



**ROCKFORD BOARD OF EDUCATION
INVITATION FOR BID ON SUPPLIES, MATERIALS, EQUIPMENT OR
SERVICES FOR SCHOOL DISTRICT NO. 205
ROCKFORD, ILLINOIS**

RFP No. **16-35 Data Warehouse Solution**

DATE: **May 5, 2016**

RE: **ADDENDUM NO. 3**

To All Bidders:

Attached are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

RFP OPENING DATE CHANGE

RFP Opening date has been changed from Tuesday, May 3, 2016 at 12:00 p.m., to MONDAY, MAY 9, 2016 AT 12:00 P.M. (LOCAL TIME), at the Rockford Board of Education, 3rd FLOOR CONFERENCE ROOM 2, 501 Seventh St., Rockford, IL 61104.

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Purchasing Process Manager by email at stacie.scott@rps205.com.

Rockford Public Schools

ADDENDUM THREE

DATE: May 5, 2016

RE: RFP No. 16-35 Data Warehouse Solution

REQUEST FOR INFORMATION

Question 1:

Do you want the vendor to complete and return the Required Forms Checklist?

Response 1:

No the Required Forms Checklist is not one of the required forms to be submitted to the District with your proposal. It is a tool to be used by contractors to ensure you have included all the forms to be considered a responsive bidder.

Question 2:

Are vendors required to provide a certificate of insurance with their proposal?

Response 2:

No. The Certificate of Insurance document must be submitted prior to starting work, if awarded the contract. Failure to submit forms below may result in project start delay.

Question 3:

Question D.6 of the Scope of Services Questionnaire asks for a formula for the district and the vendor to host the solution. Where do you want us to put the answer to this question - as part of the response to question D.6 - or in the cost proposal?

Response 3:

This response is to be included as a response to the question D.6.

Question 4:

Is the prime contractor required to complete and submit the “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Cover Transactions”?

Response 4:

The contractor(s) who are submitting the proposal response must complete and submit all required forms.

Question 5:

From Addendum #1, Question 3, the District indicated that a single vendor does not have to provide both the data warehouse components and the assessment system components and that the solution needs to combine the data from different systems. However, in the Request for Proposal Offer Form on Page 44 under B. System Components, the assessment system and item banks are both listed as critical. Should those items be removed from the Request for Proposal Offer Form? Or is it your expectation that proposals include an assessment system and item bank component as part of the overall data warehouse solution (as distinct from integrating assessment results data into the data warehouse from a third-party assessment system + item bank)?

Response 5:

The data warehouse solution does not need to include an assessment system. It should include the ability to integrate data from 3rd party assessment applications as well as the ability to create new data fields to store custom assessment data.

Question 6:

Can you clarify what the vendor is to address in Section F. of the Scope of Services Questionnaire? The way the section is written, especially subsections a-d, it looks like evaluation criteria rather than questions that the vendor can answer.

Response 6:

This section was developed to provide vendors with the needs and expectations of the District as well as obtain information from the vendor as to how their solution will meet or exceed our needs and expectations. For each section, you are to provide a statement as to how your company's solution will meet criteria described.

Question 7:

In our experience, implementing systems like the one described in the RFP, require a budget of \$800,000 - \$1,000,000 for the first year and \$200,000 in in out years. Does the district anticipate having a budget for this level of expenditure?

Response 7:

The District does not disclose the project budget during the open solicitation phase.

Question 8:

What is the funding source for this project?

Response 8:

The expenditure is covered in the District's budget.

Question 9:

Does RPS have any BI licenses that it wishes to leverage for this opportunity?

Response 9:

We currently have licenses for IBM Cognos but we do not necessarily need to leverage those.

Question 10:

Do you want the vendor to provide solution training to your team? Approximately how many people would require training and what are their rolls within the organization?

Response 10:

The District is open to this as an option, but it depends on the solution purchased. We would like to have the ability for all district teachers as well as administrative staff to have the ability to use the tool to create ad-hoc reporting. This could be between 1,500-2,500 employees.

Question 11:

Does the district have a preferred training model?

Response 11:

We have used train-the-trainer training in the past and we can approach this in the same manner. Ultimately, I would look to the vendor to provide some insight and expertise on how to best approach a rollout such as this and what has worked well for other organizations our size.

Question 12:

Does the school district have a LMS tool with which to distributed training materials?

Response 12:

We are not currently leveraging an LMS tool for training materials but we do have a subscription with Atomic Learning which we could use to distribute training materials as well as an employee SharePoint intranet.

Question 13:

Can you explain the difference between question A.4 and A.5 in the Scope of Service Matrix?

Response 13:

A.4 Does the system have the ability for us to create data comparison reports, charts and dashboards that may be color coded and comparable over a period of time. It's important for us to have the ability to compare longitudinal data. A.5 Does the system give us the ability to generate reports for live real-time data as well as point-in-time history i.e. the district enrollment on January 1, 2015 was 29,413 students.

Question 14:

Can you explain what functionality you are looking for in the question A.8 of the Scope of Services Questionnaire?

Response 14:

The District is seeking the following information: Is the system intuitive and user friendly? Do users with little to no report writing/development experience have the ability to drag and drop easily identifiable data elements to build reports/queries on their own? Does the system have tools available for more advanced users such as charts, graphs and the ability to create specific dashboards which may be considered more advanced user functions?

Question 15:

Please clarify questions C.1 of the Scope of Services Questionnaire. Do you want a solution that can be only be deployed to a subset of your staff or do you want a solution that has role based security?

Response 15:

We prefer a solution that allows us to leverage roles based security down to the individual field level.

Question 16:

Please clarify questions C.2 of the Scope of Services Questionnaire. What do you mean by the word “governed”? Do you mean seen, deleted, viewed or something else?

Response 16:

Functionality we are looking for includes: Can the system administrator(s) ensure that reports and data queries are limited by security? We want to ensure that users do not have access to personal identifiable data such as medical and SSN information if they do not have the proper authority or access. We also want to have audit reports available to determine who has this access and if/when these data elements have been changed and by whom.

Question 17:

Does the school district have a solution or system to assign unique identification numbers to students and staff?

Response 17:

We assign unique ID numbers to student through our Student Information System and to employees using our Human Resource Information System.

Question 18:

Does the district have a have a user access management system such as a single sign on system it would want the solution to integrate with?

Response 18:

Yes. Ideally the solution would support either ADFS or SAML. If we host internally we would look to utilize LDAP.

Question 19:

Can we submit evidence that we are appropriately licensed and certified to do business in the State of California and also include our State of Illinois vendor application confirmation as evidence to do business?

Response 19:

Yes this is acceptable to submit a response to the RFP. However, the company must obtain the certification.