

Request for Information No. II
RFP No. 23/24-04 Electronic Document Routing Solutions
November 14, 2023

Response to Proposers' Questions

2.1 **Question:** Is Ed Tech JPA open to striking or modifying this paragraph through negotiation?

Regarding Paragraph 1: Page 8 Section 1.13

This paragraph requires that no other contract can be offered that is lower than Ed Tech JPA.

There are many contracts in the market that already cover the software and services requested under this RFP. Some attain significantly higher Sales volume than will be achieved by this contract and as such would reflect appropriate economies of scale to the Member. All K-12 and SLG entities already automatically qualify for these contracts.

Answer: The Minimum Price Guarantee is the expectation that Vendors provide the lowest available price to the Ed Tech JPA so there is not negotiation outside the JPA undercutting the pricing offered through the JPA. The intent of the Minimum Price Guarantee is to secure competitive pricing for our members, while participating Vendors experience reduced costs of procurement and contract negotiations with individual local education agencies.

The Minimum Price Guarantee does not apply to contracts and partnerships that were in effect prior to the Master Agreement between Ed Tech JPA and Vendors.

Ed Tech JPA also recognizes that some exceptions may be required for exceptionally large clients (such as LAUSD). If a vendor feels a lower price should be offered to a certain customer Ed Tech JPA would be open to discussing an exception to the Minimum Price Guarantee with that vendor.

The intent of the Minimum Price Guarantee is to create a partnership with vendors. The goal to streamline procurement results in vendors responding to only one RFP, and negotiating one Master agreement with competitive pricing and terms, that is compliant with privacy terms. Ed Tech JPA seeks to mutually benefit both members and vendors through consortium style procurement.

2.2 **Question:** Is Ed Tech JPA open to amending their Administrative Fee Schedule as it applies to only this RFP in the negotiation phase?

Regarding Page 7 Section 1.12

There are many contracts in the market that already cover the software and services requested under this RFP. Some attain significantly higher Sales volume than will be achieved by this contract and as such

would reflect appropriate economies of scale to the Lead Agency. The Administrative Fees expressed in Section 1.12 are significantly higher than larger contracts in this space

Answer: Unfortunately Ed Tech JPA is not able to reduce the Administrative Fee for individual Vendors. The intent of the Administrative Fee is to assist Ed Tech JPA in covering operating costs, including the cost to advertise the RFP, as well as staff time and legal costs associated with the development, administration, and negotiation of the RFP and resulting contracts. The Administrative Fee is not intended to create a profit to Ed Tech JPA or any of its members. Ed Tech JPA has assumed significant operating costs, and hopes that in future years, as we continue to grow and have abated the start-up costs, the Board will be able to lower the Administrative Fee. Since its inception Ed Tech JPA has lowered the Administrative Fee for vendors with individual sales of three hundred thousand dollars and above (\$300,000.00) as follows:

Individual Transaction Amount	Administrative Fee
Under \$300,000.00	4%
\$300,000.00 and above	3%

2.3 **Question:** How many full access users will be required for the initial implementation? Full access users refer to the ability to perform all functions within the system.

Answer: Ed Tech JPA has 160 members with a wide variety of needs. We recommend speaking to your product's strengths in the Proposal, rather than tailoring a proposal based on one Member's needs.

Clovis Unified School District is the 13th largest district in the state of California and its needs vary by department and school site. At implementation, it is anticipated a minimum of fifteen individuals will need full level access.

2.4 **Question:** Please provide details on the document routing requirements.

Answer: Ed Tech JPA has 160 members with a wide variety of needs. We recommend speaking to your product's strengths in the Proposal, rather than tailoring a proposal based on one Member's needs. Please reference Attachment 1 of the RFP for details related to the requested electronic document routing solution criteria.

Clovis Unified School District is the 13th largest district in the state of California and its needs vary by department and school site. Routing is determined by site / department needs. The district

currently has 467 users each of which have developed their own forms with their own routing requirements.

2.5 **Question:** Does Clovis USD anticipate making document/records available to the public?

Answer: Clovis Unified School District will provide documents not currently available to the general public through means of a request in accordance with the California Public Records Act.

2.6 **Question:** Does Clovis USD anticipate the use of online fillable forms to collect information and/or start a business process?

Answer: Clovis Unified School District is the 13th largest district in the state of California and its needs vary by department and school site. The District currently has 467 employees who currently use online fillable forms to collect information and/or complete routine business processes. The current number of forms is expanding as a need arises. Pricing in the RFP Response should provide a variety of options to meet the needs of organizations of varied sizes and diverse business requirements.

2.7 **Question:** Will Clovis USD require integration with any third-party applications and the document routing solution as part of the initial implementation? Or as part of a later phase?

- (a) If so, please provide a list of all third-party applications that the new system will need to integrate with for the "initial implementation."
- (b) Please also provide details of the requirements of the integration(s).

Answer: At this time, Clovis Unified does not have a need for integration with third party applications.

- (a) N/A
- (b) N/A

2.8 **Question:** Is migration of documents/data from another system in scope for this project?

- (a) If so, please provide the name and version of the system.
- (b) Please also provide the number of documents/records and amount of data in GBs that will need to be migrated.
- (c) Do the documents contain annotations or redactions that will need to be migrated along with the documents?
- (d) Are there document retention requirements for these documents?

Answer: Ed Tech JPA has 160 members with a wide variety of needs. We recommend speaking to your product's strengths in the Proposal, rather than tailoring a proposal based on one Member's needs. Vendors may propose optional pricing (e.g., per form, per hour) for migration and/or integration services.

2.9 **Question:** Is the Standard Student Data Privacy Agreement required to be included with the proposal submission?

Answer: Awards are made contingent upon successful contract negotiations. Vendors are welcome to submit completed Student Data Privacy Agreements with their proposals or wait until after award to finalize agreements.