

	District Five of Lexington and Richland Counties Request for Proposals Amendment Three	Solicitation #	2025-002
		Date Amendment Issued	July 16, 2024
		Procurement Official	Lauren Bové, CPPO, CPPB
		Phone	(803) 476-8182
		E-Mail Address	D5bids@lexrich5.org

DESCRIPTION	Visitor Management System
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The Term "Offer" Means Your "Bid" or "Proposal"

SUBMIT OFFER BY	July 09, 2024 @ 11:00 am July 23, 2024 @ 11:00 am August 06, 2024 @ 11:00 am
QUESTIONS & SUBSTITUTION REQUESTS MUST BE RECEIVED BY	June 27, 2024 @ 12:00 pm Electronically to D5bids@lexrich5.org TIME HAS PASSED
NUMBER OF COPIES TO BE SUBMITTED	One (1)

Offers must be submitted in a sealed package. Solicitation number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO:

**District Five of Lexington and Richland Counties
Purchasing Office
1020 Dutch Fork Road
Irmo, SC 29063**

CONFERENCE TYPE: N/A DATE & TIME: As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions	LOCATION: N/A
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AWARD & AMENDMENTS	The award, this solicitation, and any amendments will be posted at the following web address: https://www.lexrich5.org/departments/office-of-finance/purchasing/solicitations-and-awards
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You **must** submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of sixty (60) calendar days after the Opening Date.

NAME OF OFFEROR (Full legal name of business submitting the offer)	OFFEROR'S TYPE OF ENTITY: (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____ (See "Signing Your Offer" provision.)
AUTHORIZED SIGNATURE (Person signing must be authorized to submit a binding offer to enter into a contract on behalf of Offeror named above.)	
TITLE (Business title of person signing above)	
PRINTED NAME (Printed name of person signing above)	
DATE SIGNED	
Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.	
STATE OF INCORPORATION (If Offeror is a corporation, identify the state of Incorporation.)	TAXPAYER IDENTIFICATION NO.

COVER PAGE

PAGE TWO
(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for Offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	Area Code - Number - Extension Facsimile
	E-Mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses)
	Order E-Mail Address:
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS:
Offerors acknowledge receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%) _____	20 Calendar Days (%) _____	30 Calendar Days (%) _____	_____ Calendar Days (%) _____
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PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. **ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [11-35-1524(E)(4)&(6)] **PREFERENCES DO NOT APPLY**

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

In-State Office Address same as Home Office Address
 In-State Office Address same as Notice Address (check only one)

PREFERENCES DO NOT APPLY

AMENDMENT #3

VISITOR MANAGEMENT SYSTEM

SOLICITATION # 2025-002

The Solicitation may be amended at any time prior to opening. Submitters shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

THE SOLICITATION IS AMENDED AS PROVIDED HEREIN. INFORMATION OR CHANGES RESULTING FROM QUESTIONS WILL BE SHOWN IN A QUESTION-AND-ANSWER FORMAT. ALL QUESTIONS RECEIVED HAVE BEEN REPRINTED BELOW. THE QUESTIONS ARE INCLUDED SOLELY TO PROVIDE A CROSS-REFERENCE TO THE POTENTIAL OFFEROR THAT SUBMITTED THE QUESTION. QUESTIONS DO NOT FORM A PART OF THE CONTRACT; THE "DISTRICT'S RESPONSE" DOES. ANY RESTATEMENT OF PART OR ALL OF AN EXISTING PROVISION OF THE SOLICITATION IN AN ANSWER DOES NOT MODIFY THE ORIGINAL PROVISION EXCEPT AS FOLLOWS: UNDERLINED TEXT IS ADDED TO THE ORIGINAL PROVISION. STRICKEN TEXT IS DELETED.

OVERVIEW OF CHANGES TO THE SOLICITATION:

1. Attachment C (Offeror's Checklist) is amended as follows: Under "Submit with Offer"- item #4 (Site Visit Log) is stricken.

QUESTIONS:

1. **QUESTION:** Power School Compatibility (Section A): Could the District specify which PowerSchool data entities, such as student attendance records or staff schedules, are essential for the visitor management system's API integration? How critical is real-time data synchronization for tracking entries and exits during school hours versus a batch synchronization approach?

