



Accelerate Progress for Students

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DATE: 4/4/2022

RFP NUMBER: 22-050 NLM

RFP TITLE: Community Engagement Platform

ADDENDUM NUMBER: 1

See Question and Answers

Question: “For pricing purposes, Is APS looking for an integrated platform to also gather employee/staff feedback or just community engagement?”

Response: Albuquerque Public Schools is looking for both employee/staff feedback and community engagement. We would like to view the results separately and together.

Question: “We will need to negotiate certain clauses in the Terms and Conditions section of the RFP. How do we go about listing our exceptions in our response? Do we use the procedure set out in Section 11 of the Offeror’s General Instructions?”

Response: Albuquerque Public Schools will not be negotiating our terms and conditions, please use Section 11 of the Offeror’s General Instructions for your exceptions.

Question: “Please confirm that communications that may occur with respect to the current contract in place between ThoughtExchange and Albuquerque Public Schools will not violate Section 2 of the Offeror’s General Instructions.”

Response: If you feel you have a conflict of interest please do not bid. If you plan on bidding please do not communicate with anyone except the buyer regarding this RFP per section 2 of the Offeror’s General Instructions.

Question: “When does APS expect the service contract to begin?”

Response: We are hoping to get a contract in place by June or July 2022 however that will depend on negotiations and Board approval.

Question: “Will the awarding of this contract require APS Board approval? (p.7, sec 27 “The award of this contract is not final until approved by the APS School Board (if applicable) and/or contract is signed by both parties.”)”

Response: Yes, the contract will require approval by the Board.

Question: “If we are successful in receiving an award for this RFP, do we have to enter into a 6-year term? (p.1 RFP schedule says “Albuquerque Public Schools reserves the right to enter into six (6) year contract with the awarded Offeror(s).”)”

Response: Yes, we are looking for a six year commitment.

Question: “Can you provide a list of the APS’s upcoming Community Engagement Projects - both emergent and recurring - and other priorities where APS wishes to deploy this platform?”

Response: Please see below for requested list:

Ongoing staff meetings at central office
Ongoing staff meetings at school sites
Leadership meetings
Town Halls
Community meetings regarding specific issues needing feedback and input
School community parent meetings

Question: “What departments will be responsible for the execution of the upcoming Community Engagement Projects in the previous question?”

Response: Please see below for list of departments:

Superintendent's offices including region superintendents
Communications
Office of Accountability and Reporting
Curriculum and Instruction
Special Education

Question: “What level of involvement/access will campus-level administrators need to have in the deployment of the Community Engagement Platform? Will they be directly involved in leading Community Engagements via this platform?”

Response: Depending on the system, Albuquerque Public Schools may have departments run the software for the schools wishing to use it the system.

Question: “Data Transfer Plan (p.22); If we are successful in receiving an award for this RFP, we’ll need to ensure we’re equipped to appropriately transfer data from your current system. What system are you currently using and in what format would the data be presented to us for importing into our system? There may be challenges with compatibility and validity of data since the information in a ThoughtExchange is normally accumulated organically and it can be impossible to replicate or build one after the fact.

- “Data Transfer Plan: The vendor is expected to assist APS in the conversion of data to the new system if necessary. APS will be responsible for data extraction from the current system and the vendor responsible for the overall data import and validation into the new system”

Response: The current format of the data is Google Sheets and Microsoft Excel.

Question: “EVALUATION CRITERIA - We would like to clarify where the specific elements of the Evaluation Criteria are listed in the RFP as there appears to be discrepancies - specifically:

- Pg 25 of the RFP under the Technical and Functional Requirements refers to “Technical and Functional Requirements listed on pages 15 and 16” however, pg 15 & 16 in the RFP doc are “ADDITIONAL TERMS AND CONDITIONS FOR COMPLIANCE WITH 2 C.F.R. PART 200, APPENDIX II; it seems the actual Technical & Functional requirements are listed on pg 22 We would like to confirm that the Technical and Functional Requirements we are meant to reference are listed on pg 22 (not pg 15/16)?
- Similarly, pg 25 under the Training Plan, Security and Hosting, Ongoing Customer Support refers to “Training Plan, Security and Hosting, and Ongoing Customer Support listed on page 16 and 17” however, pg 16 & 17 in the RFP doc are also “ADDITIONAL TERMS AND CONDITIONS FOR COMPLIANCE WITH 2 C.F.R. PART 200, APPENDIX II; it seems the actual Training Plan, Security and Hosting, Ongoing Customer Support requirements are listed on pg 22 and 23 We would like to confirm that the Training Plan, Security and Hosting, and Ongoing Customer Support criteria we are meant to reference are listed on pg 22 & 23 (not pg 16 & 17)?
- Finally, pg 25 under Pricing section requests that we submit “pricing to provide services as requested in the Scope of Work by completing and signing the provided pricing sheet on page 23”, however pg 23 in the RFP contains no reference to pricing; it seems that the actual pricing sheet is on pg 26 - We would like to confirm that the Pricing Sheet we are meant to complete is listed on pg 26 (not pg 23)?”

Response: Please use Technical and Functional requirements listed on page 22 NOT 15 or 16. Similarly, please use Training Plan, Security and Hosting and Ongoing Customer Support listed on pages 22 thru 23 NOT pages 16 thru 17. Lastly, please use Price Proposal sheet on page 26 NOT page 23.

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