

## Worcester Public Schools SIS RFP Vendor Questions

September 16, 2020

#	Question	Official Response
1	Will the District sign a non-disclosure prior to the vendor releasing the financials?	The City of Worcester will comply with the Massachusetts Public Records Law.
2	RFP Requirement 4.2.3: Customer References ~ Does WPS prefer references that have a student enrollment of 25,000 or 50,000 students?	Section 4.2.3 specifies that three references must be for districts with at least 25,000 students or more. Vendors may include districts with lesser and/or greater enrollments in addition at their option.
3	Where do we include the required information (authorized contact persons, authorized original signatures, the nearest regional office, and members of the Offeror Proposal team (p.28 - Section 1.11) on the RFP cover sheet?	Provide information regarding authorized person(s)/signature(s) as requested on pages 9-11 found at the very beginning of the .pdf file posted. Form titled: <u>GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.</u> Section 7.2: Please include the required City of Worcester forms RFP pages 9-11 in Tab 0 of your proposal.
4	Regarding the above, do you want the names of all members of the Proposal Team or just the manager?	The manager's name only is required.
5	Do we sign the EPP Policy or simply return it?	Standard EPP policy that gets posted with every bid we issue. Nothing to sign.
6	Section 4.6 – What are your expectations for a completed Appendix C?	Appendix C is provided for information purposes ONLY to assist vendors in their preparation of their response to questions in Sections 4.6.1 through 4.6.3. Proposers are NOT required to complete Appendix C.
7	Can you please clarify this requirement (8.5, page 95)? “WPS will require “price protection” for a minimum of two (2) years from the effective date of the agreement for additional WPS users and modules that are listed in the proposal but are not initially purchased.”	If WPS decides to purchase additional SIS modules not included in the initial implementation (for example the Special Education Module), WPS is requiring vendors to provide price protection to WPS for 2 years from the date of the agreement for these additional modules. The pricing for these additional modules should be included on Cost Form 1 - Vendor Hosted SIS Total Cost Summary and/or Cost Form 6 - Other Vendor Hosted Applications.
8	Does the section for Exceptional Student Education (ESE) in Appendix A, Guidance – Special Services, include gifted students?	WPS refers to Gifted and Talented as Outstanding Achievers. There are no specific requirements for “gifted students” in Appendix A.
9	Can you share copies of forms the district is currently using for RTI?	WPS is not in the position of gathering its forms for RTI at this time.
10	Appendix A - Functional Matrix, Guidance - Special Services tab, #9022, Pre-SSP Process and SSP Process – can you please provide what data you	WPS seeks the ability to document the process of assessing EL students (Pre-SSP) and developing a Student Support Plan (SSP) within this module. WPS seeks that ability to create

	want to capture and which fields you want for this?	user defined fields to document this information/process.
11	Req. 12011 – Can you provide additional details regarding what is meant by “integration with a forms management system”?	WPS currently uses FREVVO and Talent ED for specific forms management purposes. The City of Worcester is looking for HR/Finance system replacement that would include a centralized forms repository. WPS seeks confirmation that your application can integrate with standard forms management features.
12	Req. 12013 – Can you provide more details on where the “pre-filled” assessment and test data is expected to be populated (e.g. student profiles vs. student forms)	WPS expects to be able to import assessment and test data into the SIS system. The proposed RTI module should allow for populating this data into individual student records as needed for RTI students.
13	Req. 12025 – Can you provide more details on what is meant by “multiple user-defined student assessment scores”?	This feature addresses the requirement for WPS to be able to cluster user-defined assessment scores to act as a filter for identification of potential students requiring RTI services. A cluster might include both MCAS and district benchmark scores in a particular subject area.
14	Req. 12036 – Can you elaborate on what is meant by “program milestone compliance alerting”?	WPS seeks the ability to set and monitor RTI milestones for individual students throughout the school year. Milestone “achievement” alerting would be considered milestone “compliance” alerting.
15	Does WPS prefer a vendor (cloud) hosted solution, or a local-install (on-prem) solution?	WPS prefers a vendor cloud hosted solution.
16	Does WPS plan to remain with SageIEP to manage Special Education and wanting Integration with new SIS?	WPS plans to operate SageIEP for the foreseeable future, however, after implementation of the new SIS, it may re-evaluate its decision. Vendors should plan to integrate SageIEP with the new SIS.
17	Does WPS plan to remain with SNAP to manage Nursing and wanting Integration with new SIS? Do you intend to continue using SNAP for health or are you open to an SIS with a built-in health module?	WPS plans to operate SNAP for the foreseeable future, however, after implementation of the new SIS, it may re-evaluate its decision. Vendors should plan to integrate SNAP with the new SIS.
18	RFP Section 1.7 Pre-Proposal Conference Registration and Conference ~ When will registered vendors be provided a link for the pre-proposal conference on 9/11/2020	Emails were sent to all proposers responding to the survey on Tuesday, September 8, 2020 and again on Friday, September 11, 2020 prior to the call.
19	RFP Section 1.21 and Table 1-2 ~ Please clarify the go-live date for the SIS. December 2021 is listed on RFP p. 12, while August 2021 is listed on RFP p. 13.	WPS would like to go-live with the entire SIS in August 2021.
20	Appendix A, Section 16 Data Exchange ~ What is WPS’s Finance & Human Resources application?	WPS is currently using Pentamation for their Finance and HR system.
21	Appendix A, Section 16 Data Exchange ~ Does WPS intend to remain with their current Finance &	The City of Worcester is currently evaluating its need for a new Finance and HR system. SIS vendors should plan on interfacing with the existing system (Pentamation) for the

