

Request for Information No. 1
RFP No.Associated Student Body Solution
January 9, 2025

Response to Proposers' Questions

1.1 **Question:** How are Ed Tech JPA RFPs run and awarded?

Answer: Ed Tech JPA offers multiple awards so its members can leverage the vendors that best meet their needs. Ed Tech JPA's RFP team will review Vendor Proposals and award to Vendors who comply with all terms and conditions (no substantial exceptions) and meet all essential requirements. Essential requirements are denoted in the RFP with double asterisks and green highlighting.

Vendors should also answer non-essential criteria (blue highlighting) to the best of their ability. Ed Tech JPA members vary in size from 1,500 ADA to 600,000 ADA, and have different needs. Ed Tech JPA will make all prevailing Proposals available to members for review. Members will determine what requirements are most important to them and use the information in Proposals to determine which Vendor best fits the needs of their organization.

Vendors who meet all essential requirements (green, double asterisks) and agree to the terms and conditions will be considered for award contingent upon successful contract negotiations. Non-essential criteria (blue) are optional. Vendors are encouraged to respond to non-essential criteria so member districts can make a determination regarding which solution is the best fit for their needs.

Additionally, the Functionality and Usability RFP is sectioned into different modules. Essential requirements are required only to be considered for award in those specific sections. For example, if a vendor agrees to all terms and conditions and meets all essential requirements for sections 3.1 - 3.4, but not for sections 3.5 - 3.11 they will be awarded for sections 3.1 - 3.4. Below is an example of a possible award scenario.

Vendor	3.1 Financial Functions	3.2 Reports	3.3 Mobile Functionality	3.4 Transaction Processing	3.5 Web Store (& sub sections)	3.6 Point-of-Sale Terminals
Vendor A	Yes	Yes	Yes	Yes	Yes	Yes
Vendor B	No	No	No	No	Yes	No
Vendor C	No	No	No	No	No	No

JPA members have varying needs, and some may require services for only some modules included in this RFP. Members will evaluate Proposals based on their specific needs, so please include a clear description of what your solution offers.

If offering multiple separate solutions please be clear in your proposal which solution meets each criteria by either including separate sections for each product, or differentiating in responses:

Example 1:

3.1 - Product 1 Name response to all criteria

3.2 - Product 1 Name - no response

3.1 - Product 2 Name - no response

3.2 - Product 2 Name response to all criteria

Example 2:

****2.1.5** Specify whether the Solution is Vendor-hosted (web/cloud-based) or Participant hosted (on-premise).

Product 1 Name : *Our assessment solution is web/cloud based...*

Product 2 Name: *Our analytics solution is on-premise....*

Please also be sure to list each product separately in the Pricing Form.

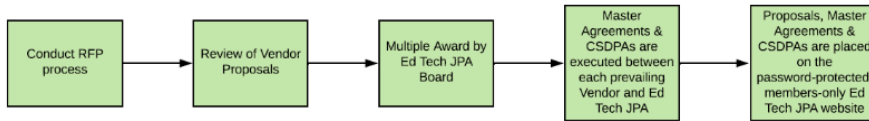
1.2 **Question:** Are contracts available for future Ed Tech JPA members as well, or just to members at the time the RFP is run?

Answer: When a member joins Ed Tech JPA it can leverage any current or previously awarded contract. The membership process is very quick and straightforward. There are no fees for members to join. Ed Tech JPA provides sample board agenda and resolution templates for members in an effort to assist members with their boards' required approvals. The [Ed Tech JPA Membership](#) site contains detailed instructions for prospective members.

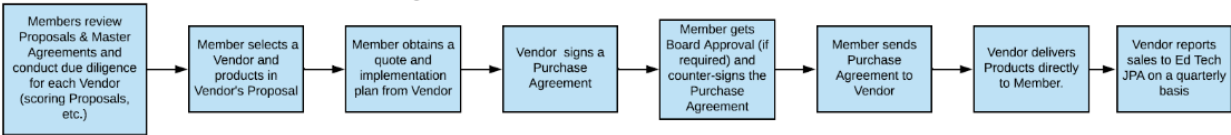
1.3 **Question:** Once the RFP is awarded, how do Ed Tech JPA members enter into agreements with awarded vendors?

