Request for Information No. I
RFP No. 21/22-02 Human Resources and Substitute Management Systems
November 3, 2021

Response to Proposers' Questions

1.1 **Question**: Please provide additional information about the Ed Tech JPA RFP process.

Answer: Ed Tech JPA offers multiple awards so its members can leverage the vendors that best meet their needs. Ed Tech JPA's Human Resources and Substitute Management RFP team will review 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. 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 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 3.3 - 3.6, but not for sections 3.1 & 3.2 they will be awarded for sections 3.3 - 3.6. Below is an example of a possible award scenario.

Vendor	3.1 Employee Absence Management	3.2 Substitute Management	3.3 Core Human Resources System	3.4 Human Resources Forms and Workflow	3.5 Additional Pay and Stipends	3.6 Reporting
Vendor A	Yes	Yes	Yes	Yes	Yes	Yes
Vendor B	Yes	Yes	Yes	No	Yes	No
Vendor C	Yes	Yes	Yes	No	No	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.

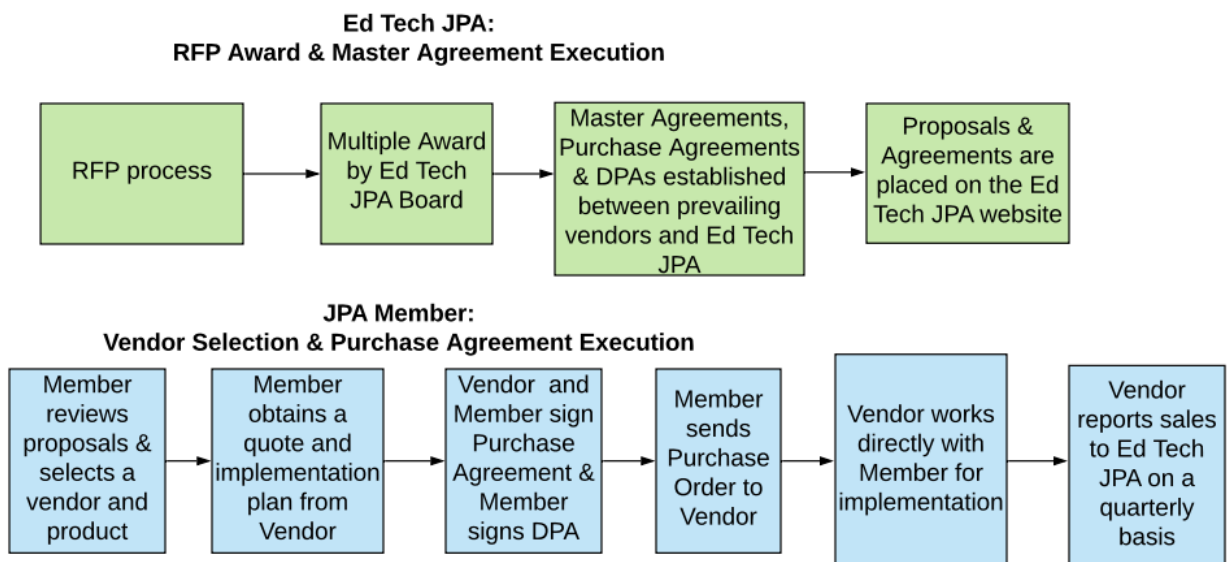1.2   **Question**: Which JPA members are interested in this RFP?

        Answer: The members that have expressed an immediate need for a Human Resources and Substitute Management system are Irvine Unified School District and San Juan Unified School District. We are also aware of possible interest for this product from several County Office Members.

1.3   **Question**: Will these be separate processes for each member? Or is it the same process for all interested members?

        Answer: There is one process for award by Ed Tech JPA and separate processes to be awarded by each individual member.

        <u>For Ed Tech JPA Award</u>: Vendors must submit a single Proposal and receive passing scores. After award Vendors and Ed Tech JPA negotiate a Master Agreement, Purchase Agreement, and a Student Data Privacy Agreement.

