

**Request for Information No. I**  
**RFP No. 20/21-02 Web Design & Hosting**  
*December 14, 2020*

**Response to Proposers' Questions**

1.1 **Question:** KWALL & Acquia will be recommending each other throughout the course of the solicitation, but will we need to each submit a separate proposal? Or, would it be acceptable to submit one joint proposal?

**Answer:** Vendors who wish to combine offerings may submit one proposal with one Vendor as the main submitter and additional provider(s) listed as subcontractor(s). In some instances contract documents may be required with both vendors, particularly when student data is involved (details regarding contracts are discussed with awarded vendors after board award). Vendors submitting one proposal offering services from multiple providers should specify if Participating Associate Members should submit payment only to the responding Vendor (who will pay the additional provider as a subcontractor), or if payment should be submitted separately to each provider. Participating Associate Members require board award to each Vendor they issue payment to. Vendors who desire that payment be made to multiple providers should clearly state this and include details in Section 4: Pricing of the Response Template and in Appendix C: Pricing Forms, and should submit W-9s for both providers.

Vendors may also submit proposals for only the services they provide and be partially awarded for sections wherein they meet essential requirements and comply with all terms and conditions (no substantial exceptions). Essential requirements are denoted in the RFP with double asterisks and green highlighting. Ed Tech JPA offers multiple awards so its members can leverage the vendors that best meet their needs.

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 non-essential requirements are most important to them and use the information in Proposals to determine which Vendor best fits the needs of their organization.

For example, if Vendor A provides only hosting services it may submit a proposal responding to only the sections that apply to hosting services; and if Vendor B provides only web design services it may submit a proposal responding to only the sections that apply to web design services. All Vendors must respond to Attachment 1: Proposal Form by: fully completing section 1 (1.1 - 1.14), completing applicable criteria in section 2 (Developer: sections 2.1,2.3, 2.4 & 2.5, Hosting: sections 2.1, 2.2, 2.3 & 2.5), completing applicable criteria in section 3 (sections that apply to services Vendor provides. Vendors may be awarded for only some sections), and fully completing sections 4 & 5.

Below is an example of a possible award scenario.

Vendor	3.1 Accessibility	3.2 Design & Layout	3.3 Content Management System Elements	3.4 User Management	3.5 Reporting Features	3.6 Hosting - General	3.7 Hosting - Management Features	3.8 Reporting	3.9 Learning Management System	3.10 Notification/COmmunications System
Vendor A	No	No	No	No	No	Yes	Yes	Yes	No	No
Vendor B	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No	No
Vendor C	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes	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.