



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

RFP No. **22-39 Online Registration Software**

DATE: **May 12, 2022**

RE: **ADDENDUM NO. 4**

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:

1. Pertaining to Question Number 17, can you please expand upon what you are looking for here and what your ideal solution would look like? (17. The system must include report writing tools to create both lists of students and 'page layout' reports.)
 - a. The desire is to create a list of all who used the online portal whether or not they completed an enrollment or a registration. For those who do complete it then they are released into eSchool by a backend RPS employee so eSchool would be the source of reports on our current students. However, if someone didn't complete the process then they wouldn't be recorded into eSchool but only by this portal.
2. Pertaining to question Number 18, can you please clarify what you mean by “make the next year schedule active”. Are you referring to a student’s “schedule of classes” being taken? If not, can you please clarify what you mean by “make the next year schedule active”? (18. The system must have a simple year-end process to automatically promote students, make the next year schedules active and still provide access to previous year’s information without the need to access 'archived' data. Alternatively, this process could be integrated with the district’s student information system to manage this function.)
 - a. This is referring to pre-population of forms for those who have completed forms previously (e.g. I am registering my student from 8th grade into 9th grade or registering my 1st grader for the first time, but have another student in the district, so my info comes across).
3. Pertaining to Question Number 20 – Question Number 20 mentions the section of the RFP entitled Additional Modules and Features. We cannot locate a Section with this title in the document. Has it been omitted? If not, where can this section be located? (20. The system must support the ability to support multiple placement methods and application types (e.g. lotteries, petitions, dual assignment, inter-district move-out, and online charter schools.) This is defined in depth in the Additional Modules and Features section.)
 - a. This is referring to the lottery, which is located in the Placement Methods section of the document.
4. We wanted to confirm that you are using Esri GIS system. If not, can you please state what system you are using?
 - a. We use an ESRI system through a third-party service RSP and Associates.
5. Pertaining to Question Number 18 – is this related to helping parents/families of new students in a scenario where the parents would walk into a physical location, in-person, and Rockford staff would assist parents in completing the process of filling out application online on Rockford computers/tablets and Rockford staff would scan and upload supporting documentation that parents would bring in paper/physical format with them, such as proof of residency documents, birth certificate, immunization documents, etc. – OR - is it your desire, through this RFP, to implement a full Electronic Cumulative Folder for grades K-12 where there would be many, many TWAIN scanners throughout the district at all schools with multiple district staff at every school scanning and uploading all pages in the current, existing paper cumulative folders to move to an entirely electronic cumulative folder? (18. The system must support direct document scan/upload to be associated with student records using TWAIN scanners.)
 - a. We will continue our current process of scanning documents into our SIS system as we receive them from families. Families can provide documents to building clerical or at the Welcome

Center. Documents are scanned with desktop scanners or the scanning function on the copy machine.

6. Pertaining to Question Number 4 and Question Number 12 in the DATA section: DEMOGRAPHICS REQUIREMENT, it very much seems that it is your intention is to start an Electronic Cumulative Folder for the new students who will be utilizing this new system to be able to have documents and files scanned/uploaded to reside within the system. Is this your plan with the previous questions related to the TWAIN scanners? Is this your plan related to questions #4 and #12 below? Can you please share your overarching vision related to collecting and housing documents above and beyond documents such as proof of residency, birth certificate, immunization, etc. (4. System must provide the ability for administrators to attach documents and files directly to a student's core record; 12. Student photos can be imported in batch or loaded manually as required.)
 - a. Currently, several documents that are presented to RPS as paper (birth certificates, proofs of address, etc.) are scanned and attached to the student's eSchool profile. This speaks to the ability to take a document the guardian attached electronically (ex. clear photo of address proof) and not have to print that out in order to scan and attach to eSchool. We are moving toward an Electronic Cumulative Folder for each student – digital records for all students is the end goal.
 - b. Please disregard question #12 regarding student photos.
7. Pertaining to Question Number 13, can you please share your vision for this functionality? Can you please expand upon this question and desired outcomes? (13. System has the ability to import/export staff information into the system including, but not limited to: first name, last name, staff ID, birthdate, gender.)
 - a. Employee timestamps within the system are helpful when trying to validate data. This would only require an employee's first and last name.
 - b. From a registration standpoint, we add staff name to the packets. The "Welcome Letter" includes the principal name. In some instances, we have included a homeroom teacher on the packet as well. We do not use any other info.
8. On the RFP Offer Form (Pricing) – Page 45 of the pdf – you have a line item for hardware/scanners. What is your vision for the number of scanners that you will need? What is your vision for the through-put capabilities of the scanners (pages per minute)? Do you need scanners with different through-put capabilities, X number of desktop scanners, Y number of mid-range capacity scanners, etc. Will you strictly be scanning proof of residency, birth certificates, immunization documents and documents directly related to enrollment/registration?
 - a. Please include what hardware you would recommend we need based on the solution provided in your proposal. For reference, we currently use TWAIN scanners for another product and the model is Brother ADS-1700W. Please include unit prices and any price breaks you may have at certain volumes.
 - b. For a complete listing of scanned documents:
<https://docs.google.com/spreadsheets/d/1jQGmiduxOJTgZr1VLFogWeat1VrvBo-FeBN-iEitKy0/edit?usp=sharing>
9. Do you plan on scanning other types of documents, files, and records? – If so, could you provide a listing of other documents and records you would like to scan and manage via systems delivered in response to this RFP?
 - a. Aside from the normal enrollment documents we do scan a variety of different document types. DCFS 906, orders of protection, change of address, health service forms and guardianship paperwork just to name a few.
 - b. For a complete listing of scanned documents:

<https://docs.google.com/spreadsheets/d/1jQGmiduxOJTgZr1VLFogWeat1VrvBo-FeBN-iEitKy0/edit?usp=sharing>

10. Pertaining to Scanning into the System, how will you want the scanners to be distributed throughout your school district? Will there be a scanner at every school? Multiple scanners at every school? Scanners at other strategic locations? How will this set-up look?
 - a. Clerical will use either desk top scanners or the scanning function on the copy machine.

11. We are an Amazon Web Services hosted system. Do you have a preference for how vendors with SAAS solutions handle the requirement to be a vendor-hosted solution rather than being hosted in the public cloud?
 - a. Preferences include:
 - i. Hosted in the United States.
 - ii. AWS Hosted Servers should be either logically or physically segmented from other customer/client systems and data.
 - iii. 99.9% uptime and availability of systems.
 - iv. FERPA, SOPPA, and any other local/state/federal compliance required. Qualifying bidders will be provided a vendor security checklist for approval at a later date.