



**Solicitation Information
October 26, 2017**

Addendum #1

RFP# 7565526

TITLE: Individual Learning Plan System (MPA-536) – RI Department of Education

SUBMISSION DEADLINE: November 7, 2017 at 3:00 PM (ET)

Continuous Recruitment #58

Please Note:

The submission deadline has been extended from October 31, 2017 to Tuesday, November 7, 2017 at 3:00 PM (ET).

Attached are vendor questions with State responses.

No further questions will be answered.

GAIL WALSH
CHIEF BUYER

Vendor A

- Is RIDE planning to have software demonstrations?
 - If so, will those demonstrations be for RIDE staff, districts, or both?
 - At what stage of the process will those demonstrations take place?

RIDE may ask vendors to provide software demonstrations after the initial review of submissions following the deadline. Those demonstrations will be for the ILP review team members inclusive of RIDE staff. If a software demonstration is requested, vendors will be notified by email to schedule a time to meet with the team.
- Section 1 – questions 8 and 9. Can you please define which “internal controls” you would like us to address?

8. Please share your organization’s processes for ensuring the quality of your product.
9. Please share your organization’s process for ensuring quality of data within your product.
- Section 2 - E.2 – What do you mean by “Secondary School Data Reports”?

Please share the types of reports that could be generated by the school or district relating to graduation, student pathway completion, and other reports that may be generated by middle and high schools or districts.
- Is RIDE planning to offer any of its own professional development around individual learning plans?

RIDE intends to offer professional development related to goal-setting, planning and career exploration/awareness in the context of the state’s larger strategic vision around personalized education, pathways and career education.
- What events will RIDE organize (or sponsor) where districts can learn about products selected for the MPA?

RIDE will schedule information sessions beginning in Spring 2018 regarding the vendors that are selected through this RFP process. RIDE will also publish tools to support districts in choosing a vendor from the menu of options created as a result of this RFP/MPA.
- Formatting questions:
 - Page 11 of the RFP says that the technical proposal should be no more than 6 pages (not including appendices). In those 6 pages, do you want us to follow the Template in Appendix C? If so:
 - Which sections of Appendix C are part of the main body (6 pages) of the Technical Proposal?

Sections 1 through 5 make up the technical proposal. Respondents do not need to leave the questions in sections 1, 3, 4 or 5 which will allow for more room to answer. We do ask that vendors respond to section 2 in the table.
 - The page limit has been amended to allow up to 20 pages to respond to the technical requirements. Appendices and resumes of key staff are not included in the page limit.
 - Which parts of Appendix C should be appendices of the Technical Proposal?

Examples of appendices documents include resumes, organizational charts, graphics, data displays or sample contract language.
 - Which parts of Appendix C should be in the Cost Proposal?

Section 6 should be in the cost proposal with the cost sheet provided.
 - Besides what is listed in Appendix C, what else should be in the Technical Proposal?

It is anticipated that all necessary information to review your organization's technical proposal is captured in Sections 1-5 of Appendix C. If you feel additional information is necessary, please include it in the appropriate sections where "other functionality" is asked.

- Besides what is listed in Appendix C, what else should be in the Cost Proposal?
It is anticipated that all necessary information to review your organization's cost proposal is captured in questions from Section 6 and Appendix D cost sheet. If you feel additional information is necessary, please include it in the appropriate sections where "other" is asked.
- The Template in Appendix C indicates that the proposal should have 7 sections – but those sections don't include all the components from Section 3 (pages 7-8) of the RFP (e.g., "Indicate technical support (help desk) hours and availability.")
The seven sections of your response are:
 - 1. Company/Project Staff Experience**
 - 2. Curriculum and Technology Components (table)**
 - 3. Training and Professional Development**
 - 4. Implementation and Support**
 - 5. Contract Terms**
 - 6. Cost Proposal**
 - 7. Signature Sheet**
- Should we just answer the questions listed in the Appendix C template?
Yes. It is anticipated that the examples of information provide in the RFP (pages 7-8) will be addressed throughout the template.
- If you want all the questions from Section 3 (pages 7-8) addressed, what section of the template should address them?
It is anticipated that the examples of information provide in the RFP (pages 7-8) will be addressed throughout the template.

