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RFP NO. 21-038RMS - ADDENDUM #2

Questions and Response

December 15, 2020

1. **Question:** What Learning Management System (LMS) does APS currently use?
Response: Canvas, SeeSaw, Google Classroom are used with no curriculum pre-built
2. **Question:** Is APS planning to continue using the current LMS through the entire five (5) year contract?
Response: Yes.
3. **Question:** What Student Information System (SIS) does APS currently use?
Response: Synergy by Edupoint
4. **Question:** Is APS planning to continue using the current SIS through the entire five (5) year contract?
Response: Yes.
5. **Question:** Will any specific Scope of Work requirement disqualify a vendor from consideration for a contract award?
Response: Core content and curriculum not contained within the courses.
6. **Question:** Will any specific Technical Requirement disqualify a vendor from consideration for a contract award?
Response: Not Cloud Hosted, will not work on a Chromebook
7. **Question:** Please specify the number of teachers to be trained.
Response: The number of teachers to be trained is variable. The District will be giving schools the opportunity to choose to implement this software or not to.
8. **Question:** Please specify the number of staff to be trained.
Response: The number of staff to be trained is variable. The District will be giving schools the opportunity to choose to implement this software or not to.

9. **Question:** The RFP mentions district-issued devices and lists Chromebooks and iPads. Will students exclusively use those types of devices, or are laptops assigned for student use as well?
Response: Chromebooks and iPads are what are what APS will issue; however, students may use their own personal laptops.
10. **Question:** Is the district planning on hosting the materials?
Response: No.
11. **Question:** Does Albuquerque Public Schools have an LMS?
Response: Canvas, SeeSaw, Google Classroom are used with no curriculum pre-built
12. **Question:** Is APS looking for something preset, with teacher support behind it? Please advise.
Response: Yes all content and lessons must be pre-built within LMS with teacher ability to modify if needed.
13. **Question:** Is there an equity framework surrounding what the district is desiring in a solution?
Response: Please refer to the APS Procedural Directive on Equity and Diversity.
14. **Question:** If APS finds certain specific elements of the core solutions that are presented to be beneficial to the district's needs, would you be open to building something custom that addresses those particular needs?
Response: No.
15. **Question:** For the mandatory qualifications requesting, "evidence with documentation of 3-5 years of providing digital curriculum to K-12 school districts," would our Certificate of existence or our articles of incorporation meet this requirement? If not, what is an example of sufficient evidence?
Response: Please submit copy of awarded contract and/or award letter and/or award email from a K-12 School District.
16. **Question:** For the mandatory qualifications requesting, "a copy of awarded contract and/or award letter and/or award email from K-12 school district" Is one contract award contract/email sufficient to meet this requirement and does it need to correspond with the contact information also required in that same section?
Response: As stated on page 17 of the RFP under Mandatory Qualifications, "a minimum of two (2) K-12 School Districts." As stated on Page 18 of the RFP under Evaluation Criteria, "The K-12 schools utilized for mandatory requirements on page 17 may be used if similar in size to APS."
17. **Question:** Inclusion -- or willingness to create, if bid is awarded, state specific classes required for graduation, such as NM History. Could you elaborate and include each state specific course that would be required for graduation?
Response: New Mexico graduation requirement are listed here:
<https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/>

18. **Question:** Does content need to be state adopted?
Response: Content does not need to be on the NM IM multiple list, but it must be aligned with state standards.
19. **Question:** Does the district have definitions for credit recovery courses?
Response: Please review this list of credit recovery options:
<https://www.aps.edu/counseling-services/documents/High%20School%20Credit%20Recovery%20Options.pdf>
20. **Question:** In the requirement;
“Must have the ability to offer a wide variety of elective courses and/or specials/pull-out classes;
Would electives be specific to Math and ELA only.
If so: What are the district definitions of electives, specials, pull out classes?
Or ask are the courses below examples of electives, specials and or pull out classes they are looking for support.
Spanish for Dual Language?
AP courses?
Reading Intervention and or Tier 3 supported courses?
Accelerated math courses?
Business math?
Response: Please refer to the APS Procedural Directive on the Instructional Program.
21. **Question:** What is the district model requirements for credit recovery?
Response: Please review this list of credit recovery options: <https://www.aps.edu/counseling-services/documents/High%20School%20Credit%20Recovery%20Options.pdf>
22. **Question:** NIGP: 917010 - Not familiar with this code, please explain.
Response: National Institution Government a Procurement commodity code in compliance with 13-1-30.1 NMSA.
23. **Question:** NIGP: 20944 - includes Foreign Languages, which languages and which grade levels?
Response: National Institution Government a Procurement commodity code in compliance with 13-1-30.1 NMSA
24. **Question:** Does this Call include ELD materials? If so, for which grade levels?
Response: APS is seeking a comprehensive program for either K-12 or primary or secondary levels, with the ability to differentiate coursework.
25. **Question:** If our 9-12 materials have already been recently adopted and K-8 is in the process of been adopted by the NM BOE, do you still want publishers to participate with the same materials for this Call?
Response: APS is seeking a comprehensive program for either K-12 or primary or secondary levels, not single content area titles or programs.

