

ADDENDUM NO. 2

NOV 22 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 MODIFICATION:

The referenced Request for Proposal is amended as follows:

1. Reference Special Provisions, paragraph 7.1. Student and Parent Account Administration under 7. Functional Requirements, update the formatting of 7.1.4 to read:

7.1.4. The Solution must have the ability to search for students using criteria related to demographic and achievement data:

- a. Ethnicity
- b. Gender
- c. GPA
- d. Test Scores
- e. FCPS Defined Student Groups
- f. Plan milestone
- g. College (attending, applied to)
- h. Ability to collect, store and maintain scholarship data for a student:
 - Status (e.g., pending, submitted)
 - Result (e.g., awarded, rejected)
 - Scholarships applied for
 - Scholarship eligibility
 - Amount Awarded
 - Amount Accepted
 - Additional Notes
 - Multiple parents for a student

RFP CLARIFICATIONS:

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

- Q1.** For 6.3.15.a., please describe the level of configuration required and the role required to manage the configuration options.
- A1.** Reference Special Provisions paragraph 6.3.15. Where local password exist (e.g. non federated/SAML accounts):

JO
11-22-17

a. The Solution must have a configurable idle time-out and maximum log on attempt. Describe the defaults and options for configuration.

A system administrator must be able to set the idle time-out and maximum number of logins that can be attempted before an account is locked. Please describe how your product controls these functions.

Q2. For 6.3.15.c., please describe the level of configuration required and the role required to manage the configuration options.

A2. Reference Special Provisions paragraph 6.3.15. Where local password exist (e.g. non federated/SAML accounts):

c. The Solution's password change and resets must be configurable. Describe how they are configurable in the proposed system.

Describe how local passwords (e.g. non federated/SAML accounts) can be changed and reset within the system. Also describe if and how end-users could be directed to a FCPS-owned page or pages that control federated/SAML account password changes and resets.

Q3. For 6.10.8., please provide additional details on this required functionality. Please provide examples of reports, macros, or functions that could be added to the application menu. Please provide examples of new data elements and the forms to which they may need to be added.

A3. FCPS requires functionality to create custom reports from data available in the application – please detail your proposed plan.

Q4. For 7.1.1.m., please provide examples of the use of the required user-defined fields. What role would define these fields? Is it intended that students can view and/or interact with these user-defined data fields?

A4. The FCPS IT department in collaboration with Instructional Services would decide on any custom fields area needed. Most of the fields will come from our SIS.

Q5. For 7.1.4., was this intended to be two separate requirements? Item (h) and below looks like it should be separate from the (a) to (g) requirements. Please confirm.

A5. Items under (h) should be a sub-bulleted list underneath. Reference RFP Modification listed above.

Q6. For 7.1.4., please provide additional details on the scholarships data requirement (p) "Multiple parents for a student."

A6. Students may have multiple parents or guardians listed.

Q7. For 7.1.5., are these requirements related to parent data fields to be stored in student accounts?

A7. The parent accounts are linked with their child's student accounts.

Q8. For 7.1.7., are these requested data fields intended for planned diploma type and graduation date, achieved diploma type and graduation date, or both?

A8. The requested data fields is intended for the planned diploma type and anticipated graduation date.

- Q9.** For 7.7.3., please provide a list of the FCPS course options that must be accommodated in the course planner.
- A9.** Please review the Middle and High School Course offerings located under Course catalogs on the www.fcps.edu website. In the search bar, type Course Catalogs.
- Q10.** In 7.7.5., you state that the solution must have the ability to import the FCPS course catalog and plans of study. Did you mean programs of study rather than plans of study?
- A10.** At FCPS, we call them plans of study. These plans document the courses required to obtain a diploma.
- Q11.** For 7.8.16 – please provide more explanation or examples as to what level of integration is desired
- A11.** The Solution should have the ability to integrate to transmit electronic transcripts, referrals, student portfolios, and track submission status with major college application platforms (e.g. Common App and Coalition Application).
- Q12.** For 7.8.18 - please provide more explanation or examples as to what kind of coordination is desired.
- A12.** Student transcripts, midyear transcripts, and recommendations should be able to be electronically transmitted from this Solution to other major college application platforms.
- Q13.** For 8.6, please define or further describe “online access” for reporting issues and any expected functionality. Do end-users need the ability to track the status of reported issues or is this ability limited to FCPS?
- A13.** FCPS has its own help desk and support staff to field user issues. FCPS support staff will be responsible for reporting issues to the Solution provider if it is something they are unable to resolve.
- Q14.** Appendix C, Pricing Summary table, To the extent a vendor’s solution encompasses multiple items in the pricing summary that are not available/sold separately, may a vendor include a single unit price for multiple items combined together without having their pricing summary deemed non-responsive?
- A14.** The price table is an example format. If a solution encompasses multiple items listed in the RFPS pricing summary table, please include in the description of what is included in each product breakdown and pricing.
- Q15.** Alternately, would the inclusion of individual unit pricing for each item in the table require a vendor to be able to provide the component parts separately?
- A15.** The vendor does not need to break it down separately but does need to identify which parts of the RFP are included in the product line item.
- Q16.** Further, may a vendor show separate unit prices per grade level, where appropriate? (i.e. the per student price for grades K-5 for the Application Software Service Fee as one unit price and a second unit price for grades 6-12)?
- A16.** Yes.

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 SOLICITATION.

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