



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

RFP No. **22-16 Student Record Conversion and Software**

DATE: **October 7, 2021**

RE: **ADDENDUM NO. 1**

To All Bidders:

Included 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.

If you plan to hand deliver your RFP submission on the due date, please note you must check in on the 1st floor prior to coming to the bid opening. Please allow time for this as late submission will not be accepted.

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

CLARIFICATIONS

This addendum includes requests for information (RFI) to date and corresponding answers.

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood
Director of Purchasing

CLARIFICATIONS

Below are requests for information (RFI) to date and corresponding answers.

In regards to 4.2.2.7.5. Ability to digitize both active & inactive records.

1.1 We want to verify that this is involving scanning all Active Student Records for your Current Students, Kindergarten through 12th grade.

- a. At this time we are only scanning inactive records, but would like a vendor who has software capability for active records. Scanning of active records could be a possibility in the future.

1.2 Will this include Special Education Records?

- a. Special ED records are not a part of the project at this time.

In Regards to 4.2.2.7.5.1. Active record compliance - Auto message reminders to complete or correct, or next steps.

2.1 As this falls under the section related to scanning both active and inactive records, is this pertaining to the outsourcing of scanning of records to a vendor/partner where the vendor/partner is scanning your physical paper records at the vendor/partner scan facility?

- a. This does not relate to scanning.

2.2 Can you please expand/elaborate upon what specifically this means to you in regards to scanning active records?

- a. This does not relate to scanning.

2.3 Is this somehow related to you doing your own scanning at the schools and specific to the capture software?

- a. This does not relate to scanning.

2.4 Can you please specify what you mean by “active records compliance”?

- a. In regards to “active records compliance” Ideally Rockford Public Schools would provide to our vendor student record compliance parameters. The software would then alert the student record tech if a piece of information was missing based on the parameters that were given. For example, every student is to have a birth certificate on file. If I am a record tech and creating a new student record and forget to upload a birth certificate, the software would alert me that I am missing a birth certificate.

2.5 Can you please clarify what process is this specifically referring to?

- a. In regards to “active records compliance” Ideally Rockford Public Schools would provide to our vendor student record compliance parameters. The software would then alert the student record tech if a piece of information was missing based on the parameters that were given. For example, every student is to have a birth certificate on file. If I am a record tech and creating a new student record and forget to upload a birth certificate, the software would alert me that I am missing a birth certificate.

2.6 Can you please provide example of auto-message reminders

- a. In regards to “active records compliance” Ideally Rockford Public Schools would provide to our vendor student record compliance parameters. The software would then alert the student record tech if a piece of information

was missing based on the parameters that were given. For example, every student is to have a birth certificate on file. If I am a record tech and creating a new student record and forget to upload a birth certificate, the software would alert me that I am missing a birth certificate.

In regards to 4.2.2.8. TWAIN scanning functionality highly preferred.

3.1 Is it your intention to do back-log scanning of inactive records in-house at RPS?

a. No

3.2 If yes, how many total scan stations do you intend to use?

a. We do not have a plan for scanning active records at this time.

3.3 Is it your intention to do scanning of all active/current student records kindergarten through 12th grade in-house at RPS?

a. We do not have a plan for scanning active records at this time.

3.4 If yes, how many total scan stations do you intend to use?

a. We do not have a plan for scanning active records at this time.

3.5 What is the total number of intended scan stations for in-house scanning?

a. We do not have a plan for scanning active records at this time.

4. Can companies from outside USA (like India or Canada) can apply for this?

a. Yes.

5. Would we need to come over there for meetings?

a. Yes, it is likely that in-person meetings would be required to discuss the scanning of files and implementation of software.

6. Can we perform the tasks related to RFP outside USA (like India or Canada)?

a. No, the files that need to be digitized are located at our Administration Building, 501 7th St, Rockford, IL 61104.

7. Can we submit the proposals via email?

a. No, proposals must be submitted in person, by mail, or electronically through our Bonfire portal.

8. I came across this RFP we actually have a great solution to respond with however we would not be able to support off site storage and transportation there are very few companies that offer that. Those that do would certainly charge quite a bit for that service as well. My question is would the district entertain an option without that?

a. No.