

ADDENDUM NO. 1

NOV 21 2017

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP 2000002379
FOR: Academic and Career Planning Resource System
CLOSING DATE/TIME: December 7, 2017 @ 2:00 p.m.

RFP MODIFICATIONS:

The referenced Request for Proposal is amended as follows:

1. Reference Special Provisions, paragraph 19.6. Proposal Evaluation Criteria, change points to percentage

The following factors will be considered in the award of this contract: (Total 100%)

CRITERIA	PERCENT
Qualification of firm with appropriately qualified and experienced personnel	15
Depth of response to the Special Provisions, Section 6, Technical Requirements	20
Depth of response to the Special Provisions, Section 7, Functional Requirements	30
Depth of response to the Special Provisions, Section 8, Tasks To Be Performed	15
Reasonableness of cost proposal	20

RFP CLARIFICATIONS:

The following are responses to questions received via e-mail.

- Q1.** Whether companies from Outside USA can apply for this? (Like, from India or Canada).
- A1.** Yes, FCPS expects the vendors to be able to provide a local presence during the implementation to work with our team to direct and manage the work. We are not suggesting they have a local office in order to bid or that all work has to be done within the US.
- Q2.** Whether we need to come over there for meetings?
- A2.** Yes, there will be times when meetings/ training will be held at FCPS.

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- Q3.** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
- A3.** Yes, the vendor should have local representation on the team, but may perform some work, e.g., software customization, offshore, which they direct and manage.
- Q4.** Is Edupoint Synergy and StudentVue two separate FCPS Student Information Systems (SIS)?
- A4.** Edupoint Synergy SIS is our student information system. StudentVUE is a module of Synergy SIS that provides students with online access to their student information.
- Q5.** How is service learning being tracked currently?
- A5.** Service Learning is currently tracked by IntelliVOL. Currently, schools have the option to include in SIS the total number of service hours completed by a student. At the SIS level, Service learning is tracked as outcomes only on an annual basis. In general, schools will either elect to have all students set to "Met" and then uncheck those that don't. Occasionally, schools opt for "Not Met" and then select those students that meet the requirement.
- Q6.** In regards to 6.1.7. The Solution should have the ability to create and display by grade level district messages to parents and/or students.
- A6.** Yes, this also refers to the ability to display online messages from the district level to all students and/or parents by grade level.
- Q7.** Does this mean that the solution must have the capability to customize email messages sent to parents/students based on the grade level?
- A7.** Yes.
- Q8.** What are the contracting vehicles that we need to be on (if there are any)?
- A8.** Please check the Fairfax County Solicitation page and be registered with eVA to get notifications of postings.
- Q9.** Would you be willing to allow the winning vendor team(s) to break the project into two phases, where there is a discovery phase prior to take a deeper dive into the technical requirements prior to implementation?
- A9.** Yes. All projects have multiple phases. Our expectation is that offerors analyze, decompose the specified or inferred requirements, and propose a project organization and structure, accompanied by a corresponding timeline from project kick-off through district-wide implementation.
- Q10.** In regard to paragraph 6.2.2 The Solution must ... Users must be able to authenticate, navigate, and perform the basic functions of the site using an Android and iOS mobile device.
What are the basic vs non-basic functions of the Solution that should be available using an Android and iOS mobile device? Would an iOS and Android application that performs the basic functions of the site be a suitable alternative to partially or wholly satisfy Requirement 6.2.2?
- A10.** The users need to authenticate using their FCPS log in and have access to their information within the system, navigate the system and be able to access the various areas of the site. They do not need to be able to complete courses on it or submit applications using a mobile device.

