



Francis Howell R-III School District Request for Proposals College & Career Readiness Platform

Addendum I October 23, 2026 - Questions and Clarifications Pertaining to the RFP issued on September 28, 2026

Vendor 1:

1. Would a specialist engagement module be eligible in a proposal alongside a qualified CCR platform provider?
 - a. If the vendor wishes to participate in the District's College & Career Readiness Platform RFP, your team would need to determine how your proposed solution would meet the requirements outlined in the RFP and address those requirements in a formal proposal submitted by the stated deadline. The District is unable to determine or prescribe how a vendor should structure its solution or whether a particular component should be included.

Vendor 2:

1. Can you clarify what the district is asking for in Table 3.2 when it mentions "Course Catalog Connections- *Connects offered courses to career paths and extracurricular activities*"?
 - a. Ability to incorporate or reference the District's course offerings and show how individual courses relate to career pathways, career interests, and relevant extracurricular activities.
2. For Section 3, Scope of Services- would you like this to be recreated in a table form with an additional column for vendor comments?
 - a. You can recreate this in a table and provide comments. The District is not concerned with how you notify us of each of these items but that you do answer them all, so whatever way of providing the relevant information to the District you decide, will be accepted.
3. For References- would you accept any references out of MO?
 - a. References from outside of Missouri are acceptable.

Vendor 3:

1. The Certification Form asks for one physical copy and one digital copy. Sections D.2 and D.3 of the General Terms and Conditions also allow proposals to be submitted electronically to your email. Could you confirm which of these the District will accept?
 - a. The request on the certification form for a physical copy and a digital copy precedes the sections of the General Terms and Conditions. Both the digital and physical copy can be sent together in a sealed envelope
 - b. A USB drive or an email is acceptable for the digital submission portion.

Vendor 4:

1. Does electronic submission to this email address satisfy both the "one physical copy and one digital copy" requirement, or must a sealed physical package also arrive by the deadline?
 - a. See vendor 3 question 1
 - b. A physical copy must arrive in a sealed package by the deadline.
2. The RFP states proposals are due at "10:00 a.m., CST" on October 30. Missouri is on daylight time on that date. Should we read the deadline as 10:00 a.m. local Central time?
 - a. Local central time.
3. Attachment 2A requires at least five references presently using similar services, with public school district contracts preferred. Would references from colleges and universities using a platform for career readiness be considered responsive?
 - a. Yes
4. Are the K-12-specific scope items (Infinite Campus course-enrollment integration, ASCA/MSCA-aligned modules, and Missouri A+ program tracking) mandatory minimum qualifications, or are they evaluated as part of the Yes/No/Partial matrix?
 - a. Evaluated as part of the Yes/No/Partial matrix
5. Is the WCAG 2.1 AA Accessibility Conformance Report required at submission, or may it be provided during evaluation or award?
 - a. This may be provided upon award, request, or during evaluation at the discretion of the District.
 - b. Vendor must confirm compliance in their response
6. The General Terms reference performance/payment bonds, prevailing wage, OSHA 10-hour training, and drug-testing programs "to the extent applicable." Can you confirm whether these apply to a hosted software subscription with no on-site work?
 - a. These sections do not apply.

7. Would a no-cost pilot or limited trial before the February 1, 2027 contract execution be of interest to the district?
 - a. We might consider a trial, but more than likely we will spend semester two of this school year uploading information to ensure a smooth roll out for 27-28.
 - b. The requirement per the RFP is "Describe any no-cost trial or pilot program, including duration, included users/features, implementation support, and any limitations.
 - c. The District would like to know if this is something that can be provided, but it does not guarantee an award, nor does it assume the District will utilize a trial or pilot program.
8. For pricing, should vendors assume the full 20,000+ staff and student account base from day one, or a phased rollout starting with the three high schools?
 - a. There will not be a phased rollout.