DISTRICT'S RESPONSE: Real-time data synchronization for tracking entries and exits of students, staff, and visitors during school hours is essential for security, safety and emergency response coordination. A batch synchronization approach is not preferred.

2. **QUESTION:** Badge System Compatibility (Section A): Could the District provide detailed specifications or performance criteria that the new visitor management system must meet to ensure compatibility with the existing RFID and barcode badge systems? Are there requirements for read range, data encoding standards, or compatibility with specific types of RFID technology, such as low-frequency or ultra-high-frequency systems?

DISTRICT'S RESPONSE: The visitor management system must use current 2D scanner to scan the barcode on student badges. The District's current ID badges use linear code39 barcodes. Staff badges have barcodes and 40-bit smart card RFID technology.

3. **QUESTION:** Historical Data Access (Section A): What is the minimum duration of historical data access that the visitor management system should support? Are there specific periods, such as the past five years, for which the District needs to retrieve and analyze visitor data, and are there specific types of records, like visitor logs or incident reports, that need special consideration for long-term access?

DISTRICT'S RESPONSE: Data shall be retained for a minimum of one school year (August to August). Records

required include visitor logs, contractor logs, and volunteer logs.

- 4. QUESTION:** Data Capture Requirements (Section B): In addition to the standard data points of first name, last name, date of birth, photo, and driver's license number, does the District require the capture of any other visitor details for security or administrative purposes? For example, should the system also collect information such as the purpose of visit, vehicle details, or expected duration of stay on the premises?

DISTRICT'S RESPONSE: The purpose of the visit shall also be collected for visitors.

- 5. QUESTION:** Sex Offender Registry Checks (Section B): How frequently does the District require the visitor management system to perform checks against the South Carolina Sexual Offender Registry and the National Sexual Offender Registry?

DISTRICT'S RESPONSE: The proposed system must perform checks in real-time and provide immediate alerts for sex offenders and/or flagged issues in PowerSchool during the check-in process.

- 6. QUESTION:** Temporary Badge Customization (Section B): What specific customization features does the District require for temporary badges issued by the visitor management system? Are there particular security elements, such as holograms, watermarks, or color-coded access levels, that need to be included to enhance badge integrity and prevent unauthorized access?

DISTRICT'S RESPONSE: Temporary badges should include, at a minimum, the following classifications for visitors: visitor, volunteer, contractor, tardy, early dismissal.

- 7. QUESTION:** Student Tracking Integration (Section B): For integration with PowerSchool, especially for tracking student tardiness and late arrivals in real-time, could the District clarify its expectations for handling data synchronization challenges? Are there specific thresholds or time frames within which data discrepancies must be resolved to ensure accurate attendance records?

DISTRICT'S RESPONSE: Real-time synchronization of data for attendance is required. The vendor shall provide a Service Level Agreement (SLA) detailing the services and support to be provided. Synchronization errors are expected to be resolved through the terms and conditions of the SLA.

- 8. QUESTION:** Pre-planned Event Management (Section B): Regarding the functionality of the pre-planned event management module within the visitor management system, could the District specify the anticipated volume of visitors for typical events and the required speed for the check-in process? Are there particular workflows, such as group check-ins or VIP entries, that need to be streamlined in this module?

DISTRICT'S RESPONSE: The pre-planned event module should be capable of processing a volume of 250+ guests per event. The speed for check-in process should be industry standard. There are no particular workflows that need to be streamlined in this module.

- 9. QUESTION:** Emergency Management Integration (Section B): Could the District outline the specific functionalities it requires from the integration of the visitor management system with emergency management software? For instance, are there expectations for automatic lockdown capabilities, real-time location tracking of visitors during emergencies, or direct communications links to local law enforcement or emergency services?

DISTRICT'S RESPONSE: It is preferred that the proposed visitor management system is compatible with the District's existing emergency management software (CrisisGo) and capable of performing real-time data synchronization for tracking entries and exits for emergency response coordination.

- 10. QUESTION:** Workstation and Network Compatibility (Section D): Beyond the network and workstation specifications listed in the RFP, does the District need the visitor management system to be compatible with other software applications or network setups, such as cloud-based storage services or third-party security platforms?