	Human Resources application?	near future.
22	Appendix A, Section 16 Data Exchange ~ Is it a requirement to Interface & Exchange Data with new SIS & WPS's Finance & Human Resources Application?	Yes
23	Appendix A, Section 16 Data Exchange ~ Should Interfacing/Data Exchange with WPS's Finance & Human Resources be included in Appendix C?	Yes
24	Appendix B Cost Form, Tab 1 Vendor Hosted Cost Summary ~ Please confirm that the formulas for cells C35:C37 and D35:D37 are correct.	WPS desires to see each training option totaled separately for purposes of comparison. The formulas are correct.
25	Appendix B Cost Form, Tab 2 SIS Install Services, Line Item 15 H/R System Staff Data Conversion & Import ~ a. Is it a requirement to do a one-time Conversion /Import of specified staff related data from WPS's Finance & Human Resources Application into a new SIS?  i. If yes, where does the staff related data currently reside? Is it a disparate database from SIS?  ii. If yes, does WPS currently exchange data from SAGE SIS and WPS Finance & Human Resources?	The answer is yes to all three questions.
26	Appendix B Cost Form, Tab 2 SIS Install Services, Line Item 15 H/R System Staff Data Conversion & Import ~ Is it an expectation that related data from WPS's Finance & Human Resources Application be a reoccurring export/import procedure to new SIS?	There currently exists an "on demand/real time" link between the SIS and HR/Finance application. SAGE provides a restricted view of some HR/Finance data so that WPS staff can view the most current information available from SAGE.
27	Forms ~ Will WPS accept electronic signatures on forms not requiring notarization?	Electronic signatures are acceptable on forms not requiring notarization.
28	Appendix C provides the file layouts for exports, but not for the import requirements, e.g. library, snap, iep, food services, versatrans, WPS HR system. Will the import file layouts be provided, or are these an expected work item between the selected SIS and district vendor during project management?	WPS anticipates that the development of the import files is an expected work item between the selected SIS and district vendor during project implementation.
29	Data Exchange tab item 16042 requires "the ability to complete FRL application online from SIS". Can a copy of the WPS FRL application be provided for review?	WPS does not currently require families to complete the FRL form. In the event that this changes in the future, WPS would use the standard federal form for FRL.