        <u>For Award by Individual Members</u>: Members will review and score proposals awarded by Ed Tech JPA to determine which is the best fit for their individual needs. Members will contact the prevailing vendor to obtain a quote and signature on the previously negotiated Purchase Agreement. The Quote will be inserted as an Exhibit to the Purchase Agreement and the Member will obtain necessary approvals and signature.

Ed Tech JPA:
RFP Award & Master Agreement Execution

| RFP process | → | Multiple Award by Ed Tech JPA Board | → | Master Agreements, Purchase Agreements & DPAs established between prevailing vendors and Ed Tech JPA | → | Proposals & Agreements are placed on the Ed Tech JPA website |

JPA Member:
Vendor Selection & Purchase Agreement Execution

| Member reviews proposals & selects a vendor and product | → | Member obtains a quote and implementation plan from Vendor | → | Vendor and Member sign Purchase Agreement & Member signs DPA | → | Member sends Purchase Order to Vendor | → | Vendor works directly with Member for implementation | → | Vendor reports sales to Ed Tech JPA on a quarterly basis |

Master Agreement:

- The **Master Agreement** is an agreement between a prevailing Vendor and Ed Tech JPA related to the terms of the award and contracting with Members. It includes pricing information from the Proposal.
- The **Student Data Privacy Agreement** is an agreement between a prevailing Vendor and Ed Tech JPA related to student data privacy. Vendors are required to sign Exhibit E, which allows other entities, including Ed Tech JPA Members, to leverage the same contract terms.
- The **Purchase Agreement** is an agreement between a prevailing Vendor and a Member of Ed Tech JPA. Ed Tech JPA negotiates the terms of these contracts, but they are not complete and are unsigned when posted to our password-protected members-only website. When a Member determines that they would like to purchase a product, they insert the Quote and/or Implementation Plan in Exhibit A and obtain signatures. This is not a valid contract until both the Vendor and Member have signed it, and any required board approval by Member has been obtained.

1.4 **Question**: If there are sections of the RFP that Vendors cannot respond to, is that ok? Should Vendors only respond to the services they offer?

Answer: the 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 3.3 - 3.6, but not for sections 3.1 & 3.2 they will be awarded for sections 3.3 - 3.6. Below is an example of a possible award scenario.

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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.

1.5 **Question**: Please clarify the timeline for RFP.

Answer: To view details please view the full RFP (posted October 22, 2021) and RFP documents at https://edtechjpa.org/rfp-no-2122-02-human-resources-and-substitute-management-systems. Dates to note:

Last Day to Submit RFIs/Questions: November 16, 2021 12:00pm

Ed Tech JPA Responses to RFIs Posted: November 23, 2021
Proposals Due: December 3, 2021 12:00pm
Intent to Award Posted: *Anticipated January 13, 2022
Ed Tech JPA Board Award: *Anticipated January 27, 2022

1.6   **Question**: Once a vendor answers the RFP, are there any other interactions with the team, such as vendor demonstrations?

    Answer: Typically Ed Tech JPA reviews proposals and compiles a list of clarifying questions. Clarifying questions are sent to Vendors and Vendor responses to these questions are used to determine final scores. Clarifying questions may be based on questions related to the relationship between the Vendor and Ed Tech JPA or between the Vendor and individual Members. Please keep in mind that to keep the process fair and impartial all communications must be through the official RFI and Clarifying Questions processes. Ed Tech JPA typically does not conduct Vendor demonstrations as part of its award process.

    After Ed Tech JPA awards to prevailing Vendors individual Members may reach out with additional questions and to schedule any desired demonstrations.

1.7   **Question**: How often are the questions from Vendors and Ed Tech JPA responses posted on the Ed Tech JPA website?

    Answer: Ed Tech JPA understands that Vendors prefer answers soon so they have necessary information to draft proposals. We attempt to address Requests for Information as they come in and post responses within a few days of receipt. There may be delays as this is a busy time, however we make every effort to post responses quickly.