DISTRICT'S RESPONSE: There are no specific software applications or network setups required beyond those listed in the RRP.

11. **QUESTION:** Workstation and Network Compatibility (Section D): Are there specific protocols or security certifications that the infrastructure must adhere to ensure seamless integration and operation?

DISTRICT'S RESPONSE: There are no specific protocols or security certifications that the infrastructure must adhere to ensure seamless integration and operation.

12. **QUESTION:** Reporting Capabilities (Section E): Regarding the visitor management system's reporting capabilities, does the District require features beyond basic data output, such as advanced analytics or predictive modeling, to analyze trends or forecast future visitor patterns? Are there specific reporting formats or interactive dashboards that administrators need for more dynamic data interaction?

DISTRICT'S RESPONSE: The District does not require features beyond basic data output. There are no specific reporting formats or interactive dashboards that administrators need.

13. **QUESTION:** System Scalability: Could the District provide details on its scalability expectations for the visitor management system, particularly in terms of handling future expansions, such as new school additions or a significant increase in visitor traffic? What are the anticipated growth metrics, and how should the system architecture adapt to accommodate these changes efficiently?

DISTRICT'S RESPONSE: The District must be able to add school kiosks and/or locations as the District builds new schools and/or buildings. The anticipated future growth metrics are unknown.

14. **QUESTION:** Integration with External Agencies (General Query): Is integration with external emergency response systems or local law enforcement databases a requirement for the visitor management system? Could the District specify which agencies or systems should be connected, such as real-time data sharing with police databases or emergency broadcast systems, to enhance security measures and response times during critical incidents?

DISTRICT'S RESPONSE: It is preferred that the proposed visitor management system be compatible with the District's existing emergency management software (CrisisGo) and capable of performing real-time data synchronization for tracking entries and exits for emergency response coordination.

15. **QUESTION:** User Interface Requirements (General Query): What specific usability features are essential for the user interface of the visitor management system according to the District's priorities? Are there particular design elements, such as touchscreen compatibility, voice command functionality, or multi-language support, that need to be incorporated to ensure accessibility and ease of use for all users?

DISTRICT'S RESPONSE: The minimum required design elements for ease of use are touchscreen compatibility and multi-language supports.

16. **QUESTION:** Visitor Check-In Process Efficiency (Section B): Could the District specify the maximum acceptable duration for processing a visitor's check-in during peak operational times? Are there particular efficiency targets, such as reducing wait times to under a certain number of minutes, that the visitor management system should achieve to ensure a smooth flow of traffic and enhance security protocols?

DISTRICT'S RESPONSE: The District estimates the check-in process should take approximately 45 seconds to 1 minute.

17. **QUESTION:** Stakeholder Feedback Integration (General Query): How does the District intend to collect and integrate feedback from various stakeholders, including school administrators, security personnel, and visitors, following the implementation of the visitor management system? Are there established methods or tools, such as surveys, focus groups, or digital feedback forms, that the system should support to facilitate this process?

DISTRICT'S RESPONSE: The District will establish feedback via surveys.

18. **QUESTION:** A General- 3: Language support. What multiple languages are you suggesting?

DISTRICT'S RESPONSE: The District prefers as many languages as possible, but at a minimum requires English, Spanish, Korean, and Mandarin.

19. **QUESTION:** A General- 5. function with Microsoft Office. What features are you requiring the use of Office?

DISTRICT'S RESPONSE: The District requires the system to be compatible with Microsoft Office for data download and reporting purposes.

20. **QUESTION:** A General- 7. PowerSchool contacts What is the purpose of PowerSchool contacts?

DISTRICT'S RESPONSE: PowerSchool contacts are used for identification confirmation for early dismissals to ensure that students are released only to approved guardians during the student check-out process. PowerSchool contacts may also be used during emergency response coordination and for reunification purposes.

21. **QUESTION:** A General- 10. Work with District's existing RFID badges for staff with barcodes. Are existing badges RFID or Barcode and do you require the system to work with both RFID and barcodes?

