CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

purchasing@newtonma.gov

Fax (617) 796-1227

April 6, 2015

ADDENDUM #1

INVITATION FOR BID #15-83

STUDENT INFORMATION SYSTEM (SIS) FOR NEWTON PUBLIC SCHOOLS

THIS ADDENDUM IS TO: CORRECT ITEMS IN THE REQUEST FOR PROPOSAL (RFP)

ANSWER THE FOLLOWING QUESTIONS:

CORRECTION #1

The following replaces II(F)(6) on p. 6 of the SIS RFP:

The City may, after review of the Technical Proposal and a proposer’s references, request from a proposer copies of its audited financial statements or tax returns signed by the preparer demonstrating the company’s profitability for the three (3) previous fiscal years. If financial statements or tax returns are requested, the City shall, to the extent permitted by the Massachusetts Public Records Act, designate any information the proposer considers confidential or proprietary as confidential. Information so designated and identified shall to the extent permitted by law be treated as confidential by the City, which shall exercise the same level of care in maintaining such information as it would employ in maintaining its own confidential information. All such materials shall remain the exclusive property of the party that developed them and shall be returned to that party immediately upon award of a contract pursuant to this RFP.

CORRECTION #2

On page 15, Item #14 should read:

Year 3 SR per private enrolled student* for 12 months $_____ X est. # 2,500 = $__________

CORRECTION #3

Attachment A to the RFP is deleted and the attached “ATTACHMENT A – PRICE PROPOSAL 04/06/15” is substituted therefor.
QUESTIONS 1 THROUGH 16

Q1. In the bid document it says that you want to go live in December. Is just live for building your schedule for the 16/17 school year and switching over in the summer of 2016? Or completely switch over in December?

Q2. Page 21 of the RFP #15-83 states:
   The awarded Proposer will be required to complete and submit documents substantially similar in form to the following. These forms may need to be modified on account of changed circumstances, and are provided for information purposes only.

   Does this mean that the City-Contractor Agreement #C and Attachments B, C, D, E, F & G do NOT need to be returned in our response?
   A2. Attachment Form A, Proposer’s Qualifications & References Form, Certificate of Non-Collision, Debarment Letter and W9 Form must be returned with your RFP response. Please note that Attachment Form A “Price Proposal” must be submitted in a separate enveloped marked as instructed within this RFP. Other attachments are for informational purposes only.

Q3. What schools are on Triesters and which ones are on Semesters?
   A3. Our 2 high schools are on semesters for scheduling and four quarters for grading. Three of our middle schools are on trimesters and quarters for scheduling and trimesters for grading. One middle school is on quarters for grading and scheduling. At both high schools and middle schools some of the courses run full year and some are semester based and/or quarter based. All 15 elementary schools are on a two term grading schedule.

Q4. Line 14 on the pricing page - Shouldn’t that be 2,500 students vs 13,100?
   A4. Yes it should have read 2,500 students. Please use the modified Price Proposal attached to this addendum.

Q5. Does Attachment E - NPS Student Information Requirement Spreadsheet go towards the 75 page limit?
   A5. No it is separate from the Technical Proposal.

Q6. How do you want to show the “vendor hosting” per student cost in the “Price Proposal”?
   A6. Please refer to the modified Price Proposal sheet attached to this addendum. We have added 6 additional lines for vendor hosting per student pricing in the event that it is different than NPS hosted per student pricing.

Q7. Attachment E, Tab General, Row 86: System will provide the ability to determine and transfer current year school configurations including, but not limited to, school set up information and school facility information. Is this question asking if school configurations carry over from year to year naturally, or is the Newton Public Schools looking for a procedure to replicate school set up information and school facility information year to year?
   A7. Yes, as we will carry over some information from year to year but other information will need to be updated or re-configured into the next school year set-up. For example: buildings and rooms will carry over from year to year but teacher time restrictions, school calendars and class schedules may need to be reconfigured.

Q8. Attachment E, Tab Student Records & Demographics, Row 40: Permissions to release information data (District divided) - What does the district mean by District Divided? What is the essence of this question?
   A8. Tracking permission to release student information data to third party vendors or other government agencies.
Q9. To what degree/level do you (Newton) plan to utilize the system for your group of private students?
   A9. As indicated within the RFP, just tracking basic demographics such as Name, Address, DOB, Gender and private school facility.

Q10. As requested we have listed specific types of references in the reference section of the RFP response. In addition you have requested under forms, Vendor Qualifications and reference, with another 4 references. Are you looking for the same references on the form as written in the RFP response?
   A10. Please provide reference information in both the Technical Proposal Reference section F.11 and in the Vendor Qualifications and Reference section.

Q11. Will you accept the electronic copy of the technical proposal on a thumb drive instead of a CD?
   A11. Yes, along with the hard copies requested. A signed original paper copy is still required and it is receipt of the paper copy that determines the timeliness of the submission.

Q12. Will you accept a copy on a thumb-drive rather than a CD?
   A12. Yes, along with the hard copies requested. A signed original paper copy is still required and it is receipt of the paper copy that determines the timeliness of the submission.

Q13. There’s a mention on page 5 of preferring a vendor with experience managing pilots. Does the District envision a pilot as a possibility, given the timeframe for replacing the current SIS?
   A13. No, we will not be requesting a pilot.

