**Request for Information No. I**
**RFP No. 25/26-02 Facilities and Resource Management**
*August 21, 2025*

<u>**Response to Proposers' Questions**</u>

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 section 3.5 they will be awarded for sections 3.1 - 3.4.  Section 3.1 is required to be considered for award in sections 3.2 and 3.3.  Below is an example of a possible award scenario.

| Vendor | 3.1 General *Required for 3.2 & 3.3 | 3.2 Internal User Resource Reservation | 3.3 External User Resource Reservation | 3.4 Facility Resource Management | 3.5 Work Orders |
|---|---|---|---|---|---|
| Vendor A | Yes | Yes | Yes | Yes | No |
| Vendor B | No | No | No | Yes | No |
| Vendor C | No | No | No | No | Yes |

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:**

**3.4 - Facility Resource Management:** response to all criteria

**3.5 - Facility Resource Management: -** no response

**3.4 - Work Order:** - no response

**3.5 - Work Order:** response to all criteria

**Example 2:**

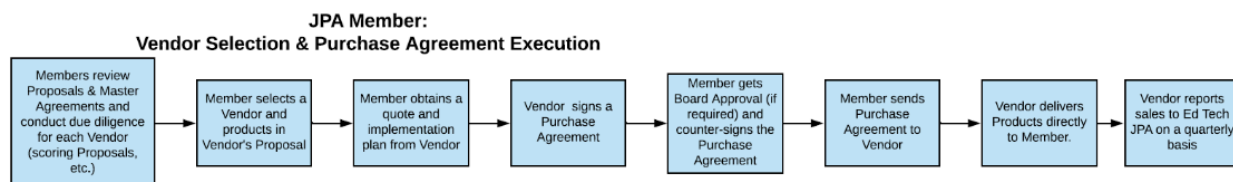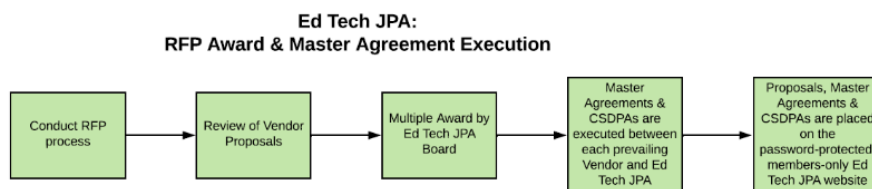| **2.1.5 Specify whether the Solution is Vendor-hosted (web/cloud-based) or Participant hosted (on-premise).** |
|---|
| **Facility Resource Management:** *Our* Facility Resource Management *solution is web/cloud based…* <br><br> **Work Order:** *Our* Work Order: *solution is on-premise….* |

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**

Conduct RFP process → Review of Vendor Proposals → Multiple Award by Ed Tech JPA Board → Master Agreements & CSDPAs are executed between each prevailing Vendor and Ed Tech JPA → Proposals, Master Agreements & CSDPAs are placed on the password-protected, members-only Ed Tech JPA website

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

Members review Proposals & Master Agreements and conduct due diligence for each Vendor (scoring Proposals, etc.) → Member selects a Vendor and products in Vendor's Proposal → Member obtains a quote and implementation plan from Vendor → Vendor signs a Purchase Agreement → Member gets Board Approval (if required) and counter-signs the Purchase Agreement → Member sends Purchase Agreement to Vendor → Vendor delivers Products directly to Member. → Vendor reports sales to Ed Tech JPA on a quarterly basis

1.4     **Question**: Why is the JPA releasing a new RFP, when there are already facility and resource management agreements awarded under the previous Ed Tech JPA RFP from 2021?

    **Answer**: Ed Code section 17596 limits contract terms to a maximum five (5) years.  The previous RFP for Facilities and Resource Management was awarded in December 2021 and the end date is quickly approaching.   Releasing this RFP allows for award and contract negotiations with responsive vendors with no lapse in contract availability for facilities and resource management solutions for Ed Tech JPA's members.

1.5     **Question**: My team is wondering if we would need to go through the steps to submit our proposal to seek this contract, or if there is something we could do to get "grandfathered" in for this particular RFP as we went through the process for the IT ticketing solution last go-round. I'd hate to spend our organizations' time going through the same steps we already accomplished if there was some other way to get this added to our already established (and growing!) agreement.

    **Answer**: Vendors who have existing contracts with Ed Tech JPA for different products and want to enter into agreements for their facilities and resource management products need to submit proposals for this RFP (unless the facilities product was included in the response to the previous RFP).  This is a formal procurement as required by Public Contracts Code and there is not an exception to allow previously awarded vendors to be awarded for future procurements.  Each RFP is written with a unique set of functionality and usability requirements, which Ed Tech JPA scores to determine award(s).

