



ADDENDUM 1

RFP NUMBER:	TE1123 – College and Career Readiness Application
ADDENDUM NUMBER:	1
ADDENDUM ISSUED:	12/07/2021

I. QUESTIONS & ANSWERS

The following questions are as they were presented to Park Hill School District. The answers to said questions have been answered as completely and accurately as possible.

Q1: In regard to Proposal No. TE1123, College and Career Readiness, what is the anticipated go-live date, meaning when would the district want to be using the system?

A1: We would like counselors to begin using the program by April 2022, with students using the program at the beginning of the 2022-2023 school year.

Q2: How many students are enrolled in grades 9-12 for each high school in the district and can you please provide whether or not these schools are Title 1 / Title 1 Eligible?

A2: There are currently 1,867 students enrolled at Park Hill High School and 1,832 students enrolled at Park Hill South High School. We also have 605 high school students dual enrolled at LEAD Innovation Studio, our innovative, personalized high school program. None of the schools are Title 1 eligible. Please note that we are seeking a solution for students in both middle school and high school (grades 6-12).

Q3: To ensure we are able to fully provide detailed responses, are we able to create a separate proposal document which is formatted similarly to the RFP but provides more space to answer questions? As an example, Section 4.2 Requirements Table - more space may be needed to address each requirement.

A3: Yes, respondents can create a separate proposal document that follows the formatting of the Request for Proposal. Please include all signed forms from the original document.

Q4: Section 3.4 states " Provide links to example districts with a district population of at least twelve thousand students." What does that mean to provide links? Are you requesting a list of all districts we currently work with that has over 12k students within?

A4: Please provide a sample of districts you serve with over 12k students with a link to their district website.



Q5: Can you detail the Student Information System you use, as well as your email services (Google, Outlook 365)?

A5: Our Student Information System is Infinite Campus, and we use Office 365 for our email services.

Q6: Can you also detail the number of students at each building that this RFP would serve?

A6: Below are the numbers broken down for all 6-12 buildings that this solution would serve.

School	Total Student Count
Congress Middle School	773
Lakeview Middle School	660
Plaza Middle School	681
Walden Middle School	715
Park Hill High School	1867
Park Hill South High School	1832
LEAD High School (Dual enrollment at primary high school)	605
Total Student Count	6528

Q7: Is this solution K-12 or 6-12? How many students in total would it serve?

A7: Please refer to question #6.

Q8: Is the scope of the RFP for High School only or for both High and Middle Schools?

A8: Please refer to question #6.

Q9: Please provide the # of students for Middle School and High School if both or High School Student Count.

A9: Please refer to question #6.

Q10: Which Student Management Platform does the district use?

A10: Our Student Information System is Infinite Campus, and our Learning Management System is Schoology.



Q11: Do you use Google or Office 365 for your email system?

A11: The Park Hill School District uses Office 365.

Q12: How many years of historical data from the current platform would require data migration?

A12: We would request a minimum of seven years of transcript records be migrated. Please describe your data migration options, including options for current students with active inventories in our existing College and Career Readiness product.

Q13: The bid states, 12,500 students enrolled in grades PK-12. What enrollment should we base the pricing upon- 6-12? Are you seeking a K-5 piece as well? If so, should we remove PK enrollment?

A13: Please refer to question #6. Pricing should be based on enrollment in grades 6-12.

Q14: How many buildings are NSC Student Tracker reports needed for? Should we just include all High Schools?

A14: NSC Student Tracker reports are needed for all middle and high schools, for a total of 7.

Q15: At how many buildings is Test Prep needed for? And an estimate of how many students?

A15: Please refer to question #6. Test Prep is needed for all high schools and middle schools.

Q16: How many Onsite, in-person initial training days are required by the district?

A16: Please provide your recommended best structure and length of training. A minimum of two would be required.

Q17: Are there any specific languages or number of languages preferred?

A17: Our preferred languages include Amharic, Arabic, Chuukese, Somali, Spanish, in addition to English. Please specify all languages for which you offer language translation.

Q18: Are you seeking integration with tools beyond the common app such as Parchment, or traditional application processes?



A18: We are seeking integration with a tool that allows for the sending of transcripts to post-secondary institutions, if not already built in.

Q19: How many role-based permission settings would be ideal for the district profiles?

A19: District profiles should include roles for counselor, student, parent, office administrator, system administrator, and teacher.

Q20: Is there a preference to collect/report on ICAP inside of this platform at both the student, school, and administrative level? (Individual Career & Academic Plan)

A20: We are currently using Infinite Campus, our Student Information System for academic planning, but would be interested in learning about any ICAP options respondents can offer, including built-in capability or integrations.

Q21: How should we present the cost associated with the requests listed in the request section? Should they be optional add-on costs?

A21: Yes, please list requests items as add-on costs.

Q22: Is Park Hill wanting a course planning tool to be part of your college and career solution?

A22: Please refer to question #20.

Q23: Are you looking for Schoology integration with the college and career solution?

A23: Schoology integration is not required; however, we are interested in learning about any integrations respondents can offer.

Q24: Are DocuSign/electronic signatures acceptable on the forms to be returned with our response?

A24: Yes, DocuSign/electronic signatures will be accepted.

Q25: Can the District kindly confirm if this solicitation is for K-12 students?

A25: Please refer to question #6. We are seeking a solution for students in grades 6-12.



Q26: Can the District please provide the breakdown of sites and students requiring licenses by grade?

A26: Please refer to question #6.

Q27: Does the District have a timeline for implementation? What is the anticipated length of the contract?

A27: We would like counselors to begin using the program by April 2022, with students using the program at the beginning of the 22-23 school year. We are interested in a three (3) year contract with the option of two (2) additional 1-year renewals.

Q28: Can the District please advise how many customers should be included in the sample customer list? Can some of these customers be the same clients included as references?

A28: Please limit your customer list to no more than 10. Comparable districts (i.e., Midwest, mid-sized, suburban districts) are preferred.

Q29: Will the District require any information other than names for our three references?

A29: Please provide reference names with contact information.

Q30: Can the District please provide a scoring rubric associated with evaluation criteria?

A30: This will be available to finalists we select for further evaluation.

Q31: Will the result of this solicitation be an award made to a single vendor or multiple vendors?

A31: The award will go to a single vendor.

Q32: Can the District please clarify if we need to provide our responses within the RFP document, or if we may provide our responses in a separate proposal document following your format?

A32: Respondents can create a separate proposal document that follows the formatting of the Request for Proposal. Please include all signed forms from the original document.

Q33: One of the requirements listed on p. 12 of the RFP is "Chat support, with the ability to screenshare." Can the District further elaborate on this functionality?



A33: The ability to screenshare (show what's happening on our screen) while receiving chat support.



V. ACKNOWLEDGEMENT

Each bidder shall acknowledge receipt of this Addendum No. 1 of Proposal No. *TE1123: College and Career Readiness Application* by his/her signature affixed hereto and shall attach this Addendum to the original proposal submitted. Failure to sign and submit this addendum may render your bid Non-Responsive.

Certification by Bidder:

Signature: _____ Date: _____

Title: _____ Company: _____