- Q11.** In regard to paragraph 6.8.9 The Solution should have the ability to have a work-based learning connector tool (businesses can enter opportunities, schools can track hours).
Will the solution have to expand the scope of users to include external businesses as users so that the external businesses can enter opportunities? Or does this mean something else?
- A11.** Yes, the solution should allow for businesses to enter opportunities that follow FCPS guidelines. Staff or students should also have the ability to enter the opportunity and log hours. Staff would need to approve any hours entered by a student.
- Q12.** In regard to paragraph In regard to paragraph 7.6.3.The Solution must allow FCPS staff and organizations to verify student hours performed.
Will the solution have to expand the scope of users to include external organizations as users so that external organizations can verify student hours?
- A12.** FCPS staff would need to have the ability to review and approve the organizations and the opportunities before they are made available to students.
- Q13.** In regard to paragraph 7.2.1 The Solution must have the ability for students to search local and national career opportunities providing comprehensive outlook including but not limited to various careers, tasks, knowledge & skills, wages, education.
Who is responsible for providing and vetting the local and national career opportunities?
- A13.** The vendor is responsible for providing and vetting the local and national career opportunities.
- Q14.** In regard to paragraph 7.4.1 In regard to paragraph The Solution must provide current information on all accredited colleges and universities in the United States and internationally?
Who is responsible for providing and vetting the current information on all accredited colleges and university in the United States and internationally?
- A14.** The vendor is responsible for providing and vetting the current information on all accredited colleges and universities in the United States and internationally.
- Q15.** In regard to paragraph 7.9. College Mailing Labels, can you please clarify the term "College Mailing Labels"? Does this mean a label with a "from and/or to address"? Or does this mean a label with paid postage that can be accepted by USPS, FedEx, UPS, or another mail carrier?
- A15.** This means that the system is able to generate college mailing labels for printing that high school transcript assistants can use to mail college applications for their students. This does not include paid postage for any mail carrier.
- Q16.** General Integration Question - The vendor is responsible for providing a Solution that integrates with external systems.
Given the current anticipated scope of the contract, is the vendor responsible for updating the Solution to align with security and functionality updates in the external systems? Or would that be outside of the current anticipated scope of the contract?
- A16.** The vendor will be responsible for updating the solution to continue support of authentication, account provisioning, course planning and electronic document transmittals. These are considered primary integrations for the system. Other updates for external integrations will be considered on a case by case basis.

Q17. 7.1.7- will alumnae be included in Solution?

A17. No, this is for HS not postsecondary.

Q18. 7.5.9 Please provide information on Student Learning Plan?

A18. Check FCPS website for information on Student Learning Plan.

Q19. 6.2.2- modify RFP to accommodate mobile friendly vs. mobile app

A19. Reference Q10. We have not made a distinction between mobile app or a mobile friendly site. Either or both may be appropriate.

Q20. Per 6.1.2- Will this be considered a SaaS?

A20. Yes, we expect this will be a fully external hosted and supported SaaS.

Q21. Security- Student Data- legal responsibility in regard to data breach.

A21. Each system is responsible for the security of FCPS student information housed in their system.

Q22. Is this cloud solution?

A22. Yes. FCPS desires externally hosted or cloud solution.

Q23. When is this contract expected to be awarded?

A23. The RFP process could take up to six (6) months.

Q24. What is the start date of implementation?

A24. The start date depends on whether it is a new system or an existing system is awarded the new contract.

Q25. How is the curriculum determined for schools?

A25. This is managed centrally. Schools are able to work with the Instructional Services Department to help tailor their instance.

Q26. 6.3.2, Automated Account Creation and Maintenance, The Solution must support user account creation and maintenance performed using an automated method on a daily basis - Automatically create users on daily basis? Sounds like system creates its own users by itself. We can create users automatically (e.g. using excel,) but shouldn't someone or something trigger it? Or some other system tells this system to create.

A26. The accounts will come from our SIS Edupoint on a nightly basis to be synchronized with this Solution. This includes staff additions and inactivation

Q27. 6.3.3, SIS, Are there plans to make significant changes or upgrades to the SIS during the contract period that would impact the Academic and Career Planning Resource System or will the SIS remain consistent?