Vendor B

1. Will the schools/districts' purchases of the proposed ILP platform be fully or partially subsidised by RIDE?
At this time, funding has not been allocated to fully or partially subsidize ILP platforms in Rhode Island.
2. The RFP asks for a CD-R submission, will you accept electronic submissions on flash/USB drive instead?
No
3. So that we can provide the clearest pricing information, can you please provide us with data on the following:
 - a. High schools: how many students in 2018-19 will be in grades 9-12? What is that number for 2019-2020? What is that number for 2020-2021?
 - b. Middle schools: how many students in 2018-19 will be in grades 6-8? What is that number for 2019-2020? What is that number for 2020-2021?
 - c. Elementary schools: how many students in 2018-19 will be in grades K-5? What is that number for 2019-2020? What is that number for 2020-2021?
 - d. Across the state, how many high, middle and elementary schools are included in this RFP? Are those numbers expected to change in the following three years?
4. **Please refer to student demographic information found on <http://infoworks.ride.ri.gov>**
Is it possible to be provided with of which student-information-systems (SIS) each school districts in Rhode Island uses? We integrate with different SISs in different ways, this information will help better describe that process.

The vast majority of schools currently use one of the following: Aspen, Skyward, or PowerSchool.

5. Is it possible to be provided with of each school district in Rhode Island that uses Google to manage documents?

A majority of schools use Google Classrooms. RIDE does not collect this information.

6. What is the technology used at the Elementary School (K-5) level? (e.g. Chromebooks, iPads)

This varies significantly by school and district.

Vendor C

Functional Questions

- 1) In Section 1, pg. 2 #7: Has a funding source been identified and secured for this purchase? If so, where will the funds come from? Will RIDE be paying for districts that opt to choose a vendor?

At this time, funding has not been allocated to fully or partially subsidize ILP platforms in Rhode Island. It is expected that districts will contract directly with the vendor from the MPA.

- 2) Appendix B: pg.1, A.2: Does this requirement include alignment with IMG Global Standards?

Please indicate if your system aligns with any established bodies of integration or interoperability standards including but not limited to IMG Global Standards and EdFi standards.

- 3) Appendix B: pg.2, D.12: Are there any specific post-secondary institutions that are of interest to share portfolio data with?

A majority of Rhode Island students go to in-state institutions including the three public institutions. Please indicate any capability to share with post-secondary institutions, community-based partners and potential employers.

- 4) Appendix B, Section 2, pg. 4, questions A.3 and D.10: Transition of data from middle school all the way through to post-secondary. Is the expectation that this solution in one instance will support students from 6th grade all the way through to and including college?

The expectation is that a proposed solution would serve at a minimum, students grades 6-12 and that students leaving high school would be able to access the tool post-graduation for at least a period of time.

- 5) Appendix B, Section 4, pg. 9, questions #4-6: Marketing. Are these questions directed at the implementation and roll-out of Naviance to drive adoption at the school/district as opposed to services our Marketing would provide?

Yes, the questions are intended to help the team understand how the vendor will be involved in encouraging adoption.

Proposal Format Questions

- 1) Pg. 11, #4 – “The technical proposal is limited to six (6) pages (this excludes any appendices and as appropriate, resumes). Can you elaborate on what *is* considered part of

the 6-page limit? Are you referring to the Company Overview; Curriculum, Technology, and Functionality Requirements; Training and Professional Development; and Implementation and Support outline found on pg. 8?

Appendix C, Sections 1 through 5 make up the technical proposal. Respondents do not need to leave the questions in sections 1, 3, 4 or 5 which will allow for more room to answer. We do ask that vendors respond to section 2 in the table.

The page limit has been amended to allow up to 20 pages to respond to the technical requirements. Appendices and resumes of key staff are not included in the page limit.

Vendor D

1. Does every proposal need to be comprehensive, and include every item denoted with an asterisk, for example, in Appendix B, to be eligible?

All proposals should address all requirements. As stated in the RFP, we expect that some vendors may collaborate with one another or community based organizations to address all requirements and provide a robust, comprehensive solution.

2. “RIDE recognizes that a single firm may not be able to provide the full suite of services and will consequently accept proposals from organizations working collaboratively to meet our goals.”

- a. Can you please provide an example of “working collaboratively?”

Vendors that have complementary products and/or services may choose to submit a proposal together to meet all requirements.

3. How do you calculate ISBE participation rate if the contract price is per student?

If there are ISBE vendors that will meet the needs of the project, please approximate the per pupil value of that component of the work. We will allocate the ISBE participation based on the per pupil value.

4. “The technical proposal is limited to six (6) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).”

- a. What is included in the 6 pages? Does the 6 pages include the items in Appendix C?

Appendix C, Sections 1 through 5 make up the technical proposal. Respondents do not need to leave the questions in sections 1, 3, 4 or 5 which will allow for more room to answer. We do ask that vendors respond to section 2 in the table.