Q14. Page 10 and page 6 aren’t consistent as to whether certain forms are to be submitted now or upon selection, specifically Attachments B, C and D. Please advise.
   A14. Please refer to A2 above.

   A15. Basic Demographic records should be listed separately from Browsing records and are key functional areas 1 and 2 therefore 8 in total/

Q16. Are privately enrolled students active in your district? Or are privately enrolled students actually out of district students?
   A16. Privately enrolled students are City of Newton residents whose parents have chosen to send their children to private schools and are not currently actively enrolled in our public schools.

All other terms and conditions of this bid remain unchanged.

   PLEASE ENSURE THAT YOU ACKNOWLEDGE ALL ADDENDA ON YOUR BID FORM. FAILURE TO ACKNOWLEDGE ALL ADDENDA COULD RESULT IN REJECTION OF YOUR BID AS NONRESPONSIVE.

Thank you.

Nicholas Read
Chief Procurement Officer
AT THE IN A - PRICE PROPOSAL 04/06/15

City of Newton
NPS Purchasing Department

RFP #15-83 for Student Information System

Proposers shall use this “ATTACHMENT A” to this RFP #15-83 in submitting their price proposal(s). Please remember to submit your price proposal in a separately sealed marked envelope. Any Technical Proposal with prices may be deemed unresponsive.

This form must be completed and placed, within your price proposal and ensure your envelope is marked:

“RFP #15-83 Price Proposal - Student Information System”

Note that in order to be deemed responsive, Proposers must submit both a NPS locally Hosted Price and a Proposer Hosted Price.

Name of Firm or individual submitting proposal: ____________________________

(Please Print)

Contact Person: ____________________________

Contact Signature: ____________________________

Title: ____________________________

Address: ____________________________

Telephone / FAX#: ____________________________ / ____________________________

E-mail address: ____________________________

The proposer acknowledges the following addenda: _____, _____, _____, _____

The price proposal set forth in this RFP shall constitute full and complete consideration to the City for the services to be provided by the SIS Proposer. There shall be no reimbursement for out-of-pocket or other expenses incurred by the SIS Proposer in connection with the performance of the services. Any exceptions may result in proposal rejection.

First year start-up costs (please fill in any costs that are applicable):

1. Set-up/Installation Fee for SIS software for NPS locally hosted use:
   $___________

2. Set-up/Installation Fee for SIS Proposer hosted use*:
   $___________

3. Consultant Hourly Rate $___________ X Est. # of hours _______ = $_______

4. Customization Hourly Rate $___________ X Est. # of hours _______ = $_______

5. Data Conversion (based on 13,100 student records) according to Technical Proposal, Section 9A: = $_______
6. Training Hourly Rate $ __________ X Est. # of hours _______
   (according to Technical Proposal, Section 15) =
   $___________

7. Configuration/Implementation for Go-Live date of December 2015:=
   $___________

8. Administrative Fee (if applicable for travel, other costs)
   $___________

Three year subscription rate (SR) costs:

9. Year 1 SR per NPS hosted NPS enrolled student (pro-rated for 6 mos.) $______ X est. # 13,100
    $___________

10. Year 1 SR per Vendor hosted NPS enrolled student (pro-rated for 6 mos.) $______ X est. # 13,100=
    $___________

11. Year 1 SR per NPS hosted per private enrolled student** (pro-rated for 6 mos.) $_____ X est. # 2,500 =
    $_______

12. Year 1 SR per Vendor hosted per private enrolled student** (pro-rated for 6 mos.) $______ X est. # 2,500
    $___________

13. Year 2 SR per NPS hosted NPS enrolled student for 12 months $_____ X est. # 13,100=
    $___________

14. Year 2 SR per Vendor hosted NPS enrolled student** for 12 months $_____ X est. # 2,500=
    $___________

15. Year 2 SR per NPS hosted per private enrolled student** for 12 months $_____ X est. # 2,500=
    $___________

16. Year 2 SR per Vendor hosted per private enrolled student** for 12 months $_____ X est. # 2,500=
    $___________

17. Year 3 SR per NPS hosted NPS enrolled student for 12 months $_____ X est. # 13,100=
    $___________

18. Year 3 SR per Vendor hosted per NPS enrolled student* for 12 months $_____ X est. # 2,500=
    $___________

19. Year 3 SR per NPS hosted per private enrolled student** for 12 months $_____ X est. # 2,500=
    $___________

20. Year 3 SR per Vendor hosted per private enrolled student** for 12 months $_____ X est. # 2,500=
    $___________

*The numbers of students given are estimates, and the actual number may be greater or less than the estimate. Whatever the actual number of students, the per student rates shall be those stated above.

**Private enrolled students require limited registration only tracking basic demographic information.
GRAND TOTAL for all start-up NPS locally hosted and three years of subscription costs (add lines 1 plus 3 through 8 plus 9, 11, 13, 15, 17 and 19):
$____________

GRAND TOTAL for all SIS Proposer hosted and three years of subscription costs (add lines 2 through 8 plus 10, 12, 14, 16, 18 and 20)
$____________

Note that decision over service(s) used regarding lines 1 (NPS locally hosted) and 2 (SIS Proposer hosted) will be made after award recommendation.