Answer: Prevailing vendors will enter into a Master Agreement with the Ed Tech JPA. When JPA members elect to purchase a vendor's product they will enter into a Purchase Agreement between the vendor and JPA member. Samples of the Master Agreement and Purchase Agreements are included as Appendix A of the RFP. For additional clarity please refer to the illustration below.

**Ed Tech JPA:
RFP Award & Master Agreement Execution**



**JPA Member:
Vendor Selection & Purchase Agreement Execution**



1.4 **Question:** Would you be able to provide a definition of "Associated Student Body Solution".

Answer: The **Associated Student Body (ASB)** refers to a student-led organization in schools. It serves as the official representative body of the student population and is responsible for fostering school spirit, organizing events such as school dances and fundraisers, and ensuring students' voices are heard within the institution's governance. Key aspects of the Associated Student Body often include student leadership, activities and events, representation of students to site administration, budget management and community service.

The **Solution** refers to a comprehensive financial management system in support of the Associated Student Body and its revenue and expenditures.

1.5 **Question:** Would we have an opportunity to provide demo videos to show some of the functions requested?

Answer: Demo videos are not a standard part of the Ed Tech JPA scoring and award process. This does not preclude a participating member from requesting a demo from an awarded vendor in the future as a part of its selection process. Please see RFI 1.8 for more information about video content in written proposals.

1.6 **Question:** You mentioned that there is the possibility of multiple awards for this RFP, could you please describe the reasoning for this?

Answer: Ed Tech JPA members are diverse and have varied needs. For example some may be K-12 and some may be elementary or high school only. By Ed Tech JPA awarding to multiple vendors our members can select the vendor that best meets their specific needs.

1.7 **Question:** Are vendors permitted to submit multiple responses?

Answer: Yes, vendors may submit multiple responses. If Vendors offer two or more distinct Solutions, they may submit multiple, separate proposals. If the offerings are complimentary (related

offerings, optional additional modules) Vendors may submit one proposal and clarify which solution or module is necessary to meet each specific RFP criterion. Please be clear in the Pricing Form regarding costs for each solution. Please see RFI no. 1.1 for additional information.

1.8 **Question:** Would it be possible to submit screenshots or video demos when submitting our proposal?

Answer: Certain questions in the RFP request screenshots within the text, and screenshots should be shared in responses to those questions. Videos can likewise be added to responses as long as videos are publicly accessible or a password is provided. Please be sure to submit videos as supplementary to written responses. Demo videos will not be considered when scoring, but may be included as a reference.

Please keep in mind that Ed Tech JPA members may review proposals and require access to all referenced/included documents and videos through the following five (5) years. References to videos and documents must be specific regarding where they may be accessed (ie: specific links and page number. No references to documents that are difficult to locate or are embedded in lengthy documents/proposal).

1.9 **Question:** Where should I send the completed proposal form as well as the appendix of screenshots once completed?

Answer: Section 3.2 of the RFP includes details related to submission requirements:

“Proposals must be received no later than 12:00 pm PST on February 3, 2025.

Vendor to submit:

- (1) Master Bound Hardcopy Proposal in a binder that allows for easy removal of pages.
- (1) Additional Bound Hardcopy Proposal in a binder that allows for easy removal of pages.
- (1) Electronic Proposal on CD or Flashdrive

Proposals shall be submitted in a sealed box/envelope and shall be clearly marked: “Response to RFP 24/25-05: Associated Student Body Solution.”

Proposals shall be submitted to:
Ed Tech JPA

% Clovis Unified School District
Purchasing Department
Attn: Tatum Toste
1450 Herndon Avenue
Clovis, California 93611”

Please review the full RFP for additional details.