The page limit has been amended to allow up to 20 pages to respond to the technical requirements. Appendices and resumes of key staff are not included in the page limit.

- b. Where can we include screenshots of the product?

These may be included as an Appendix to the proposal.

5. “Describe what internal control procedures exist, or will be implemented to ensure that data provided on the system is valid, reliable and accurate.”

- a. Can you please provide an example of an internal control?

Question 8: Please share your organization’s processes for ensuring the quality of your product.

Question 9: Please share your organization’s process for ensuring quality of data within your product.

6. Does all of the proposed functionality need to be ready by the time the RFP is due, or can we include items still in development?

Required functionalities must be available for Fall 2018 implementation. Explanation of additional features under development should include a timeline for availability.

7. How much money do school districts have, per student, to pay for these services?
This varies significantly by district. We recommend vendors provide their most competitive per student pricing as districts will choose from a matrix/menu of options based on a variety of decision points including finances.
8. “On-going, unlimited professional development for the life of the agreement between the district and the vendor?”
 - a. Excerpt from “Training.”
 - b. Can you please provide an example of professional development?
Please describe the training and professional development your organization can provide to system users related to your product and its use with students.
9. “Describe how you assure that similar services are provided in accordance with proper industry standards, regulatory requirements, and the executed management agreement.”
 - a. Excerpt from Appendix C.
 - b. What industry standards are you referring to?
RIDE seeks to understand the industry standards to which you align your product and services.
10. Where/how are students’ transcripts digitally stored now?
Transcripts are typically stored in district/school managed student information systems.
11. “Describe what type of insurance and indemnification coverage will be in place to protect participants?”
 - a. Excerpt from Appendix C.
 - b. Does “participants” refer to users of the site, or individuals on the team developing the product?
We are referring to student, family, community, school and district users of the system.
12. Are you looking for one comprehensive website?
All proposals should address all requirements. As stated in the RFP, we expect that some vendors may collaborate with one another or community based organizations to address all requirements and provide a robust, comprehensive solution.
13. Does this comprehensive website need to already be fully developed at the time of the RFP.
Required functionalities must be available for Fall 2018 implementation. Explanation of additional features under development should include a timeline for availability.

Vendor E

1. In SECTION 7. PROPOSAL CONTENTS, (A) (4) states that the Technical Proposal is limited to six pages which seems like an impossible limitation for a useful response. Given that the table for responding to the System Functionality Component is already 4.5 pages using 11 point font rather than the required 12 point font and that the Company Overview, Training and Professional Development, and Implementation and Support also need to be included in the Technical Proposal, shall we assume (a) you are not looking for a functional component description except in rare circumstances, or (b) all functional component description text should be in an appendix, or (c) the six page limit does not need to be followed.

Appendix C, Sections 1 through 5 make up the technical proposal. Respondents do not need to leave the questions in sections 1, 3, 4 or 5 which will allow for more room to answer. We do ask that vendors respond to section 2 in the table.

The page limit has been amended to allow up to 20 pages to respond to the technical requirements. Appendices and resumes of key staff are not included in the page limit.

2. System Functionality Component A.2: Which of the RIDE data collection specifications apply to the Individual Learning Plan system?

Please address the integration with student information systems and broader interoperability capabilities which would allow for alignment with potential future RIDE data collections.

3. System Functionality Component D.9: Is the system expected to include course level information for programs of study at all RI postsecondary institutions? If yes, is there a source of this data available for system integration? If no, then please provide additional details for this requirement.
No, the system is not expected to include specific programs of study at individual postsecondary institutions. Please describe the system or product capability to share common course requirements for career and academic pathways (i.e. a Nurse practitioner will need Biology, Anatomy, etc.)
4. System Functionality Component E.10: Please provide additional details on the requirement to record a student's progress toward a career pathway including the elements that need to be measured.
Schools should be able to track student progress in a recognized career or academic pathway that culminates in a credential, endorsement or other recognition. Please include information regarding your system's capability of recording this type of pathway progress.

Vendor F

Is the requirement for "web-based" hard and fast? I have been working to bring Restorative Justice Practices to RI. This year Hope High arranged that if teachers came to training that I run down at the Sargent Center in Warwick, that they would meet their PGGs. Hope is working on becoming a RJP school. If the RFP is only for web-based, I understand.

The ILP system should be accessible online. A curriculum provider may choose to partner with a vendor that meets other requirements. Additionally, outside of the MPA, RIDE intends to compile a list of resources that may complement an ILP system. A program such as is described may be more appropriate for the resource list. Further information regarding this collection will be available in Spring 2018.