DISTRICT'S RESPONSE: The District currently uses both RFID badges (staff) and barcode badges (students). The system is required to work with both RFID and barcodes.

22. **QUESTION:** A General- 11. Allow self-check-in? What type of self-check in is required? So you want a kiosk type solution?

DISTRICT'S RESPONSE: The system should allow self-check-in. A kiosk-type solution is preferred.

23. **QUESTION:** A General- 13. Allow district to download all it data and content from the vendor system? Where do you expect the data to reside? In the cloud, or on prem?

DISTRICT'S RESPONSE: Data can reside in the cloud, but the District must be able to download data in various formats. At a minimum, formats for data must include .csv and .pdf format.

24. **QUESTION:** A General- Provide access to historical records for multiple years? How many years to you want to retain data?

DISTRICT'S RESPONSE: Data shall be retained for a minimum of one school year (August to August). Records required include visitor logs, contractor logs, and volunteer logs.

25. **QUESTION:** B. System Requirements 1. Scan a driver's license or identification card electronically. The picture is not encoded in the barcode. Do you want the system to capture the information and use OCR to retrieve the data or use the barcode and capture the photo using a webcam?

DISTRICT'S RESPONSE: The vendor shall specify with their proposal the proposed system's method to capture the required data (to include First Name, Last Name, Date of Birth, Photo, and Driver's License Number) from the driver's license and/or identification card. A current (live) photo at time of shall also be captured.

26. **QUESTION:** B. System Requirements 2. Run a visitor through the South Carolina Sexual Offender Registry and the National Sexual Offender Registry. If the person is in the National Registry, they would automatically be in the South Carolina Registry. Do you want both registries search and why?

DISTRICT'S RESPONSE: The District requires that the system run a visitor through the South Carolina Sexual Offender Registry and the National Sexual Offender Registry to ensure a comprehensive search.

27. **QUESTION:** B. System Requirements 4. What is an early dismissal badge and where would it be printed?

DISTRICT'S RESPONSE: An early dismissal badge is a temporary badge that has a classification of early dismissal. The District does not currently use early dismissal badges, but the system should allow temporary badges to be printed at the location where the badge is issued.

28. **QUESTION:** B. System Requirements 5. iv. Number of times a student is late/tardy, number of early dismissals and name of person signing in/out? Who is meant by person signing in/out?

DISTRICT'S RESPONSE: The person signing in/out is the parent/guardian/person present and responsible for signing the student in/out.

29. **QUESTION:** B. System Requirements 5. vii. system shall immediately import expected frequency and/or timing of late/tardy and early dismissals. Who would the system import the expected frequency?

DISTRICT'S RESPONSE: The attendance clerk would be responsible to import the expected frequency and/or timing of late/tardy and early dismissals.

30. **QUESTION:** B. System Requirements 10. have multiple kiosks/accounts at one school. How many kiosks or accounts will be required at each school?

DISTRICT'S RESPONSE: Most schools currently have 1 kiosk, but there are several schools (approximately 3-4) that have 2 kiosks.

31. **QUESTION:** Implementation, Training and ongoing support 2. ii. What is meant by Local Overrides?

DISTRICT'S RESPONSE: Local overrides means the ability to provide inter-agency support from the District's Office of Information Technology.

32. **QUESTION:** Reporting III Export data and reports in multiple formats. What formats and what data?

DISTRICT'S RESPONSE: The system shall be able to export data to standard formats (.csv, pdf). Data and reporting shall include, but not be limited to, current and historical visitor information, volunteer hours, student attendance details (including daily absences and/or tardiness), and faculty/ staff check-in/check-out.

33. **QUESTION:** How many workstation locations at each school?

DISTRICT'S RESPONSE: Most schools currently have 1 kiosk, but there are several schools (approximately 3-4) that have 2 kiosks.

34. **QUESTION:** How many kiosks for self-check in and check out?

DISTRICT'S RESPONSE: Most schools currently have 1 kiosk, but there are several schools (approximately 3-4) that have 2 kiosks.

35. **QUESTION:** Do you want us to provide the server? And do you want cloud based or on Prem solutions?

DISTRICT'S RESPONSE: The District prefers a cloud-based system. If the proposed solution is on-prem only, the server must be able to be a virtual server and the District will provide the server. Specifications for an on-prem server must be included in the bid response.