Vendors who replied to a different RFP for the same product can use existing agreements for that product (ex: Help Desk product is the same product as a Facilities ticketing system).  Please keep in mind this applies only to the awarded procurement, and would not be an automatic award for future procurements.

Vendors who have existing contracts with Ed Tech JPA resulting from the 2021 Facilities and Resource Management RFP should respond to this RFP, as Ed Code limits agreements to a five year term.

1.6        **Question**: Can you explain what this RFP is for?

      **Answer**: This RFP is for facilities and resource management systems.  Specific criteria listed in section 3: Functionality and Usability may help determine if a Vendor provides a product with desired functionality.  Please see RFI no. 1.1 and the RFP for additional details.

1.7        **Question**: I think we may need some clarity on what services and products are needed in this request?

      **Answer**: This RFP is for facilities and resource management systems.  Specific criteria listed in section 3: Functionality and Usability may help determine if a Vendor provides a product with desired functionality.  Please see RFI no. 1.1 and the RFP for additional details.

1.8        **Question**: Also need to get an understanding of the scope of this, is for one school district or more?

      **Answer**: Ed Tech JPA currently has 210 members.  The majority of members are California school local education agencies, although there are some members outside of California.  All Ed Tech JPA members may leverage awarded agreements at any time during the Master Agreement.  For details please see Sections 1 and 2 in the RFP.

1.9        **Question**: Irvine Unified School District is a client of ours, who utilizes our software for room booking and scheduling. The renewal is due in January, do you know if this RFP is part of that renewal or is it totally separate?
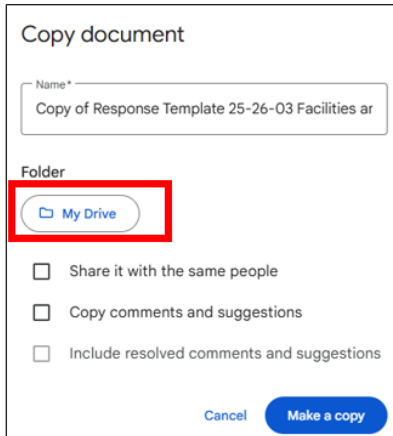
      **Answer**: Irvine Unified School District is the initiating district for this Ed Tech JPA RFP.  As a member of Ed Tech JPA, Irvine USD prefers to streamline purchasing and contracting by using Ed Tech JPA agreements. IUSD's team will be reviewing the responses of this RFP to plan for future purchases.

1.10       **Question**: I'm writing to request a Google Doc or Microsoft Word format of the provided PDF document for the subject RFP.  Anything that can be provided would be greatly appreciated as I'm not sure how I'm supposed to remove highlights to fill in spaces or to expand on responses to any of the dozens of required tables in current form. The response template document won't even let me make a copy of it to just edit that section.

      **Answer**: Vendors should download the Response Template at https://drive.google.com/drive/folders/1NFrVg5s_lPN10Ddj_4rcJ-nbuAU8yfnt prior to editing/entering their information.   Ed Tech JPA is unable to link Word documents directly on the website, and we hope providing a Google Drive link is sufficient so Vendors can download the Response Template in their preferred format.  If you choose to work within Google Workspace and prefer to make a copy of the Response Template, please be sure to copy it to your My Drive (as you will not be able to make a copy within the folder owned by Ed Tech JPA).   To make a copy:

      (1)  Open the Response Template and click on File then Make a Copy

(2) Change the destination location of the copy as shown in the screenshot below.



1.11 **Question**: I have a question regarding where to obtain a list of contractual vendors who meet Ed Tech JPA requirements/prequalifications.

**Answer**: Existing vendors awarded under previous Ed Tech JPA RFPs are listed on the website found here: https://edtechjpa.org/services/jpa-contracts
There does not need to be a previous qualification or to have been previously awarded under an Ed Tech JPA RFP to be considered for this RFP.

1.12 **Question**: If our solution provides additional functionality not mentioned in the RFP, where should we list that additional functionality?

**Answer**: The Functionality and Usability section includes criteria to allow for the inclusion of additional functionality. We welcome additional information and functionality.

One sample criteria that allows for additional functionality is:

| 3.1.73 Please describe any additional functionality available as part of the core/proposed facilities and resource management functionality in the Solution. Separately, outline optional solution(s) that may be available for purchase at an additional cost to the Participant. Please be sure to include any additional costs here and in the Pricing Form. |
| --- |
| Included with Core Solution:<br>Additional Products for additional cost: |