



Accelerate Progress for Students

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DATE: 08/23/2023

RFP NUMBER: 24-019 RR

RFP TITLE: Web Based Platform Student Internships

ADDENDUM NUMBER: 1

See Question and Answers:

Question 1: Are joint proposals acceptable? e.g., a combined proposal from both the software vendor and implementation (professional services) partner.

Response 1: Yes

Question 2: Users, Functionality, Access:

- a. Please define each of the user groups that will be accessing the system (e.g., Leadership, Project Managers, Interns, Coordinator/Advisors, Staff (by team), Parents (portal), Students (portal), etc.)
- b. How many users are there in each user group that will need access to the system?
- c. What actions does each user group need to take within the system? (e.g., view and/or enter data, send email or other communications, create forms, log hours, view application status, etc.).
- d. Do students require a secure login to access the jobs board or does Albuquerque Public Schools require the portal to be public?

Response 2:

- a. Leadership, Interns, Coordinator/Advisors, Students.
- b. Leadership - 2 -3, Coordinators/Advisors - 10 -18, Students – 300.
- c. Leadership - view and/or enter data, send email or other communications, create forms, post job descriptions.

Coordinators/Advisors - view and/or enter data, send email or other communications, log hours.

Students - log hours, submit daily evaluations.

d. The portal may be public.

Question 3: What department(s) (e.g. IT, CTE, etc.) will be responsible for upkeep and maintenance of the solution and has your institution identified potential System Administrators?

Response 3: The winning bidder company will be responsible for upkeep and updates to keep the system current.

Question 4: Is there any internship application process or are students just selecting their interest in internship opportunities via the job board?

Response 4: The application process is separate from this app.

Question 5: Will the database solution require industry partner management engagement? (e.g., industry partner communications, data, history of engagement, etc.)

a. Will industry partners need access to submit their internship opportunities or access additional information regarding students involved in their internship program?

Response 5: Job descriptions will be submitted from APS and industry partners.

Question 6: Can you describe Albuquerque Public School's current internship management process?

Response 6: APS currently has three separately funded work-based learning programs, which requires separation of reporting data and labor hours and dollars. They are:

1. APS internship program
2. Near-Peer Tutor program
3. Summer Agriculture program

Question 7: What system(s) will be replaced as a result of implementing this solution?

Response 7: Google forms and their related spreadsheets.

Question 8: What forms of electronic communication need to be considered for this project? (e.g., mass email, individual email, text message, phone system integration, online chat, online Forms.

Response 8: None, communication will be generated from the Career Connected Learning Gmail.

Question 9: What integration platforms will be required as part of this scope to integrate with the new solution? Will Albuquerque Public Schools require an integration with the SIS system?

Response 9: None

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL, AND SEE UPDATED EVALUATION CRITERIA IN THIS DOCUMENT:
Addenda not signed and returned may consider the RFP non-responsive and May be Rejected.

COMPANY/FIRM NAME

SIGNATURE

DATE