

Request for Information No. V
RFP No. 21/22-02 Human Resources and Substitute Management Systems
December 7, 2021

Response to Proposers' Questions

5.1 **Question:** Frontline currently provides many of our solutions via national purchasing consortia which can be leveraged by any LEA in any state. With those organizations the administrative fees we have agreed to are between 1% and 2% and typically the fees are only applicable to the first year of an agreement; fees are not collected on renewals. Will EdTech JPA be willing to negotiate the 4% fee and the renewal charge?

Answer: Unfortunately Ed Tech JPA is unable to reduce the Administrative Fee at this time. The Administrative Fee is reviewed and set annually by the Ed Tech JPA Board of Directors. The Ed Tech JPA does not negotiate different Administrative Fees for each agreement. The intent of the Administrative Fee is to assist Ed Tech JPA in covering operating costs, including the cost to advertise the RFP, as well as staff time and legal costs associated with the development, administration, and negotiation of the RFP and resulting contracts. The Administrative Fee is not intended to create a profit to Ed Tech JPA or any of its members. Ed Tech JPA has assumed significant operating costs, and hopes that in future years, as we continue to grow and have abated the start-up costs, the Board will be able to lower the Administrative Fee. The Board meets every January to review the Administrative Fee. Since its inception Ed Tech JPA has lowered the Administrative Fee for vendors whose gross/total sales leveraging JPA contracts exceed two million dollars (\$2,000,000.00) as follows:

Sales Amount*	Administrative Fee**
\$2,000,000.00 - \$3,999,999.99	3.5%
\$4,000,000.00 and above	3%

The Administrative Fee applies to contracts where the JPA agreements resulting from JPA-run procurements are used, whether the Member is a new or existing customer of Vendor. If a JPA member leverages an agreement not negotiated through the JPA or resulting from a JPA-run procurement the Administrative Fee does not apply. Members are not required to use JPA agreements, however many prefer to do so to avoid running their own procurements. California Education Code Section 17596 limits contract length to five (5) years, so many Members may need to leverage procurements to contract for products they previously/currently purchase. Using Ed Tech JPA agreements also saves Vendors from responding to multiple RFPs and negotiating contract terms with several separate entities, allowing them to streamline the process. The Administrative Fee does apply to renewals of JPA agreements. For example: An Ed Tech JPA Member that is currently a customer of Company A, but is approaching the bid

limit elects to use the agreement negotiated between Ed Tech JPA and Company A would result in an Administrative Fee. For example: An Ed Tech JPA Member that desires to purchase products from Company A, but the total amount will be below the bid limit, decides not to leverage Ed Tech JPA agreements would not result in an Administrative Fee.

5.2 **Question:** Does Irvine USD have plans to purchase solutions identified through this RFP, and if so, which solution(s) are near-term priorities for the district?

Answer: Irvine USD may be interested in a contract related to employee absence management, and substitute management in summer 2022. The timeline for IUSD's selection and implementation of a Human Resources system, Human Resources forms and workflow, and additional pay and stipends has not been determined.

5.3 **Question:** Transaction Reporting Process – RFP states transactions must be reported on a quarterly basis, mentions “transmittal of transaction data in an electronic format”... what does that entail?

Answer: Vendors are expected to remit a completed Quarterly Report via email. A sample Quarterly Report is included in Exhibit A of the sample Master Agreement included in Appendix A of the RFP. Please see section 15 of the sample Master Agreement for details, including reporting period and due dates. Typically Ed Tech JPA sends reminders with the Quarterly Report template at the end of each Quarter.

5.4 **Question:** Are vendors expected to provide product demonstrations as part of this RFP?

Answer: Ed Tech JPA does not require demonstrations prior to awarding RFPs. Individual members have different procedures prior to selecting the vendor that is the best fit for their needs and may reach out to vendors to request product demonstrations.

5.5 **Question:** Is ED TECH JPA able to share what other districts are interested in the products outlined in this RFP? How many committed? How many total?

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. Ed Tech JPA Members purchased based on their individual needs and may elect to purchase any time during the term of the 5 year agreement entered into with awarded vendors.

5.6 **Question:** How many other vendors are participating in this RFP opportunity?

Answer: A list of Pre-Proposal Conference Attendees has been posted to the website. We often are not aware of Vendors' interest until proposals are due.

5.7 **Question:** Will there be an opportunity to conduct a formal discovery session with Irvine Unified School District? Are we able to book this call prior to submission of the RFP?

Answer: Irvine Unified School District is sponsoring this RFP as a Founding Member of Ed Tech JPA. As such, its communications with Vendors related to this RFP must be conducted through the formal RFI process at this time. After award by Ed Tech JPA Members, including Irvine USD, may reach out to vendors on an individual basis for detailed communication and to set up any desired product demonstrations.

5.8 **Question:** What are some of the events that Ed Tech JPA is expecting to host/facilitate in the coming months?

Answer: Ed Tech JPA recently presented and hosted a booth at the CITE conference. Ed Tech JPA's recently reached out to Members regarding interest in product demonstrations hosted by Ed Tech JPA and the consensus was that Members are interested in JPA hosted events, but are currently otherwise occupied with projects and implementations. Ed Tech JPA's current focus is procurement, and we will investigate member interest in JPA hosted events in the future.

5.9 **Question:** Are there any plans to promote participating partners, and if so, could you provide some details on what that would look like?

Answer: Ed Tech JPA currently promotes vendor-partners by including brief messages from Vendors with recently finalized agreements and lists of vendor-partners in quarterly newsletters to members. Ed Tech JPA recently presented and hosted a booth at the CITE conference with marketing material listing vendor-partners. We also provided vendor-partners with Ed Tech JPA signage for their booths, so conference attendees could see which products are readily available to procure through Ed Tech JPA agreements. We also provide digital signage to awarded vendor-partners after agreements are finalized. Ed Tech JPA typically also presents at CASBO events, regional and statewide IT director meetings, and vendor conferences. Ed Tech JPA is willing to work with vendor partners regarding promotion of the available contracts.

5.10 **Question:** We are curious to learn more about the driving force that initiated this RFP. Was it based on interest shown by participating members or more specific to Irvine Unified School District's interest in adding additional solutions?

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. For IUSD, the district's current substitute management contract is expiring and due to interest in additional services and bid limit concerns, the district anticipates procuring a solution through this RFP. IUSD currently has an in-house developed HR system and the district is interested in initiating a project that would potentially replace the system with a vendor-provided solution.

5.11 **Question:** Frontline has an offering for professional growth which includes learning, professional growth tracking, online automation and evaluation for an employee's career progression. There is no mention of talent management. Would this be something to consider?

Answer: Ed Tech JPA welcomes the inclusion of additional functionalities/modules offered. We've tried to make this possible by including criteria at the end of each subsection in section 3: Functionality and Usability for additional functionality and/or planned future development. We recommend including details related to additional functionality/modules in one of these RFP criteria. Please be sure to include pricing information in Appendix C: Pricing Form.