

Request for Information No. IV
RFP No. 22/23-01 Professional Learning Management System
December 19, 2022

Response to Proposers' Questions

4.1 **Question:** There are a number of questions that may not be relevant or applicable to SaaS companies (i.e Question 1.5, Question 1.11.2, Question 1.13.4, etc.). For any questions that may not apply, are we allowed to state N/A in the comment section of the tables rather than marking Yes/No?

Answer: Vendors should respond with either a "N/A" and include an explanation why it does not apply in the comments, or a "Yes" and include their limitations in the comments.

For example, criteria 1.5 refers to "*applicable* permits, fees, inspections, and construction administrative requirements"; this would include any applicable permits and/or business licenses, etc. and it is preferred that vendors respond that they will comply.

If a Vendor responds "No" or "N/A" to 1.11.2 it is preferred that they add a comment clarifying that they do not use subcontractors, but if they do in the future they will agree to bind them to the same terms.

If a Vendor responds "No" or "N/A" to 1.13.4 it is preferred that they add a comment that they will not allow staff to go onsite at Members' locations. Please keep in mind that some Vendors provide in person training, and in that case this criteria would apply.

4.2 **Question:** If a vendor is unable to accept the terms included in a required acknowledgment form(s), will the JPA entertain negotiation of the language post award? If so, what is the preferred method for including this as a part of the vendor response? Should the acknowledgement be omitted or redlined as a part of the submission

Answer: The required acknowledgement forms in Appendix B are a requirement placed on Ed Tech JPA by its county office of education. If a Vendor needs to discuss/negotiate terms we recommend including a detailed explanation about how the form conflicts with their existing business practices in the Exceptions section (Part 5 of the Proposal Form). Failure to return completed and signed forms without a detailed explanation may result in rejection of proposals. Ed Tech JPA will discuss the requested exceptions with Vendors, however this may affect Ed Tech JPA's ability to award as these forms are required by our county office of education.

4.3 **Question:** Requirement 1.6 in the Vendor Support and Ability to Perform table requires acknowledgement of sections 1-6. If a Vendor is unable to accept the terms included in these sections, will the JPA entertain negotiation post award? If yes, what is the best way to indicate this in the table response.

Answer: We recommend marking “Yes” in criteria no. 1.6 with a note added to reference the Exceptions section (Part 5 of the Proposal Form). Please be sure to detail section numbers and details related to each exception listed in Part 5: Exceptions. This will allow Ed Tech JPA’s scoring team to see specifically what the Vendor is unable to accept and to take this into consideration when scoring. Awards are contingent upon negotiation and taking exception may not preclude a Vendor from award, depending on the determination of the scoring team.