RIO RANCHO PUBLIC SCHOOLS

PROCUREMENT DEPARTMENT

ADDENDA #1

DATE: April 25, 2024

RFP No. 2024-023-C&I
Project: Education Technology Inventory System

RFP Submittal Deadline: May 08, 2024, @ 2:00 p.m. local time – (Electronic Submittal)

https://vrapp.vendorregistry.com/Bids/View/BidsList?buyerId=056be398-47ac-419f-bf5d-2a8035f9fd27

Question No. 1: To ensure we are providing a comprehensive response, would the RRPS be willing to extend the due date by up to two business weeks?

Response to Question No. 1: Extension granted to May 08, 2024, @ 2:00 p.m.

Question No. 2: Per this language on page 3 of the RFP, is this stating that vendors cannot provide exceptions terms and conditions? Per RFP: All interested parties are strongly encouraged to submit a proposal for any or all of the services referenced within this RFP. Please carefully read all instructions, specifications, terms and conditions. Failure to comply with the instructions, specifications, terms and conditions of this RFP may result in your proposal submittal being classified as unresponsive and disqualified.

Response to Question No. 2: The section outlines the vendor's obligation to ensure adherence to all instructions, specifications, terms, and conditions. Non-compliance may lead to disqualification. If any deviation is required, a justification for the necessity must be provided for review.

Question No. 3: Are vendors allowed to respond to this RFP under the terms and conditions of an existing contract vehicle that RRPS is eligible to use?

Response to Question No. 3: No

Question No. 4: Page 21, Evaluation Criteria Matrix. Please clarify if the items listed in Section 2 need to be included in Section 1. Should the items listed in Section 3 be included in Section 2? On page 20, 6.0 indicates there are 5 evaluative areas but there doesn't appear to be a Section 4 in the Evaluation Criteria Matrix. Please confirm that there is no Section 4.

Response to Question No. 4: There are four evaluated factors for this procurement. Each response should address each of the factors listed below.

	Factor	Points
1.	**I. Experience and References:** Submit a firm profile; submit detailed information describing your firms' qualifications providing services as requested in the Scope of Services. Provide information about the firm that demonstrates the ability and capacity of the firm as it relates to the competencies requested to perform the requested services/products.	15
2.	**II. Service/Support/Training:** Submit a minimum of three (3) past and/or current customers that your firm has provided similar services as requested in the Scope of Services. Include number of years providing service/product, contact person name, telephone number and email address.	20
3.	**III. Product Features, Technical Specifications and Available Options:** Submit information of your firm's staff that will handle or manage all aspects of the awarded contract with RRPS. Include roles, responsibilities, staff resumes and organizational chart.	25
4.	**V. COST/PRICE**	40
	Total Points without Oral Presentation/Interview	100
	Total (50 Points with Oral Presentation/Interview if required)	150

Question No. 5: Are joint proposals acceptable? e.g., a combined proposal from both the software vendor and implementation (professional services) partner.

Response to Question No. 5: *Yes*

Question No. 6: Users, Functionality, Access: A – Please define each of the user groups that will be accessing the system (e.g., Leadership, IT, etc.) B – Of the users, roughly, how many staff members will need full administrative access? C – Of the users, how many staff will be interacting (i.e. being assigned and managing) inventory? D – Of the users, will there be staff that need "basic privileges" (e.g., viewing data) but who will not be managing inventory? If so, how many? E – Of the users, how many district faculty/staff members will be managing inventory?

Response to Question No. 6:

21 School Sites

User groups:
- *Administrators– 3 (Director, Inventory Specialist & IT)*

Assigned and Managing Inventory at Sites:
- *Ed Techs– 18 (admin of own site but ability to view all items and transfer from various schools, assign fines, email parents, etc.)*
- *Technicians– 13 (admin of own site)*

Check in/Check out Chromebooks (viewing data/checking in/out):
- *Front Office Staff– 42– ability to check in/check out Chromebooks & ability to view fines*

Imported patrons:
- *Students– 17K– Need to be imported from Power School and assigned items (no access)*
- *Teachers– 2K– Need to be imported from AD and assigned items (no access)*

Question No. 7: How are inventory items added now and what is the ideal process? (forms, email, phone, etc.)

Response to Question No. 7:

1. *Follett–we use the resource import converter. (not user friendly)*
2. *Freshservice–we use .csv file import.*

Question No. 8: What vendor is Rio Rancho using now for inventory management?

Response to Question No. 8:

- *Follett Destiny Resource Manager (Chomebooks)*
- *Freshservice (Education Technology– laptops, doc cameras, Interactive panels, projectors, etc.)*

Question No. 9: Are there data migration requirements from the homegrown systems? (asset management?)

Response to Question No. 9:

- *Yes, we will need inventory, fines, status, etc. moved from Follett to new system.*

Question No. 10: What systems are required to integrate with the new solution besides Powerschool? Also what is the ideal flow of information? (e.g., live, bi–directional, batch, flat file, etc.) Does Rio Rancho have any preferred middleware?

Response to Question No. 10:

- *Power School SIS*
- *Active Directory*
- *Google Admin Console*
- *Microsoft Entra ID*

Question No. 11: 1.) Is this RFP for a web only based system, a (SAS) cloud hosted system, a self–hosted server application, or any of these? Please details which types are in consideration? 2.) Is RFID a mandatory requirement? 3.) What is the approximate number of assets tracked? 4.) Is any software discovery required? 5.) Is there an existing database to be converted and if so, what is the format? 6.) How many mobile devices (or mobile licenses) are required? 7.) What is the estimated average number of simultaneous users? 8.) What is the estimated average of check in and check out per week. 9.) Can we have a copy of the recorded Pre–Bid Conference and how can it be delivered?

1. *Web based or cloud hosted only.*
2. *No RFID is not mandatory*
3. *21,000 Chromebooks and 11,844 Ed Tech items (laptops, desktops, interactive displays, doc cameras, projectors, etc.)*
4. *Software discovery is not required*
5. *The Chromebook inventory is in Follett Destiny Manager and it is in a XML File format*
6. *Mobile licenses? I don't understand the question*[1]
7. *18 Ed Techs*
8. *We currently have about 17,000 Chromebooks checked out to students; they follow the student from year to year; replaced every 4 years. The beginning of the year and end of year #'s are higher. Weekly is about 210 for 21 sites.*

Response to Question No. 11:

Question No. 12: We were wondering if this bid needs to be on a contract like CES?

Response to Question No. 12: No

 Thank you for your interest in Rio Rancho Public Schools.

ACKNOWLEDGE ADDENDUM WITH RFP:

_____
COMPANY/FIRM NAME

_____
SIGNATURE

_____
DATE