36. **QUESTION:** What current hardware does the district utilize for your visitor check-in experience outside of the Dymo 450 printers?

DISTRICT'S RESPONSE: The District also uses Bi-Xolon printers for visitor check-in.

37. **QUESTION:** Does the district intend to utilize the current hardware for your self-serve check-in/out experience? What hardware is used for this currently? Is this equipment Windows-based or tablet-based?

DISTRICT'S RESPONSE: The District intends to utilize the current windows-based hardware for desktops/laptops during check-in/out. Please refer to III. SCOPE OF WORK- D. CURRENT SYSTEM ENVIRONMENT (page 14 of the solicitation) for the current workstation and network configurations.

38. **QUESTION:** How do you recommend vendors propose any additional equipment that may be needed for this response?

DISTRICT'S RESPONSE: This information should be included with the proposal under Section 3- Response to Proposal- Item 2 (Project Plan), as well as Section 4- Price/Business Proposal. Please refer to pages 20-21 of the solicitation.

39. **QUESTION:** Does the district require point-by-point responses to Section III. Scope of Work / Specifications on pages 12-15 in addition to the tables that start on page 16 and if so, in what section?

DISTRICT'S RESPONSE: The vendor shall provide a detailed explanation regarding how the Scope of Work will be performed and how all specifications will be met. This information should be included with the proposal under Section 3- Response to Proposal- Item 2 (Project Plan). Please refer to Information for Offerors to Submit-Evaluation (pages 18-21).

40. **QUESTION:** In what ways does the District intend to use the direct API integration?

DISTRICT'S RESPONSE: The API integration is intended to be used to provide real-time data transfers for information such as student attendance/tardiness/early releases. It may also be used during emergency responses for reunification purposes.

41. **QUESTION:** Is the District open to alternate printers, if justified?

DISTRICT'S RESPONSE: In a section entitled "Alternatives," Offeror may list services, features or contract conditions, which in the Offeror's opinion may be more favorable to School District Five of Lexington and Richland Counties than those set forth in this document. Such services and conditions will be taken into consideration in evaluating the proposal. This, however, does not relieve the Offeror from adhering to the specifications in the base proposal. (Please refer to III. SCOPE OF WORK/SPECIFICATIONS- EXCEPTIONS & SCOPE OF WORK/SPECIFICATIONS- ALTERNATIVES- page 18 of the solicitation).

42. **QUESTION:** Please confirm that the total building count is 24.

DISTRICT'S RESPONSE: The District anticipates installing the proposed solution in twenty-eight (28) existing sites which include elementary, middle and high schools, district offices, along with any additional future site locations as required.

43. **QUESTION:** On pg. 42, Attachment C, "Submit with Offer" what is the "Site Visit Log"?

DISTRICT'S RESPONSE: Attachment C (Offeror's Checklist) is amended to remove item 4 (Site Visit Log) from this solicitation.

44. **QUESTION:** What is the anticipated Award Date? This is relevant to the requirement of having the system in place by August 2024

DISTRICT'S RESPONSE: The District anticipates to issue an award during the week of August 19, 2024. Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award. See clause entitled "Term of Contract- Effective Date/Initial Contract Period."

45. **QUESTION:** Section III, subsection B System Requirements, Number 7, Page 13: It mentions staff checkin/out, do you need each staff member to do daily check in/out?

DISTRICT'S RESPONSE: The proposed system must be able to track faculty and staff check-in/check-out as they enter/leave the premises. There is currently a time clock at each school/office location for staff assigned to that location that is typically used for daily check in/out. The proposed system shall be able to notate staff that are visiting a location other than their normally assigned location (visiting from other school and/or District Office location).

46. **QUESTION:** The district mentioned using Dymo 450 label printers. Would you like us to quote new label printers and scanners? Or will you use the current equipment?

DISTRICT'S RESPONSE: The proposed system must operate using the current printers/hardware in place. Please refer to III. SCOPE OF WORK/SPECIFICATIONS- EXCEPTIONS & SCOPE OF

WORK/SPECIFICATIONS- ALTERNATIVES (page 18 of the solicitation).

