

Request for Information No. II
RFP No. 21/22-02 Human Resources and Substitute Management Systems
November 5, 2021

Response to Proposers' Questions

2.1 **Question:** The RFP indicates Irvine USD will also use the Human Resources System – what is the District currently using to support its Human Resources requirements as outlined in the RFP?

Answer: Our JPA Members use a variety of Human Resources systems. Irvine USD is currently using an in-house developed system and various custom applications to support its Human Resources requirements as outlined in the RFP. IUSD currently uses Frontline for absence management and substitute callout/assignment.

2.2 **Question:** Is Irvine USD fiscally independent or must they use the county system?

Answer: Irvine USD is currently using the financials and payroll systems provided by our county office, Orange County Department of Education. The District does not desire to move away from the county financial or payroll systems. Irvine USD would require that any potential Human Resources System provider is capable of integrating with those solutions.

2.3 **Question:** Are vendors required to submit/bid on both the Human Resources and Substitute Management solutions or can vendors submit/bid on only (for example), Substitute Management?

Answer: The RFP is sectioned into different modules to address this scenario. 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 section 3.2 Substitute Management, but not for sections 3.1 & 3.3 - 3.6 they will be awarded for section 3.2. 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	No	No	Yes	Yes	Yes	Yes
Vendor C	No	Yes	No	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.

2.4 **Question:** Can vendors only submit to provide the solutions to Irvine USD and not make it available to the other members of the JPA?

Answer: This RFP has been issued on behalf of Ed Tech JPA's Members and proposals cannot be directed to one specific Ed Tech JPA Member. If Vendors require restrictions based on other factors, such as size or location of the Member those considerations must be clearly stated in the proposal will be taken into consideration during the scoring process.

2.5 **Question:** Page 9, Section 1.13 says "if the price of an item decreases, Ed Tech JPA Participants shall receive a corresponding decrease in prices on the balance of the deliveries for as long as the lower prices are in effect." Does this mean (for example), if the pricing presented in the agreement is \$5.00 and customer A was charged \$5.00 and signed a three year contract, but then Customer B was subsequently charged \$4.00, that the vendor must go back and amend customer A's pricing to reflect the lower price of \$4.00?

Answer: Thank you for requesting clarity. The intent of this clause is to ensure that general or global decreases in price are passed along to JPA Members. It is not expected that awarded Vendors amend existing Purchase Agreements with Ed Tech JPA Members if the price of an item decreases. If however, the Vendor has a significant pricing change (i.e., because of economies of scale/rapid growth), that global decrease must be passed along to JPA Members at the point of renewal or the start of a new contract. In the event that lower pricing becomes available the Master Agreement between Ed Tech JPA and the awarded Vendor would be amended to reflect the decreased pricing and future Purchase Agreements between the Vendor and Ed Tech JPA Members would reflect the updated pricing. Vendors may also propose tiered pricing in the proposal (i.e., school districts with at least 30,000 enrollment pay \$4 per student and districts with less than 30,000 enrollment pay \$5 per student). There is no limit to the number of tiers a vendor may offer.