- A27.** Our SIS vendor will remain the same but periodic upgrades will occur at least twice a year.
- Q28.** 6.3.4, Parent Import Data, What is the source system for the parent information that is to be imported by the district office?
- A28.** The source of the parent information will be our SIS Edupoint.
- Q29.** How often will the parent import data be updated?
- A29.** The parent information will come from our SIS Edupoint on a nightly basis, at a minimum, to be synchronized with this Solution.
- Q30.** What unique identifier is associated with these data (student ID or do parents have separate unique IDs)?
- A30.** Students and parents both have unique identifiers in our SIS.
- Q31.** The Solution must have the ability at the district level to import parent information. Import parent details from where? From another system other than Edupoint?
- A31.** The parent information will come from our SIS Edupoint on a nightly basis to be synchronized with this Solution.
- Q32.** 6.3.7, Parent Guardian Access/Online Account Creation, Are the current legal guardian data in the SIS high quality to be able to ensure that the legally approved/parent guardian is permitted to create an account or are data clean up required?
- A32.** The current legal guardian data in SIS is the primary source for these accounts and will not require data clean up. No one should be able to create an account directly in this Solution. All accounts must come from our SIS.
- Q33.** How many parent/guardian accounts are allowable per student record?
- A33.** There is no limit on number of accounts.
- Q34.** 6.3.14, Alumni Data, is importing historical alumni records in scope? If yes, how many records and from what time period?
- A34.** No, importing historical alumni records is not part of the scope for this RFP.
- Q35.** What is the first graduating class that will have to be maintained in this system?
- A35.** Class of 2018.
- Q36.** Are college outcomes data for alumni a requirement (i.e. importing national clearinghouse data on college enrollment & completion)?
- A36.** Yes
- Q37.** Are storing alumni survey data in scope (i.e. what type of post high school careers are they engaged in)? The current custom survey requirements listed are only for parents and students.

A37. Yes

Q38. 6.4.2. Scalability/Volume, what grade level will students be provided access/accounts?

A38. Currently, 6-12th graders and their parents can access the system. In the future, K-5 could be added.

Q39. Is there an existing defined college/career curriculum at various grade levels that the system will help to support (i.e. in elementary school students learn X, in middle school they learn Y, in high school they learn Z and the system will support these various stages of learning)?

A39. Yes – there is Student Learning Plan task requirements for grades 7th – 12th. Specific information can be found on our website at www.fcps.edu – search student learning plan. The system should maintain the content of the SLP. Enhanced curriculum to support the SLP tasks is a desired request to come from the solution.

Q40. Are there college and career focused staff at each high school that are focused on this work? Is this a separate role or is it expected that high school counselors are driving this work?

A40. The Student Learning Plan is a shared effort between counselors and instructional staff. College admissions is supported by school counseling staff.

Q41. Who is driving the work at the middle school level?

A41. This is a shared effort between the district office, school-based administrators, counselors and instructional staff.

Q42. What is the expectation of this work at the elementary level?

A42. There are no required tasks for the elementary level at this time; however, the expectation is Career Awareness and exposure to the upcoming requirements of the Student Learning Plan.

Q43. 6.4.3, Transcripts, if this system stores and transmits transcripts to colleges, where are the original transcripts generated? Will the transcripts still be generated in the SIS and the requirement is to have an import/batch upload of documents or is the expectation that the system will maintain transcript data and generate the transcript documents?

A43. Transcripts are generated from our SIS Edupoint. The requirement is to have the transcripts imported as a batch and be available within the system for viewing and transmitting.

Q44. 6.5.3, Google Drive Integration, what type of functionality expected out of the integration with Google Drive?

- Ability to link documents?
- Single sign on to Google Account?
- Is Drive the only Google App that requires integration or will other apps (i.e. calendar, mail, contacts) also be expected to integrate?

A44. Ability to upload documents from the student's FCPS google drive.

Q45. 6.7, Security and Auditing, What user/usage tracking/auditing data is considered not-private and can be shared with third-parties?

- A45.** Reference Appendix F, Confidentiality Provisions, of the RFP. As noted the Company may not disclose confidential student records except when permitted by law. Further, the Company may only use such records for the fulfillment of the contract. We understand the Offeror may monitor usage of the solution to assure performance and provide for improvements to the solution. To the extent this information is not personally identifiable, the offeror may share such information with its partners for that purpose. The offeror's partners are also subject to the disclosure restrictions in Appendix F. No data shall be used to market services to FCPS staff, parents, and students.
- Q46.** 6.9.1, Data Export, please describe the intended use of the exported data given that much of it would have been data imported into the system.
- A46.** Typical uses of the data exports are used to validate that data has loaded properly, research questions/issues, pull data for state reporting and district level reports.
- Q47.** Student and Parent Account Administration, with regards to 7.1.1 The Solution must have the ability to store student demographic data, at a minimum: m. User-Defined fields for district use. Can you please define what types of user-defined fields you are needing and provide examples?
- A47.** The district may decide to add or change district level demographic data that will be delivered from our SIS.
- Q48.** 7.1.6, Curriculum and Lesson Plans, Which user group will utilize the activities, lesson plans and curriculum? Are these items that teachers will download and use in class? Are these items that students will download themselves?
- A48.** These activities and tasks should be completed by students themselves. Counselors and staff have access to resources to enhance the learning experience.
- Q49.** The RFP states the system will "deliver" the curriculum. Is this functionality to store/display approved content that the district already maintains or is the requirement to generate original content?
- A49.** It is a combination. There are district assigned tasks (known as the Student Learning Plan (SLP) where the district has identified content. To supplement and enhance this experience, a comprehensive college and career curriculum is to be provided by the solution.
- Q50.** Who will approve and post curriculum content?
Will this be a responsibility of the district office or is there a requirement to allow school users to add content?
- A50.** FCPS' instructional services department would need to approve the curriculum. The vendor would be responsible for posting the curriculum content and tracking students' progression through the online courses.
The district will approve and post content.
- Q51.** 7.2.1, **Career Exploration/ Preparation**, How are the career suggestion algorithms determined?
- A51.** We rely on the Solution to provide a valid algorithm for these suggestions. Careers should be provided based National and regional labor statistics.