47. **QUESTION:** Would the district like us to include a list of compatible hardware that works with our system?

DISTRICT'S RESPONSE: The vendor shall identify any additional hardware that may be required as part of the proposed solution. (Please reference INFORMATION FOR OFFERORS TO SUBMIT- EVALUATION- Section 3-Response to Proposal, pages 19-20 of the solicitation).

48. **QUESTION:** Would the district consider remote group training sessions?

DISTRICT'S RESPONSE: Initial training during implementation must be conducted on-site. (Please reference III. SCOPE OF WORK/SPECIFICATIONS- C. IMPLEMENTATION, TRAINING AND ONGOING SUPPORT, pages 13-14 of the solicitation).

49. **QUESTION:** II Scope of Work- A. General- Have direct API system integration. Please list specific app/systems for API integration.

DISTRICT'S RESPONSE: API integration must include PowerSchool. Integration with CrisisGo is preferred.

50. **QUESTION:** II Scope of Work- A. General- Use PowerSchool contacts. The contacts are stored on the South Carolina Department of Education (SCDE) custom page. Please clarify what contacts the district is referring to and the districts specific expectations.

DISTRICT'S RESPONSE: The contacts are the PowerSchool contact information (student and parent/guardian information) that the proposed system shall integrate with for attendance, tardiness and early release purposes.

51. **QUESTION:** II Scope of Work- A. General- 10. Work with the District's existing RFID badges for staff with barcodes, and barcoded badges for students. No staff badges or work badges will need to be provided under this contract. The District's current badges are used for door and multi-function copier access. Please confirm the district's barcode and RFID formats.

DISTRICT'S RESPONSE: The District's current ID badges use linear code39 barcodes. Staff badges have barcodes and 40-bit smart card RFID technology.

52. **QUESTION:** II Scope of Work- A. General- Allow the District to download all its data and content from the vendor system at any time. Please clarify the specific data the district is expecting to download.

DISTRICT'S RESPONSE: Data and reporting shall include, but not be limited to, current and historical visitor information, volunteer hours, student attendance details (including daily absences and/or tardiness, time in/time out), and faculty/ staff check-in/check-out.

53. **QUESTION:** II Scope of Work- B. System Requirements- 1.i. Required data captured must include: First Name, Last Name, Date of Birth, Photo, and Driver's License Number. Please explain the use case for including the Driver's License Number.

DISTRICT'S RESPONSE: The Driver's License Number is used for accountability purposes.

54. **QUESTION:** II Scope of Work- B. System Requirements- 5.ii. Comment (reason) shall post to the attendance table. Please define what is meant by "attendance table".

DISTRICT'S RESPONSE: The attendance table is located in PowerSchool.

55. **QUESTION:** II Scope of Work- B. System Requirements- 5.v. Only attendance details received in writing or in person shall be documented. Please elaborate on what is needed for this requirement. Is the District referring to a guardian scheduling a tardy or early dismissal?

DISTRICT'S RESPONSE: Attendance records may only be updated (documented) once excuses have been verified by staff.

56. **QUESTION:** II Scope of Work- B. System Requirements- 5.vi. The external system shall populate attendance code, time in/time out (for elementary schools), and comment (reason). Please clarify what is meant by external system.

DISTRICT'S RESPONSE: External system is PowerSchool.

57. **QUESTION:** II Scope of Work- B. System Requirements- 7. Track faculty and staff check-in/check-out. Please elaborate on what is meant by "track" faculty and staff check-in/check-out. What is the expected outcome?

DISTRICT'S RESPONSE: The system shall notate the time of check-in/check-out if faculty and/or staff are a visitor to an office, school or other District Office location that is different from their assigned office, school, or other District Office location.

58. **QUESTION:** II Scope of Work – D. Current System Environment – 1. Workstations, Personal Productivity Software- Please explain how the district expects the visitor management software to interact with these:

- a. MS Office Professional Plus 2019
- b. Google App Suite
- c. Electronic Mail
- d. Google Apps for Education

DISTRICT'S RESPONSE: The visitor management system needs to be able to send notifications via email. The District currently uses Google Apps for Education (Gmail). Reports and data must be able to be downloaded in a format that can be used in Microsoft Excel or Word.