26. **Question:** In response to the disclosure form #13, can we have the list of bonding companies approved by the district? We would need to be able to share that information with our broker in order to assist in facilitating the bonding, should it be needed.

Response: We do not have a list of bonding companies, however you can check with the State of New Mexico to locate a list of bonding companies approved by the State of New Mexico.

27. **Question:** As a privately held corporation, our company's financial information is strictly confidential. However, we will agree to provide this information to APS upon the execution of an applicable non-disclosure agreement (NDA). Are we permitted to 1) send you an NDA now for APS's signature and return prior to the due date so that we can provide these statements in our proposal or 2) should we provide said NDA with our proposal?

Response: Provide NDA with proposal. Please be aware that it is mandatory that APS follow the Freedom of Information Act and may not agree to NDA and statements may be required before award.

28. **Question:** From the Requirements (pages 14-15) – the bullet below appears twice in the list of requirements. Is this a duplicate or should one of the bullets read differently?

“Supports best practices for K-12 hybrid and online blended learning – this includes traditional, flipped, station rotation, and fully online learning”

Response: This is a duplicate.

29. **Question:** Would you please clarify what the District is seeking with regard to the requirement below (bottom of page 14):

“Cascading”

Response: The ability to change the pacing guide upon length of semesters/ trimesters/ summer

30. **Question:** Due to the current pandemic, our office continues to operate remotely, including our authorized signers. Would it be acceptable to have the required bid forms signed electronically via secure DocuSign instead of a wet signature?

Response: Electronic signatures will be accepted.

31. **Question:** The Mandatory Qualifications documentation, specified on page 17 of the RFP, includes either proprietary or confidential information which could affect our commercial position in future competitions. Will the District treat the Financial Statements and contract award documentation, which is required for the Mandatory Qualifications, as proprietary or confidential information and protect this documentation from disclosure to the public?

Response: It is mandatory for APS to follow the Freedom of Information Act.

32. **Question:** The RFP states, “Minor deviations to the specifications as listed, may be considered.” If a bidder indicates their offered solutions do not meet specific technical requirements which are listed on Attachment A, will the evaluators consider those to be minor deviations?

Response: Provide your best solution for the specific technical requirements in Attachment A. It is hard to determine to what will classify as a minor deviation without seeing it at first.

33. **Question:** The RFP states, “Minor deviations to the specifications as listed, may be considered.” If a bidder indicates their offered Solutions do not meet specific requirements which are listed in the Scope of Work, will the evaluators consider those to be minor deviations?

Response: Provide your best solution for the specific requirements in the Scope of Work. It is hard to determine to what will classify as a minor deviation without seeing it at first.

34. **Question:** For the Buyer’s revocation of acceptance, please specify “a reasonable time” in terms of business days.

Response: Please review the Uniform Commercial Code.

35. **Question:** For the Seller’s Right to cure a nonconforming delivery of good, please specify “a reasonable time” in terms of business days.

Response: Please review the Uniform Commercial Code.

36. **Question:** For Net 30 payments, are there additional invoice terms and conditions beyond that?

Response: Review Payments for Purchases. 13-1-158 NMSA 1978

37. **Question:** Does Albuquerque Public Schools plan to use their district teachers or vendor teachers?

Response: District Teachers

38. **Question:** How many students will Albuquerque serve under each model outlined in the Scope of Work:

- K-12;
- Credit recovery;
- Advanced middle school via blended model; and
- Continuation program via full-time virtual model?

Response: The number of students for each model outlined is variable. The District will be giving schools the opportunity to choose to implement this software or not to.

39. **Question:** Could you please summarize the post-bid interview process noted in the Evaluation Criteria, and how it differs from the demonstration?

Response: Interview will be a Q&A session; Demonstration will be a demonstration of the proposed software solution.

40. **Question:** How many 7th thru 12th grade students are expected to enroll each year in each of these programs:

- Credit recovery
- Advanced courses
- FT flex program for grades 7-12
- Adult diploma program
- Continuation program, FT virtual

Response: The number of students for each model outlined is variable. The District will be giving schools the opportunity to choose to implement this software or not to.

41. **Question:** Does APS have a need to use Independent Study Courses for accelerating with our certified teachers? If so, how many 7th thru 12th grade students are expected to enroll in courses with our teachers and not APS teachers?

Response: No. Courses will be taught by APS teachers.

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:

Addenda not signed and returned may consider the RFP non-responsive and may be rejected.

COMPANY/FIRM NAME

SIGNATURE

Date