Vendor 5:

1. Could the District please confirm the deadline for vendors to submit questions or requests for clarification regarding this RFP and confirm when responses to questions will be shared by.
 - a. If multiple vendors send questions that require clarification, an addenda will be issued but no later than October 23.
 - b. We will accept questions until the proposals are due but if the question requires any sort of change to the scope of work requirements in the RFP, the deadline for submission will be pushed back to accommodate the change.
2. Could the District please provide additional information regarding the finalist presentations scheduled for November 13, including whether presentations will be held in person or virtually, the anticipated duration for each vendor, and any specific presentation or demonstration requirements?
 - a. Any specific presentation or demonstration requirements will be provided once finalists are selected.
 - b. Presentations will be in person on November 18th.
 - c. Vendors will be allowed 60-90 minutes for presentations to the committee.
 - d. Vendors will be allowed 45 minutes to present to middle school students on the same day.
3. Physical copy: The Certification Form states that respondents are required to submit one (1) physical copy and one (1) digital copy of the proposal. However, the General Terms and Conditions indicate that proposals may be submitted either to the District administration office or electronically via email and provide separate instructions for physical and electronic submissions. Could the District please confirm whether respondents are required to submit both a physical and digital copy, or whether electronic submission via email alone is acceptable?
 - a. One physical copy and one digital copy is requested as stated on the certification form for this RFP.
 - b. Email submissions only, will not be accepted.
4. For Attachment 4, if a physical copy of the proposal is required, must the signature be an original wet-ink signature, or is a scanned copy of the signed and notarized Attachment 4 acceptable?
 - a. A scanned copy of attachment 4 is sufficient.

5. If we are required to submit a physical copy of the proposal, could the District please advise when vendors should expect the final responses to vendor questions and/or any final addenda to be issued? Specifically, does the District anticipate issuing any addenda or Q&A responses within the final week before the October 30 proposal deadline?
 - a. The District does not anticipate releasing any changes to the RFP after October 23rd at which the final addenda if necessary will be released. Any questions requiring a change to the scope of the RFP after 10/23, will result in a change to the submission due date.
6. Is there a minimum evaluation score or other scoring threshold that a proposal must achieve to advance to the finalist presentation stage?
 - a. No
7. Total Cost represents 40% of the proposal evaluation criteria. Could the District please clarify the methodology that will be used to score the Total Cost criterion, including whether pricing points will be calculated using a formula based on the lowest-priced responsive proposal or evaluated using another method?
 - a.
$$\text{Price Score} = (\text{Lowest Responsive/Responsible Proposal Price} \div \text{Offeror's Proposal Price}) \times 40$$
8. Since price is heavily weighted, is the district interested in the low cost bid or are there minimum qualification criteria to be eligible and be considered in the evaluation process?
 - a. No minimum qualification criteria is required to be considered eligible. Additionally from section G.9 of the general terms and conditions:

“The award will be made to the Bidder that best meets the needs of the District based upon the evaluation criteria. Proposal award will not be made on the basis of price alone; additional criteria such as Bidder experience and references will also be considered. The District shall be the sole judge of these factors. The District reserves the right to:

 - a. Accept or reject any and all bid proposals submitted by bidders.
 - b. Re-advertise this solicitation.
 - c. Postpone or cancel the bid process for this solicitation.
 - d. Determine the criteria and process whereby proposals are evaluated and awarded.
9. Can the District kindly provide an exact breakdown of the schools and students requiring licenses by grade. It would greatly help us create an accurate price proposal, as our product pricing is based on the following three tiers: High School - Grades 9-12, Middle School - Grades 6-8, Elementary - K-5
 - a. K-5 = 6662 students
 - b. 6-8 = 3844 students
 - c. 9-12 = 5293 Students
10. Could the district please clarify if the demonstrations will be held virtually or in person?
 - a. In person on November 18th.

11. Could the District please provide a breakdown of student enrollment by school/site, including the two alternative education centers? We understand that students at these centers are included in the total enrollment figures previously provided, but would appreciate confirmation that both centers should be included in our pricing proposal.
 - a. This information is not being provided.
 - b. Yes, both centers should be included.
12. Could you confirm whether students at the alternative centers will require access to work-based learning (WBL) functionality?
 - a. Yes

Vendor 6:

1. Is a Performance Bond required for this College & Career Readiness Platform?
 - a. No
2. Could you please confirm whether an email-only submission is acceptable, or whether the District requires both a physical copy and a digital copy?
 - a. One physical copy and one digital copy is requested as stated on the certification form for this RFP.
 - b. Email submissions only, will not be accepted.

Vendor 7:

1. The Certification Form asks for one physical copy and one digital copy, while General Terms and Conditions D.2 also permits proposals to be received electronically at your email address. Is an emailed PDF alone acceptable, or should we deliver both a sealed physical copy and a digital copy?
 - a. One physical copy and one digital copy is requested as stated on the certification form for this RFP.
 - b. Email submissions only, will not be accepted.
 - c. Email can be used for the digital submission but must be accompanied by a physical copy that is sealed and sent to the address listed in the RFP.