Q52. Can the career exploration/suggestion algorithm allow for the inclusion of paid advertisers such as DoD/DHS/TSA/Army or another third party advertisers?

A52. No

Q53. With regards to 7.3.1. The Solution must have the ability to maintain a list of scholarships: k. Criteria for Selection (Gender, Ethnicity, GPA, Test Scores, Student Groups, etc.). Can you please provide what the ethnicity codes are that FCPS uses?

A53. These are the ethnicity fields that we currently map to. Ideally this would be configurable so that we can map our SIS ethnicities to ones in the solution:

- White
- Black/African American
- Hispanic/Latino
- Asian
- American Indian/Alaska Native
- Pacific Islander/Native Hawaiian
- Multi-Racial
- Other

Q54. 7.4.9, College Acceptance Data, what is the requirement for how college acceptance data will be updated for each application (manual entry from system users or batch data from colleges/universities)?

A54. The system should be able to support both manual entry from system users and batch data from colleges/universities for college acceptance data.

Q55. 7.4.11, College Acceptance Likelihood Rating, is there a data set for "likelihood" that FCPS already uses and the requirement is to display this information or is the requirement to generate a new algorithm for this rating?

A55. Criteria used to compare current student application data to that of previous applications includes test scores, GPA, and number of honors and/or AP/IB courses. Additional comparable information would include application type (such as Early Decision, Early Action, and Regular Decision).

Q56. What are the video storage specifications? Where will the content be housed vs. viewed (i.e. will these be files from YouTube, Google Drive, etc. and are linked in the system or is there a system requirement to have video storage)?

A56. It could be files/links from various sites as mentioned in the example; YouTube, Google, etc., or media files stored within the student portfolio.

Q57. Students must be able to take strengths and interests assessments and allow results to be displayed in the portfolio. Must the Vendor/Solution provide the content of the strength and interest assessments?

A57. Yes

Q58. If so, then is it up to the Vendor to determine the soundness and or relevancy of the content of the assessments?

A58. Yes

Q59. Must the content of the assessments be free of commercial bias?

A59. Yes

Q60. Must the content of the strength and interest assessments be vetted for soundness/relevancy by a person of authority?

A60. Yes, the vendor should provide the content of the assessments, but it will be up to the district to determine soundness, relevancy and effectiveness.

Q61. 7.6.1, Service Learning Data, Where is the content for approved/qualified service learning opportunities coming from?

A61. The content for service learning opportunity comes from nonprofit organizations, FCPS schools, or students enter personal projects.

Q62. Do school staff upload/add these items?

A62. School staff only update these items if the opportunity is school sponsored.

Q63. Do students have the capability to add/upload these items (i.e. a student club is doing a volunteer day and they want to share with the rest of the school)?

A63. Students should have the capability to create their own personal project. The solution should verify non-profit status of the organization publishing the service learning opportunity.

Q64. Is there an approval process before service learning opportunities are published on the portal (i.e. a school leader or district office personnel has to sign off that the activity is appropriate)?

A64. Currently, the nonprofit organizations are vetted by an outside source and then individual schools can approve.

Q65. Is there a requirement to import existing service learning data from the existing FCPS Family Connection System?

A65. Yes

Q66. Are their functionality improvements or enhancements that FCPS is hoping to achieve by moving service learning data from the existing Family Connection System to a new system?

