



**RIO RANCHO PUBLIC SCHOOLS
PROCUREMENT DEPARTMENT
ADDENDA #2**

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. 13: Does RRPS have a required deployment or license start date? Are there any deadlines in place for deployment, implementation, training, and customization?

Response to Question No. 13: *We would likely purchase in late July or August. We can discuss implementation when the vendor is decided.*

Question No. 14: Does RRPS have a required deployment or license start date? Are there any deadlines in place for deployment, implementation, training, and customization?

Response to Question No. 14: *We would likely purchase in late July or August. We can discuss implementation when the vendor is decided.*

Question No. 15: Does RRPS have a list of specific reports and dashboards (in addition to those listed in the SOW Excel file – Section 5) that will need to be generated through the Educational Technology Inventory System?

Response to Question No. 15:

- *Chromebook reports*
- *Chromebook makes/models, due date, expiration dates, fines/fees*
- *students with multiple devices checked out to them,*
- *Students without a device*
- *Disposal lists*
- *District-wide distribution*
- *Barcode report*
- *Missing/Lost/Stolen Chromebooks*
- *School-defined reports*
- *Fine/fee report sent to parents*
- *Education Technology*

- *Individual user reports- everything checked out to a teacher, staff member, room #, etc.*
- *District-wide distribution and reports*
- *Make/models, due date, expiration dates*
- *Warranty info*
- *School-defined reports*

Question No. 16: Does the Educational Technology Inventory System need to interface with any local, county, state or federal computer systems, in addition to the systems / databases already listed - Power School SIS, Active Directory, Google Admin Console , and Microsoft Entra ID ? If what are the integrations necessary?

Response to Question No. 16: *No, we do not interface with any local, county, state, or federal computer systems.*

Question No. 17: Are items currently barcoded or will they need to be barcoded post implementation?

Response to Question No. 17: *We have 6-digit barcodes on our existing items and we have asset tags for new equipment.*

Question No. 18: Are items currently barcoded or will they need to be barcoded post implementation?

Response to Question No. 18: *We have 6-digit barcodes on our existing items and we have asset tags for new equipment.*

Question No. 19: Could RRPS describe current Educational Technology Inventory operations process flow?

Response to Question No. 19: *It depends on what was ordered. All of our new equipment is shipped to the district warehouse. Our facilities department typically distributes from there. Our technicians at the site, image or enroll the equipment by adding the licenses, etc., and adding an RRPS asset tag. Our Ed Techs at each site add the product to the inventory system. If it is a “bulk” order like 8000 Chromebooks, our Ed Tech support specialists import all Chromebooks with purchase price, PO#, Warranties, expiration date, cost of replacement, and site assignment. Our Ed Techs and front office staff check in/check out Chromebooks to students using the 6-digit barcode. We add fines and fees for students for intentional damage.*

Thank you for your interest in Rio Rancho Public Schools.

ACKNOWLEDGE ADDENDUM WITH RFP:

COMPANY/FIRM NAME

SIGNATURE

DATE