

Request for Information No. VI
RFP No. 23/24-03 Security and IT Administration
November 16, 2023

Response to Proposers' Questions

6.1 **Question:** Will there be a bid bond?

Answer: Ed Tech JPA will not require a bid bond for this RFP.

6.2 **Question:** Appendix F Standard Student Data Privacy Agreement (CA-NDPA Standard) – is this just a sample or does this need to be signed and returned in the response?

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.

6.3 **Question:** The required forms are different from the PROPOSAL SUBMISSION CHECKLIST—please confirm if I am to complete and include only the required forms.

Answer: The Proposal Submission Checklist and Required Forms list are not identical lists. Additional documents beyond Appendix B are listed in the Proposal Submission Checklist, which causes it to be longer.

Appendix B: Required Forms: Lists and includes all required forms in Appendix B.

Proposal Submission Checklist: Included as one of the forms in Appendix B. Lists documents requested in Appendixes B, C, D, E, F and includes Attachment 1.

Please note:

- The Federal Certifications (Appendix C) are not required for award by Ed Tech JPA, but may be required by some Ed Tech JPA members for award by their governing boards.
- The Service Level and Maintenance Agreement, Sample Reports and Training Materials, and Additional Resources that Support the Proposal (Appendix E) are not required for award. Vendors are welcome to include documents in Appendix E for Members' reference when evaluating proposals.
- The Standard Student Data Privacy Agreement (Appendix F), Master Agreement, and Purchase Agreement (Appendix A) may be completed after award.

Vendors must include required documents and information to be considered responsive.

6.4 **Question:** Will our response be submitted in the Attachment I Proposal Form format?

Answer: Vendors are required to submit proposals in Attachment I's Proposal Form format. A response template has been provided for Vendors' convenience.