59. **QUESTION:** II Scope of Work – D. Current System Environment – 2. Network- Please explain how the district expects the visitor management software to interact with these.

- a. Electronic Email Software
- b. Google Apps for Education

DISTRICT'S RESPONSE: The visitor management system needs to be able to send notifications via email. The District currently uses Google Apps for Education (Gmail).

60. **QUESTION:** II Scope of Work – D. Current System Environment – 2. Network- Is this to consider the effect on the systems in the District's environment or the vendor's environment?

- a. Perimeter Security Firewall
- b. Cisco FirePower
- c. URL Filtering
- d. iBoss
- e. Anti-virus/Anti-spyware
- f. Cisco AMP
- g. Bandwidth throttling on WAN

DISTRICT'S RESPONSE: The proposed system must be compatible with the District's existing environment. The items included in Section III. SCOPE OF WORK/SPECIFICATIONS- D. CURRENT SYSTEM ENVIRONMENT (page 14 of the solicitation) include the District's current workstation and network configurations.

61. **QUESTION:** Project Plan- Provide a description of the proposed system with sufficient detail on proposed tasks, procedures, and methodology, together with a statement of the proposer's ability to deliver a final product by August, 2024. Please specify what is desired for this requirement and how it differs from collectively answering question 2. Project Plan, c. Describe in detail the configuration and implementation of the proposed system and 2. Project Plan, f. Describe all capabilities and features of the proposed system.

DISTRICT'S RESPONSE: The Contractor may reduce the repetition of identical information within several sections of the RFP by making the appropriate cross-references to other sections of the response.

62. **QUESTION:** Project Plan- b. Provide a detailed explanation regarding how the Scope of Work will be performed and how all specifications will be met. Offeror shall discuss those attributes of their proposal that clearly and succinctly states how the Contractor proposes to meet or exceed the requirements of the RFP if selected as the Contractor. Please specify what is desired for this requirement and how it differs from collectively answering question 2. Project Plan, c. Describe in detail the configuration and implementation of the proposed system and 2. Project Plan, f. Describe all capabilities and features of the proposed system.

DISTRICT'S RESPONSE: The Contractor may reduce the repetition of identical information within several sections

of the RFP by making the appropriate cross-references to other sections of the response.

- 63. QUESTION:** Project Plan- d. Confirm the proposed system's ability to integrate with PowerSchool and include a list of other software applications it may integrate with that may be relevant to the overall proposed solution. Please identify other software applications the district would find beneficial and applicable to integrate with the visitor management system.

DISTRICT'S RESPONSE: Please refer to Section III. SCOPE OF WORK/SPECIFICATIONS- D. CURRENT SYSTEM ENVIRONMENT (page 14 of the solicitation). It is preferred that the proposed visitor management system is compatible with the District's existing emergency management software (CrisisGo). The vendor shall identify other software applications the district would find beneficial and applicable to integrate with the visitor management system.

- 64. QUESTION:** f.ii. Identify any additional hardware that may be required as part of the proposed solution. Please confirm all hardware the district currently uses. Ex: does the district employ web cams, RFID readers, ID scanners, etc. If so, please advise make and model. Is the district open to upgrading their existing Dymo 450 printers to the higher performing Dymo printer?

DISTRICT'S RESPONSE: The proposed system must operate using the current printers/hardware in place. Please refer to III. SCOPE OF WORK/SPECIFICATIONS- EXCEPTIONS & SCOPE OF WORK/SPECIFICATIONS- ALTERNATIVES (page 18 of the solicitation).

- 65. QUESTION:** Table Pages 16 – 17- Have direct API system integration. What is meant by “direct API system integration”? What integrations?

DISTRICT'S RESPONSE: API integration must include PowerSchool. Integration with CrisisGo is preferred. API integration is to ensure real-time data transfers.

- 66. QUESTION:** Table Pages 16 – 17- Allow local, school settings for alerts. Please clarify what is meant by “local, school settings”?

DISTRICT'S RESPONSE: The proposed system shall be capable of providing localized alert notifications based on the school and/or location where the alert is generated.