A66. FCPS hopes to be able to better integrate with the service learning system that Fairfax County uses which is Samaritan. We also hope to have automatic single sign on for the service learning tool.

Q67. 7.6.1, The Solution must provide a database of local service learning opportunities for students. - What are the local service learning opportunities? From where does it come from? Who provides this data? Does it feed into Edupoint from a local service learning agency?

- A67.** Opportunities can either be entered into the system by an FCPS employee or an approved service learning agency. Once a year the service learning hours are imported into our SIS Edupoint. The service learning organization does not have access to Edupoint
- Q68.** The Solution must allow FCPS staff and organizations to verify student hours performed. How does this happen? Would you want to build an electronic time card/sheet for students and their service learning supervisor to fill out?
- A68.** Student would have the ability to electronically sign up for an opportunity and confirm their hours volunteered after the fact. Teacher would then need to be able to electronically verify these hours were completed by the student.
- Q69.** 7.6.4, Approval of Service Learning Hours: External Organizations, How many organizations will be expected to have user accounts for student hours approvals?
- A69.** There is no limit on the number of the external organization accounts.
- Q70.** How will external organizations be approved to have access to the system and student data?
- A70.** External organizations will not have access to student data. The solution should verify the non-profit status of the external organization. Upon verification of the non-profit status, external organizations should be able to publish opportunities and verify student service hours.
- Q71.** 7.7, Student Course Planner, Is the requirement for the course planner to generate student schedules or will student schedules be generated in the SIS?
- A71.** The course planner is for future planning purposes only. It is available for students to work with counselors to plan their courses leading up to graduation. Students are signed up for classes in SIS and schedules are generated from there not this solution.
- Q72.** Are there functionality improvements or enhancements that FCPS is hoping to achieve by moving student course planner data from the existing Family Connection System to a new system?
- A72.** To allow for a more comprehensive view of the full-4 year plan, and to allow middle schools students to have high school credits count toward graduation core requirements within the plan.
- Q73.** Is there a requirement for the course planner to integrate with the SIS master scheduling tool and validate data (i.e. validate that the courses in the student's "plan" actually get scheduled)?
- A73.** No, not currently.
- Q74.** Are these course plans are created by teachers/counselors/parents and given to students? Or are they supposed to be Student Self Service?
- A74.** Counselors would work with the students to help them enter the course they have taken or plan to take going forward. The credits needed for graduation are also embedded in the system.
- Q75.** 7.8.14, Online payment, Are there online payment systems that the district is already using? Are any systems out of scope for this project?
- A75.** The district already has an online payment system, MySchoolBucks.

Q76. 7.10, Student and Parent Surveys, Does FCPS already have survey questions established or is the requirement to generate questions in addition to manage data collection?

A76. FCPS will generate the survey questions. The system will only manage the response data.

Q77. FAFSA, Are there any requirements around education of users/integration with the FAFSA application?

A77. Not as a requirement, however, FAFSA information would be a desired feature.

Q78. Module Rollout/Prioritization, Does FCPS have a priority for the various modules of the system? Should the modules be rolled out in any particular sequence based on this priority?

A78. No

Q79. Pain points, what (if any) are the major pain points associated with the current solution used by FCPS?

A79. The requirements specified in the RFP are the expectations that address the pain points.

Q80. please providing the enrollment numbers per school site so we can provide FCPS with accurate pricing

A80. Enrollment numbers are available on FCPS's internet site within the School Profiles section of the site. <https://www.fcps.edu/schools-centers>. Total enrollments to be factored in are available in the 2nd column of the table in the RFP, Appendix C, page 54.


Q81. The schools that will be using the "Service Learning Portal" (since there are some schools that currently do not have access)?

A81. 7-12th graders should have access to the Service Learning Portal, see the 2nd column of the table in the RFP, Appendix C, page 54.

Q82. Is this system going to be given to 240 schools in Fairfax County and centrally monitored or is it going to be in a centralized system and will student information be imported to that? In other words, is it going to be a distributed one or central one?

A82. It will be a centralized system that will have student and staff information imported into it.

All other terms and conditions remain unchanged.



Laila Sultan
Supervisor, Contract Administration

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST
FOR PROPOSAL:

Name of Firm

(Signature)

(Date)

RETURN A SIGNED ORIGINAL AND COPIES AS REQUESTED IN THE SOLICIATION.

Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE
ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED