RFP ADDENDUM #1

Date: July 09, 2020

RFP No.: 21-005-25

Material and/or Service: College Career Readiness Web-Based Software

RFP Due Date (revised): July 20, 2020

Opening Location: Vail Education Center/Calvin Baker Leadership Center
Attention: Tori Gamble, Purchasing Department
13801 E. Benson Highway, Suite B
Vail, Arizona 85641

Please read the following comments and change your response if applicable. Sign and include a copy of this addendum in your response. This RFP is amended as follows:

1. The due date for this RFP has been extended to July 20, 2020.

2. Is a certificate of insurance required to be included with the proposal or can it follow once the RFP award is made?

   The certificate can be sent once an award is made, however proof of insurance must be indicated within the response and received by the District prior to issuance of the District signed Offer and Acceptance Form.

3. Does Vail Unified use G-Suite, Outlook or something else for email?

   Gmail suite @vailschooldistrict.org is used to access school district emails, for both students and administrators.

4. Does Vail Unified have a preferred Single Sign-On method; Google, Outlook365, SAML?

   The awarded software will need to authenticate users through District’s Active Directory Domain or G-Suite Domain.

5. What is your current college & career readiness platform?

   The District currently uses Arizona Career and Information Systems (AZCIS) which will no longer be supported.

6. Would Vail Unified like historical college & career data uploaded into the new college & career readiness platform?

   No previous student data will be available for upload; the District does not have access to this information.

7. Can the sealed cost proposal envelope be shipped in the same box as the response to the Scope of Work or does the cost proposal have to be shipped in its own box?

   It can be shipped in the same box.

8. What is the total allocated budget set aside for this RFP?

   The District would prefer the total annual expenditures for this program not exceed $30,000 per year.
9. Page 28, Scope of Services, Bullet 1 states “Integration with the District’s Student Information System (SIS) PowerSchool”. Which PowerSchool SIS is currently being used? 

The software title is “PowerSchool SIS”.

10. What are the specific data sets that you would like integrated between the current SIS platform and our platform?

Examples of data that the District would like to see integrated would include, but not be limited to: student demographic data, academic history, & school courses.

11. Page 28, Bullet 7 states "Develops an individual program of study" Could you share more about your expectations here?

The idea is to have the system help students create a schedule of courses based on their career interests which would map out their secondary and possibly post-secondary coursework needs. It is preferred to have the system pull the courses available from PowerSchool, or have the ability for administrators to upload potential courses.

12. Does course data live in SIS?

Student and site course data will live in the SIS. It is preferred to have the proposed system access the SIS data so that the student could compare their career interests with their academic background, and available courses at their school.

13. Page 28, Bullet 10 states "Fulfills the State mandated requirement". Is this referring to the Arizona Revised Statutes? If so, specifically which ones? Could you provide detail about what is mandated?

The Arizona Education and Career Action Plan, as defined by the Arizona Department of Education can be found at: www.azed.gov/ecap/. At a minimum, students must be able to trend and update:

"1. Academic Goals that include identifying and planning the coursework necessary to achieve the high school graduation requirements and pursue postsecondary education and career options; analyzing assessment results to determine progress and identify needs for intervention and advisement; and documenting academic achievement; 2. Career Goals that include identifying career plans, options, interests and skills; exploring entry level opportunities; and evaluating educational requirements; 3. Postsecondary Education Goals that include identifying progress toward meeting admission requirements, completing application forms and creating financial assistance plans; and 4. Extracurricular Activity Goals that include documenting participation in clubs, organizations, athletics, fine arts, community service, recreational activities, volunteer activities, work-related activities, leadership opportunities, and other activities.”

14. Can you please list by name all of the 9-12 school sites part of Vail School District and included in the RFP enrollment projections?

Listed below are the District High Schools. The anticipated high school student enrollment, for the 2020/2021 school year, is listed to the right of each school.

- Andrada Polytechnic High School - 750
- Cienega High School – 2,000
- Empire High School - 850
- Mica Mountain High School - 500
- Pantano High School - 100
- Vail Academy and High School - 135
- Vail Innovation Center - 50
15. Can you please list by name all of the 6-8 or K-12 school sites part of Vail School District and included in the RFP enrollment projections?

Listed below are the District Middle Schools. The anticipated middle school enrollment, for the 2020/2021 school year, is not available.

- Civano Middle School
- Corona Foothills Middle School
- Desert Sky Middle School
- Esmond Station K-8
- Old Vail Middle School
- Rincon Vista Middle School
- Vail Academy & High School
- Vail Innovation Center

16. Can you please estimate total number of staff who may need to be trained per school site (administrators, counselors, IT, etc.)

The District expects roughly 15 Counselors, 10 School Administrators, 3 District Administrators, and 2 Information Technology (IT) Technicians. If other District personnel require training, this would be done internally.

17. Since 8th grade is listed as optional programming, can you confirm whether it’s Vail’s preference to start with grades 9-12 and add 8th graders in year 2 or beyond?

This is correct. If the District decides to opt in the 8th grade students during the term of this contract, it would be for the 2021/2022 school year, starting July 1, 2021; or after.

18. How would users get to the platform? Do you have a common portal that users would SSO into our platform or would you require that admin invite students to the portal?

Our preference is that we have a common portal or website that student use to access the system.

19. On page 1 of the RFP, 4th & 5th paragraphs, it states, “Proposals, one (1) original and seven (7) copies, must be submitted in a sealed envelope/box with the RFP number and Offeror’s name and address clearly indicated on the package. In light of the current environment with regards to Covid-19, including “shelter in place” mandates, our office is currently closed, and our staff is working remotely. This requires us to make special arrangements if/when wet ink signatures/notarizations are needed. Additionally, UPS has made changes to its shipping policies in light of Covid-19. Is the institution willing to consider the following: Are you willing to accept submission via email with DocuSigned signatures and scanned notarizations to ensure timely responses in light of the current operating conditions due to Covid-19? If you are not willing to accept emailed submissions, are you willing, at minimum, to accept DocuSigned signatures and scanned notarizations, so that we may arrange for these via email, as opposed to arranging to meet in person?

Electronic responses will not be accepted for this solicitation.

20. If the District is not willing to accept electronic submission, we will plan to ship our response on Friday, July 10th, to ensure timely delivery, given UPS’ changes in delivery policy. With the question deadline being Thursday, July 9th, can you advise on the following: When do you anticipate for the addendum to be issued? Will the addendum need to be signed, and if so, can this be a DocuSign signature to help expedite the process? If the addendum is not issued by Friday, July 10th, when we ship our response, would the District be willing to accept a separately acknowledged and shipped addendum?

This will be the only addendum for this solicitation. The addendum is required to be signed and may be shipped separate from the solicitation response; however it must arrive prior to the solicitation due date of July 20, 2020.
21. If submissions must be mailed, can you please confirm which shipping address is accurate – there is one listed on page 1 of the RFP and a different address listed on the shipping label on the last page:

- Address on page 1:
  Vail Unified School District No. 20
  Calvin Baker Leadership Center, Purchasing Office
  13801 E. Benson Highway
  Vail, Arizona 85641

- Address on last page, shipping label:
  Vail Unified School District No. 20
  Attn: Purchasing Department – Tori Gamble
  13801 E. Benson Hwy. Suite B
  Vail, AZ 85641

These are the same physical address. Per the RFP, if mailing your response, it is requested you use the shipping label contained within the solicitation.

22. On page 38 of the RFP, the 1st paragraph of the Conflict of Interest Form states “The undersigned, the owner or authorized officer of ____ …” It is our standard practice to have our Controller sign and execute on behalf of the company. Is this explanation sufficient, or does VUSD require that we include proof of authorization by our Board for our Controller to sign and execute on behalf of the company?

Whoever is recognized as an “authorized officer” for your organization, regardless of title, would be authorized to sign this agreement.

23. On page 20 of the RFP, the 2nd bullet under section “Evaluation Part One: 150 points” states, “Meets State mandated requirements (15 points)”. Can you list the specific state-mandated requirements you are trying to achieve?

Refer to question #13 of this addendum.

24. On page 29 of the RFP, the 8th bullet states, “Provides broad base of careers from direct employment, military, certification, 2 and 4 year majors and degrees”. Can you expand on your expectation of the solution in this regard and provide examples/use cases?

The District prefers the system include career guidance to the student. Within that career guidance the District prefers the system to include many educational paths ranging from direct employment all the way through graduate level degrees. An example would include a student who has a high aptitude in math, who likes working with their hands, and likes design; could be recommended for careers ranging from Manufacturing to Engineering.

25. We did not see a mention of electronic submission of transcripts/letters of recommendation. Is this something the District is interested in procuring through this RFP?

The District is not interested in procuring any items outside of the scope of work at this time. However, per the RFP “Special Terms and Conditions, #33, Additions/Deletions of Service” the District has the right to add services at any time during the duration of the contract.

26. How are you currently managing your college & career readiness efforts?
   a) What is working well?
   b) Where is there opportunity for improvement?

   a) We are currently having a student led system where students go through career and skill inventories. It is easy to use and administer.

   b) Their system is not especially engaging and does not offer teachers and counselors the opportunity to access student responses directly. This limits our ability to pull reports to find student interests which could be used to offer elective courses, field trips, and industry speakers.
27. Can you provide estimated dates for the date of implementation and the date of “Go-Live”.

It is preferred to have training take place in late September / early October, and implementation take place by mid to late October so that the system is in place when the students return from Fall Break. As the District will now have a delayed start to the school year, the implementation date is subject to change. Once the contract is awarded, the District will work with the awarded vendor regarding the implementation timeline.

28. Are you able to provide the names and titles of the team members who will be on the review/evaluation committee?

This information is not available to the public at this time.

29. The deadline for questions is July 09, 2020 at 10:00 a.m., Arizona Time. This will be the final addendum posted for this RFP.

Tori Gamble
Procurement Analyst
Vail Unified School District #20
purchasing@vailschooldistrict.org

Vendor hereby acknowledges receipt of an agreement with the amendment. A signed copy must be returned with the RFP response.

________________________________________________________________________
Vendor Name

________________________________________________________________________
Signature Date