Department of Materials Management
Procurement Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Suite 3100
Rockville, Maryland 20850

December 7, 2018

NOTICE TO BIDDERS

The following are questions and responses regarding
RFP No. 4181.1 Student Information System

Questions from Pre-Proposal Conference

Question 1: For training purposes, do MCPS staff specialize in system administration and development for the SIS or do they go across multiple systems?

Answer: Most MCPS staff have primary areas of expertise within the SIS but have secondary responsibilities as well as support multiple other systems.

Question 2: Would the assessment or LMS modules be part of the base or as optional modules? And are item banks of interest?

Answer: The assessment and LMS modules should not be priced as part of the base SIS offering. However, MCPS is interested in assessing these additional modules in order to understand all the capabilities of each system, including item banks. Different pricing models will be reviewed if submitted.

Question 3: How does MCPS prefer to see data mapping and conversion pricing models? As bulk customization or as part of the base pricing?

Answer: MCPS does not have a preference on how respondents present pricing on data mapping and conversion services. Respondents can present these services as additional hourly costs separate from the base price or if included in the base price any hourly caps should be specified. MCPS is interested in migrating all active student data, not just current school year. It will include both processes – migrating the data from the legacy SIS into the new platform and ETL and data integration jobs from the new system into other systems.

Question 4: Does MCPS want to map data back to the data warehouse as part of the SIS Implementation?

Answer: MCPS has a robust data integration between the OASIS SIS and the MCPS data

Question 11: On section 3.7 Selection Process and pg 17 Section 11.1 Evaluation Criteria – is there weighting involved in the bulleted list of categories?

Answer: Not at this time

Question 12: Can we use references of similar size that are not k12 districts?

Answer: Yes.

Question 13: Would everyone be invited to present for vendor presentations? Do we have a time frame for notifying folks if they are presenting? Do we know the time allotments for presentations?

Answer: Based on the number of qualified submissions MCPS will determine the number of vendors who will be invited back for vendor presentations. MCPS will make these determinations by early January in order to give vendors sufficient time to prepare. Time allotments for the presentations will be based on the size and scope of each vendor's proposal. A vendor who only submits for a single module will be given less time than one whose proposal includes a more comprehensive solution.

Question14: Can we get the RFP in a different format – either a PDF or Word doc?

Answer: Yes, the offeror may contact Laurie Checco (Laurie_S_Checco@mcpsmd.org) to receive a Word version of the documents.

Question 15: Can the full list of K12 Schools requested in the RFP be de-identified?

Answer: Yes; MCPS will accept a de-identified list of current schools using the system. The five references must include the names and contact information for the schools.

Question 16: Can vendors submit proposals for only a portion of the project?

Answer: Yes – for modules and/or services

Question 17: When does MCPS plan to fully sunset the legacy SIS?

Answer: MCPS would like to sunset the legacy SIS by the 2020-2021 school year but we plan to sunset select modules starting school year 2019-2020 as they are replaced by the new SIS.

Question 18: Do we have a preference on the technology – Oracle, Windows, etc?

Answer: MCPS has competencies with both Windows and Oracle database platforms and does not have a preference of one platform over the other.

Question 19: I wanted to re-confirm MCPS's need of services, and intent to award (but not necessarily commit/guarantee utilization of) a contract to a second vendor, to provide any needed technical services in support of the implementation – reporting directly to MCPS staff, augmenting their technical capabilities and/or bandwidth. I am sensitive to the time it takes to produce and for MCPS to review many proposals, and do not want to waste your time if this is not a true need/intent at this time.

Answer: The intent of this RFP is to solicit proposals for a new student information system and its related modules. We recognize that there is expertise in the market that we may find useful to leverage as part of the migration to a new system. We are not actively seeking a separate service contract, but it is not beyond the scope of consideration.

Question 20: If in fact this is a need and MCPS's plan, my follow-up question is how to prepare our proposal for your ease of evaluation, given the nature of the RFP is for a full scale proposal for a SIS and related implementation plan. May we provide a general proposal of qualifications and potential service areas/approaches with a corresponding labor rate table? Alternatively, should we follow the format of Section 7.0 and simply indicate NA for those sections pertaining to an actual solution. We could simply provide our qualifications and approach to the other sections pertaining to scope areas with respect to how we could support/augment MCPS staff in these roles – e.g. our qualifications and a general approach to Project Management/Implementation Planning, System Interface Integrations, Data Conversion, Quality Assurance and Testing, etc.?

Answer: Please follow the format outlined in Section 7.0 and put NA in sections that are not relevant.

Question 21: For proposals only outlining services and not a platform, will you still require all the related attachments for our proposal to be considered? Specifically, Fiscal Report and Required Certifications and a redacted copy?

Answer: Yes.

Question 22: We have a general IT services contract with the Montgomery County Community College System as well as other Maryland jurisdictions (i.e.

Multiagency Participation) which could be utilized to procure ervices. Would this be applicable and relevant?

Answer: Section 20.0 of the RFP sets forth the requirements for the contractual agreement(s) that MCPS expects to execute with Respondent(s) to whom an award is made. MCPS is willing to consider incorporating the provisions of a Respondent's contract with another agency or organization, provided the terms of Section 20.0 of the RFP are satisfied and consistent with all applicable Board of Education policies, MCPS regulations, and applicable laws.

Question 23: Regarding the sandbox, will sandbox accounts for the administrative side of the registration solution be needed, or will a sandbox experience for the forms themselves suffice? We ask in part because it may be more confusing than helpful if sandbox users haven't had some kind of orientation first?

Answer: A sandbox or set of sandboxes for the end user perspective is in scope for RFP proposals. If a sandbox for the admin side of the solution would be helpful, it can be included. MCPS reserves the right to request additional orientation or sandbox access to the administrative functions as part of the vendor demonstrations and follow-up if necessary.

Question 24: Does MCPS want us to propose a school choice solution that families can use to apply for magnet schools, transfer requests, special programs, etc. and then places the students via an algorithm as well as creates waitlists?

Answer: Yes.

Question 25: For proposals only outlining services and not a platform, will you still require all the related attachments for our proposal to be considered? Specifically, Fiscal Report and Required Certifications and a redacted copy?

Answer: MCPS offers numerous high school special programs that have varied eligibility and/or course requirements. Each program can vary from 30 to 1100 applicants and applicants can apply to more than one program. In the event more requests are made for the available seats in a program, a lottery will be conducted. In some cases, a selection review committee recommends students for programming. There are some considerations for siblings, geography, and residence/address. For more information related to this component, please refer to:

https://www.montgomeryschoolsmd.org/departments/enrichedinnovative/options/

https://www.montgomeryschoolsmd.org/uploadedFiles/150326%20Choice%20Study%20Rd%20Map%20Phase%20I.PDF.

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Laurie Checco, Buyer II, Procurement Unit

Please indicate your acceptance of this notice by signing below and returning with your RFP or under separate cover.

Accepted:

_____
Name and Title

_____
Company Name

LC
Copy to:
   RFP File