programs, and pathways aligned to DE labor market and CTE opportunities.
4. **Work-Based Learning Management:** Tools to connect, track, and verify employer-based learning experiences.
5. **Personalized Search and Matching:** Postsecondary search and ranking based on student interests, academics, cost, geography, and identity factors.
6. **Transferable Student Portfolio:** A portable dashboard storing SSP progress and goals, resumes, academic history, WBL, applications, credentials, and career artifacts
7. **Student Data Portability:** Student portfolios and SSP data **must follow students** when they transfer between schools or LEAs within Delaware.

Detailed requirements are in **Section 5.1 - 5.2 of Appendix B.**

User Experience, Educator Tools, and Accessibility

Vendors must demonstrate a student-centered, educator-enabled platform that includes:

1. Age-appropriate and personalized design
2. Delaware-aligned labor market integration
3. Collaborative student engagement
4. Comprehensive educator management tools
5. Advising and recommendation supports
6. Accessibility and equity compliance

Detailed requirements are in **Section 5.3 - 5.5 of Appendix B.**

Key System Integrations

The CIS must integrate with:

1. Campus SIS (Infinite Campus)
2. DDOE's Single Sign-On solution (ClassLink) and Google integrations
3. State-level FAFSA completion data
4. Graduation requirements
5. CTE Career pathways

Vendor must clearly identify all third-party integrations.

Detailed requirements are in **Section 5.6 of Appendix B.**

Performance Tasks

The three required performance tasks are outlined in **Section 6 of Appendix B**. Vendors are required to respond to each task in **Appendix D – Performance Task** to be developed and submitted by the vendor as part of the proposal package.



Performance Tasks Details

Vendors must respond to the following **three performance tasks** in **Appendix D**:

- **Performance Task 1 – Organizational Capabilities**

Demonstrate experience and capacity to successfully deliver a statewide CIS.

- **Performance Task 2 – Training Plan**

Provide a comprehensive plan for onboarding, training, and ongoing user support.

- **Performance Task 3 – Implementation Plan**

Describe the strategy for statewide CIS implementation and deployment.

Detailed requirements are outlined in **Section 6 of Appendix B**.

Cost Proposal

Appendix C



Cost Structure

The cost proposal must:

- Be submitted using **Appendix C**
- Provide a **per-student annual rate**
- Remain **fixed** for the life of the contract
- Be applied to the **statewide student count**
- Include **all costs**, including travel and implementation

Optional modules may be listed separately.

Submission and Process



Important Dates

Event	Date
Public Notice	February 27, 2026
Deadline for Questions	March 31, 2026
Response to Questions Posted by	April 7, 2026
Deadline for Receipt of Proposals	April 16, 2026 at 2:00 PM (Local Time)
Estimated Notification of Award	June 2026

Submission Requirements

Submit two paper proposals (one marked “Original” with original signatures) and two electronic copies on USB drives. Failure to submit the following documents may deem the submitting vendor as “non-responsive” and exclude vendor from further consideration.

- **Transmittal Letter**
- **Vendor Proposal**
 - Including all required sections and elements

Note: The physical and electronic submission should be identical and include all required documents.

Submission Requirements, Attachments

Required Attachments:

- **Non-Collusion Agreement** marked “original” and notarized (**Attachment 2**) – The original proposal must have original signatures and notary mark
- **Exception Form (Attachment 3)** – Please check box if no information.
- **Confidentiality Form (Attachment 4)** – Please check box if no information is deemed confidential.
- **Business Reference (Attachment 5)** – Vendors may not use State of Delaware contacts as references, including Delaware school district and charter school employees. The sole exception is a State of Delaware entity that serves only Delaware state agencies.
- **Subcontractor Information Form (Attachment 6)** – Provide only if applicable
- **DTI Terms and Conditions (Attachment 9)** – Completed and signed form must be included
- **Technical Requirements Questionnaire (Attachment 10)** – Completed and signed form must be included
- **Mandatory Requirements Matrix (Attachment 11)** – Completed and signed form must be included

Submission Requirements, Appendices

Required Appendices:

- **Vendor Cost Proposal (Appendix C)**- Electronic copies shall be separate files from all other electronic files on the USB drives
- **Performance Tasks Responses (Appendix D)**- narrative responses created by vendor

Proposal Submission

- All properly sealed and marked proposals are to be sent to DDOE and received no later than **2:00 PM** (Local Time) on **April 16, 2026**.
- The applications may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand.
- Please account for possible delivery delays.
- Early submissions are encouraged.

Late proposals will not be accepted.

Vendors are directed to clearly print their Organization Name, “**BID ENCLOSED**” and “**CONTRACT NO. DOE26010**” on the outside of the bid submission package.

Question Process

RFP Question and Answer Process

The State of Delaware will allow written questions for clarification for the RFP. All questions shall be received no later than **March 31, 2026**. All questions should be posted on DDOE's website: <https://bids.doe.k12.de.us/#viewproposal?propID=468>

All questions will be consolidated into a single set of responses and posted on both DDOE's website, as well as the State's website at www.bids.Delaware.gov by the date of **April 7, 2026**. Vendor names will be removed from questions in the responses released. Questions should be submitted in the following format. Deviations from the format will not be accepted.

Section number

Paragraph/subsection number

Page number

Text of passage being questioned

Designated Contact

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Communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFP designated contact (above).

Questions

You may ask your question by using the **Raise Hand feature** to speak aloud during this portion of the meeting or by typing your **question in the Chat**.

