MEMORANDUM

TO:　　　　RFP 24-011
FROM:　　　Jennifer R. Madrid, Purchasing

DATE:　　　June 27, 2024

RE:　　　　**Addendum:　RFP 24-011-02**

I.　　**Q and A**

1. Should the solution be on premises or cloud based?
   Could be either, if cloud-based, we would need to be able to download data to save locally as needed.
2. What are the specific requirements related to the Student Progress scope in the RFQ? Would the students be uploading their daily/weekly/monthly progress reports to the portal themselves or would the organization they are working with do it?
   It would be based on automated, real-time time sheets. We envision that students would submit their time, and agency instructors would approve electronically on a weekly basis. Field consultants (university liaisons) would also have to sign off monthly.
   a. Are progress updates limited to text or will the include other media like documents, images, etc.?
      Text and possibly documents
3. Does the requirement for digital signatures require them to be validated (ie. Docusign/Adobe) or is the requirement to simply be able to sign without this validation?
   Validated signatures.
4. Would licensing be by the site (ie. the school pays a yearly fee up to a certain number of users) or by the user (ie. pay per user on the platform with variable monthly costs dependent on this changing user count)?
   It would depend on the product, licensing is not a top priority. We would consider either option if the product met our needs.

*Offerors must acknowledge this amendment in Attachment 1 when submitting proposal.