

**Request for Information No. II**  
**RFP No. 24/25-03 College and Career Planning Platform**  
*October 3, 2024*

**Response to Proposers' Questions**

2.1           **Question:** We were wondering if we need to submit a hard copy response or if an emailed proposal is enough.

**Answer:** Please refer to RFI No. 1.8.

2.2           **Question:** Can you share the number of students, schools, and grade levels?

**Answer:** Ed Tech JPA represents over 180 districts of varying sizes and needs. When crafting your proposal please keep in mind the diverse needs of the Ed Tech JPA members.

2.3           **Question:** Is this specifically for Irvine USD?

**Answer:** This is for any Ed Tech JPA member, or future members, and not specifically for Irvine USD. Please see RFIs No. 1.1 - 1.3 and the RFP for details related to award and scoring for Ed Tech JPA.

2.4           **Question:** Is there a "cone of silence" during the RFP process?

**Answer:** RFIs should be submitted to [EdTechJPA@iusd.org](mailto:EdTechJPA@iusd.org) through 12:00 pm on October 14th. Ed Tech JPA cannot have conversations or informal contact about this procurement with vendors, except through the formal RFI process. Please see section 3.8 of the RFP for additional details related to the RFI process.

2.5           **Question:** Is this an RFP which creates an approved vendor list for Ed Tech JPA members to leverage without an independent RFP?

**Answer:** Yes, Ed Tech JPA runs the RFP process on behalf of members, awards to responsive vendors (typically a multi-award), and members can contract with vendors leveraging the RFP and resulting agreements. Please see RFIs No. 1.1 - 1.3 and the RFP for details related to award and scoring for Ed Tech JPA.

2.6           **Question:** I see grades 9-12 in the RFP; are any other grades (k-8) included?

**Answer:** This RFP is focused on College and Career Readiness, and as a result grades 9 - 12 were heavily considered when drafting the requirements. However, some member districts with the larger capabilities, have expressed an interest in starting these initiatives earlier than 9th grade.

Ed Tech JPA members vary in size from 1,500 ADA to 600,000 ADA, and have a variety of different needs. Interested members will select the awarded product that bests their unique needs.

The RFP has been designed to allow vendors to include additional functionality. For example Criteria No. 3.1.19, 3.2.20, 3.3.13, 3.4.7, 3.5.5, 3.6.12, 3.7.16, and 3.8.11 :

“Please describe any additional functionality available as part of the core/proposed 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.”

Ed Tech JPA recommends including any details related to grade levels and additional functionality that are not covered by other criteria in those open ended criteria so Members can have a clear understanding of the proposed Product.

2.7 **Question:** What pages include the green asterisks that designate required sections?

**Answer:** All four sections in Attachment 1 include green with asterisks and blue criteria. 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.

An example of green and blue criteria is:

	Yes	No	Comments
**1.3** Confirm that Vendor will meet the minimum insurance requirements specified in Appendix B. List any insurance requirements Vendor will request a waiver for, if chosen as the Selected Vendor. If the Selected Vendor fails to maintain the required insurance coverages, without a waiver approved by Ed Tech JPA and/or Participant staff, Ed Tech JPA and/or Participant may declare Vendor in breach of the Master Agreement and/or Purchase Agreement. **			
1.4 Confirm that Vendor maintains cyber insurance.			

Please see RFIs No. 1.1 - 1.3 and the RFP for details related to award and scoring for Ed Tech JPA.

2.8 **Question:** Is there a section for submission of prices?

**Answer:** Vendors must submit a completed Pricing Form (RFP Appendix D) and complete the Price criteria (RFP Attachment 1: Proposal Form - Part 4: Price) to be considered for award. All Vendors must submit pricing on the prescribed forms.

The Ed Tech JPA Pricing Form is flexible enough to accommodate tiered pricing:

- Tiered pricing (different costs per student based on the size of the organization or size of purchase),
- Modular and Package Pricing (a la carte and bundled pricing for specific licensing packages),
- Additional Discounts (discounts based on multi-year agreements or other factors),
- Implementation Costs (It is acceptable to propose implementation pricing with an hourly rate, daily rate, tiered rates (based on size, etc.), or tiered based on packages (number of days, number of staff assisting, etc)).

Interested Ed Tech JPA members may elect different modules/services based on proposed pricing in Appendix D. Member districts should be able to determine their costs based on pricing forms in Appendix D of vendors' proposals. Interested Members may reach out independently to vendors, and that would be the time to provide a customized quote. Please do not include direct quotes for specific Ed Tech JPA member agencies in the RFP response unless included only as a sample for reference. Please use the pricing form provided for your response to the RFP. Vendors may include a supplemental price list in the format of their choosing for Ed Tech JPA Member reference; however, it will not be considered in the award of the RFP. Pricing in any supplementary materials must be consistent with the pricing provided on the Pricing Form.

Pricing should remain consistent throughout the contract term. It is acceptable to include a Consumer Price Index inflator. Ed Tech JPA asks that any CPI price increases be outlined clearly in Appendix D, and that increases are made clear on the Pricing Form.

2.9 **Question:** Do you want us to maintain formatting from the RFP into our response templates?

**Answer:** Yes, please use the Response Template, including the Pricing Form, as provided on the webpage. This ensures that JPA members can adequately review and compare vendors.

2.10 **Question:** What do you think the percentages will be that will be a sub (only respond to a few of the functionality and usability sections) versus taking on the full RFP?

**Answer:** Ed Tech JPA cannot predict the number or content of responses we receive from vendors.

While Ed Tech JPA isn't familiar with the preferences of all individual JPA members, we have previously seen members leverage agreements based on proposals where the vendor answered all Functionality and Usability sections, as well as agreements where a vendor was only awarded for one section.

2.11 **Question:** Does Appendix A need to be returned with the submission? Or is it just for reference

**Answer:** Appendix A includes the Master Agreement and Purchase Agreement templates. If a vendor is comfortable with the terms they may submit signed copies with their proposals. However, if a vendor requires further review or desires to negotiate specific terms and conditions they are not required to include Appendix A with their proposal. Awards are made contingent upon successful contract negotiations and vendors who are awarded will be granted the opportunity to request redlines and negotiate contract terms with the JPA.

2.12 **Question:** Will the pre-proposal conference be recorded? If so, can you please share the recording at your earliest convenience?

**Answer:** Vendor conferences are not recorded, however questions and answers are transcribed and will be included in the RFI responses posted on our website.

2.13 **Question:** Section 3.5 Calendar of Events (pg. 13) shows that the question deadline is 10/14, but the response to questions submitted is 10/1: Can you please confirm the date question answers will be posted?

**Answer:** Responses to RFIs will be posted on October 21, 2024. We apologize for the clerical error in the originally posted RFP. Please refer to Addendum No. I, the website, and the Ad for the accurate dates.