Vendor 8:

1. Will the District consider a multiple or partial award? For example, would the District award a readiness assessment or career interest solution that meets specific Section 3 requirements, used alongside a primary College & Career Readiness platform?
 - a. The District is looking to secure a comprehensive platform that encompasses the entirety of the proposal request. We will not award multiple or partial awards.
2. If a vendor proposes a solution that addresses only part of the Section 3 scope, will that proposal be evaluated, or must a proposal address every Section 3 requirement to be considered responsive?
 - a. The proposal will be evaluated regardless of whether every requirement is met. All sections should be marked as Yes/No/Partial though.

3. Attachment 2A asks for references for "broker/consultant services," and Section 6, item 5 references fees payable by "individual carriers." Please confirm vendors should provide references for college and career readiness services and may disregard the carrier language.
 - a. Disregard the carrier language.
4. General Terms Section H.2 references a "Proposal Response (Section V)." Please confirm this refers to the Section 3 Scope of Services response.
 - a. This refers to Section 6.0-Proposal Requirements which includes section 3 scope of services responses.
5. Which grade levels are in scope for student licensing in Year 1? Can the District share current enrollment by grade (or for grades 6 through 12) so vendors can price on the same basis?
 - a. All grade levels are in scope for year 1.
 - b. K-5 = 6662 students
 - c. 6-8 = 3844 students
 - d. 9-12 = 5293 Students
6. What are the top three outcomes the CCR Team wants to see in the first year after go-live?
 - a. Place to house our Portrait of a Graduate Measurables
 - b. Way to create pathways for students before, during and after course enrollment process
 - c. Easy, one-stop-shop for student, staff and families for postsecondary planning
7. Which District assessments are currently used for college and career readiness (Section 3.2, Assessment integration), and how are results stored today?
 - a. Data and artifacts for supporting students with their educational journey and post secondary planning are currently contained in a variety of non-integrated platforms (Infinite Campus, YouScience, Scoir, Google, etc.). Additional platforms like Missouri Connections are also used for career and educational exploration.
8. Total cost is weighted at 40%. Will cost be scored on the five-year total, the three-year base term, or Year 1 only?
 - a. Total cost will be scored on the three-year base term.
9. Is there a budget or not-to-exceed amount for this project?
 - a. No budget set but price is weighted at 40%.
10. May vendors include optional services or alternate pricing (for example, per-student and districtwide license options) in the "Optional services" row without affecting the base price evaluation?
 - a. Vendors may identify optional services, enhancements, or alternative pricing models in the "Optional Services" row, provided these items are clearly distinguished from the services and features required by the RFP. The base proposal price must include all required services and components necessary to meet the RFP requirements and will be used for the base price evaluation.
 - b. Optional services or alternative pricing models, such as per-student or districtwide licensing options, may be provided separately and should include sufficient detail for the District to understand the associated costs and scope. The District may consider these options based on available funding and its needs; however, optional pricing will not be

included in the base price evaluation.

- c. Vendors may not exclude required services or components from the base proposal price and reclassify them as optional. The District reserves the right to evaluate proposals based on the total cost of the services and components required to meet the RFP, as well as the value of any optional offerings, in accordance with the established evaluation criteria.

11. Section 3.8 asks about a no-cost trial or pilot. Would the District consider a pilot during spring 2027 for a subset of schools or grades?

- a. We might consider a trial, but more than likely we will spend semester two of this school year uploading information to ensure a smooth roll out for 27-28.
- b. The requirement per the RFP is "Describe any no-cost trial or pilot program, including duration, included users/features, implementation support, and any limitations.
- c. The District would like to know if this is something that can be provided, but it does not guarantee an award, nor does it assume the District will utilize a trial or pilot program.

12. Will the November 13, 2026 finalist presentations be in person or virtual, and how much time will each finalist have?

- a. Vendors will be allowed 60-90 minutes for presentations to the committee.
- b. Vendors will be allowed 45 minutes to present to middle school students on the same day.

13. When will finalists be notified?

- a. By November 6, 2026

Vendor 9:

1. Could you clarify whether this solicitation accepts a custom-built solution or separately evaluated integration and reporting services, or whether bidders must offer an existing turnkey product meeting the complete platform requirements?

- a. If the vendor wishes to participate in the District's College & Career Readiness Platform RFP, your team would need to determine how your proposed solution would meet the requirements outlined in the RFP and address those requirements in a formal proposal submitted by the stated deadline. The District is unable to determine or prescribe how a vendor should structure its solution or whether a particular component should be included.