30	Attendance Tab, row 6, describes a specification, but does not have a ref # assigned. Should this item be included in the response as well as other requirements missing a ref # in appendix A?	<b>Yes, this line will be numbered 3002.2. A new version of Appendix A is now available as Addendum 2.</b>  As noted in Addendum 2 all non-numbered lines in Appendix A are headers introducing the specifications that follow.
31	In the demonstration phase for finalists, will WPS dictate or provide demonstration script/outline?	WPS will provide detailed demonstration scripts to the finalists.
32	Appendix B: Cost Forms - The pricing structure is a bit different from what we would typically use. Is there flexibility to use the existing pricing tabs, but to add an additional tab for detail?	Vendors are asked NOT to modify Tabs 1 through 6 of the Cost Forms. Vendors are welcome to add another tab titled Additional Detail following the tab for Other Vendor Appl. Template. Please note information included in the Additional Detail tab is for clarification purposes only.
33	Is the district using CLEVER to feed third party systems?	Rostering is done through CLEVER.
34	Cost Form 3: Line #10 – It is our understanding that this is related to MA SIF Reporting. Is there something more that we need to be made aware of here?	SIF-DESE Cedar Labs Visual SI - DESE Tool Data Interface is related to the MA SIF reporting. Section 1.1 (.pdf page 21) of the WPS SIS RFP provides links to the MASS DESE website for further information.
35	Which of the systems listed are single data push out of the SIS and which are bi-directional?	The vast majority of SIS integrations are exports from the SIS, only a very few are bi-directional. Any data exchange including student grades could be bi-directional and HEAD Start's Child Plus application process data is bi-directional.
36	Related to Life Touch – is that simply the import of student pictures or is there more to it?	WPS uploads regularly/as needed student and parent details from the SIS to Life Touch. Life Touch currently labels the student photo file using the student ID so that the student photos may be aligned and imported into with the correct student record into the SIS.
37	Line 15, MAR GIS Interface – what is the nature of this integration? Do you have a file layout for MAR so we can price the integration? 4.6 – SIS System Integration, you mention the use of MAR for student address validation. You reference Attachment A, but it was not listed anywhere. Can you please provide the attachment?	<b>For detailed information on this question please see Addendum #3.</b>
38	Line 16, Go2CTE Data Interface – what is the nature of this integration? Do you have a file layout for Go2CTE so we can price the integration?	WPS expects some import of student data from the SIS into Go2CTE in the 8th grade for the purpose of “recruiting students” into the Technical HS program. Following acceptance into the Technical HS program, some student data in Go2CTE will need to be imported into the SIS.
39	Section 7.8.1 [Page 77] of the RFP document there is reference to a Three-Year Cost Lifecycle, but the cost proposal format does not allow for showing costs over three years. Can we update the cost	Vendors are asked NOT to modify Tabs 1 through 6 of the Cost Forms.  The following is listed in section 7.8.1:

	sheet to do so?	<p><i>Vendor-Hosted SIS Total Cost Summary (Cost Form 1)</i></p> <p>The Vendor-Hosted Student Information System Total Cost Summary (Cost Form 1) is included as an aggregate that automatically totals and presents data from all other detailed cost sheets. This summary sheet addresses the following components for the WPS SIS.</p> <ul style="list-style-type: none"> <li>● Student Information System Enterprise Licenses (year 1)</li> <li>● Vendor Hosted Licenses (years 2 through 3)</li> <li>● Vendor Hosting Services</li> </ul>
40	Number of quantities for proposal parts - review and clarify.	<p>Revised RFP page 7: Submission of Proposals</p> <p>Proposals must be submitted in two (2) packages according to the instructions below. The City intends to consider responses in the evaluation requirements before considering costs.</p> <p>A sealed package containing the original, <b>five (5) paper copies plus three (3) electronic copies</b> (thumb or flash drive) of the proposal and must be labeled as follows:</p> <p>Purchasing Agent, City of Worcester</p> <p>Student Information System / WPS – Technical Proposal</p> <p>455 Main Street, Room 201 Worcester, MA 01608</p> <p>Re: RFP No. _7445-W1_____</p> <p>A sealed package containing the original, <b>five (5) paper copies plus three (3) electronic copies</b> (thumb or flash drive) in Excel format of the proposal and must be labeled as follows:</p> <p>Purchasing Agent, City of Worcester</p> <p>Student Information System/WPS – Price Proposal</p> <p>455 Main Street, Room 201, Worcester, MA 01608</p> <p>Re: RFP No. _7445-W1_____</p> <p>Revised section 6.1.1 of the RFP:  Proposer should submit <b>five (5) paper copies</b> of their technical Proposal to the Issuing Office. Proposer shall also submit <b>three (3) electronic copies</b> (thumb or flash drive) of their technical Proposal with their response, each containing the final RFP response in both Word/Excel and PDF formats.</p> <p>The Student Information System Total Cost Summary Forms must be submitted in a separate envelope consisting of <b>five (5) paper copies and three (3) electronic copies</b> (thumb or</p>

		flash drive) in Microsoft Excel format.
41	If a vendor does not release financial information in public responses but is willing to do so in later private stages of the proposal process, will a statement to this effect in the RFP be deemed non-compliant or disqualify the response?	The City of Worcester will comply with the Massachusetts Public Records Law.