

RFP 2023-12 Questions and Answers

Question re: Scope (Page 5 of RFP)

<i>Question</i>
The scope lists Professional Development for teachers and administrators as a category for this RFP. However, the RFP also states that the scope of the EdTech Exchange Purchasing Cooperative is limited to online or computer-based products/solutions. If our proposed Professional Development can be delivered virtually and online, would this be considered in scope or should it be included as a value add?
<i>Answer</i>
Yes, and only online/computer-based solutions will be awarded. Region 10 reserves the right to reject any part of a proposal that offers in-person services.

Question re: Appendix B (Page 6 of RFP)

<i>Question</i>
Not to Exceed Pricing, states that the “Vendor must allow for lower pricing to be available for similar product and service purchases.” We are not clear on the meaning of this requirement. Can you please clarify?
<i>Answer</i>
Customers who order similar products/services in similar quantities and under similar circumstances should receive similar pricing to one another under any contract resulting from this RFP.

Question re: Attachment A – Pricing (Page 6 of RFP)

<i>Question</i>
How are vendors instructed to fill in the Product Category column of the pricing sheet? Does this align with the five categories listed on page 5 of the RFP?

Answer

Vendors may complete the pricing sheet in whatever way most accurately represents their offering. As long as products/services are clearly identified with clear and auditable pricing and discounts (if applicable), vendors are free to fill in the pricing sheet as they see fit.

Question re: Proposal Format (Page 6 of RFP)

Question

Page 6 of the RFP, Proposal Format, states that no links are allowed in the submitted proposals. However, on page 15, Ease of Use, the requirement asks for a link to a video demonstrating our product. Is this the only link that is permitted? Or can vendors also provide links to administration manuals as evidence of training materials available.

Answer

The only link that is permitted is in response to the Ease of Use section where it is specifically requested. All other information should be contained within the RFP response itself.

Total Proposal Length

Question

Page 12, Company Profile Section, says "Region 10 ESC requests that vendors keep the total proposal length (including the RFP pages). It does not finish the sentence by providing a maximum proposal page length. Can you please indicate the page length for the full proposal? Also, can you please indicate if there is a maximum page length for each section (Company Profile, Pricing, Alignment to Region 10 Mission, Customer Training and Support, Qualifications and Experience, Ease of Use and Value Add)?

Answer

There is no maximum proposal length, however respondents are encouraged to be economical with their responses, and not to add marketing materials that are not requested in the RFP.

Links or embedded files

Question

PAGE 6, Proposal Format Section, indicates "No links, embedded files or alternative formats are allowed. However, Page 15, Ease of Use section indicates a "link to a video demonstrating your product's ease of use" can be provided. I wanted to confirm that links to a video tutorial is allowed? Also, we have created customized links for each customer reference requested for Question 25 that provides the review committee with information about the partnership, evidence of effectiveness, etc. Are those links allowable?

Answer

The only link that is permitted is in response to the Ease of Use section where it is specifically requested. All other information should be contained within the RFP response itself.

Appendix

Question

Will an Appendix that includes student achievement results, and other valuable information, be acceptable? If so, do those pages count towards the overall page count maximums?

Answer

Vendors are encouraged to provide data, studies, third-party measures etc. specifically in response to Question 15 of the Questionnaire, and these may be provided as additional pages. We do ask that respondents limit the information included to verifiable data, and not to increase the proposal length with unasked-for marketing pieces.

Doc #11 and Doc #12

Question

Page 27 indicates that Doc #11 is the General Terms and Conditions and Acceptance Form. However, page 36 has Doc #11 as the Federal Funds Certification Form and Page #41 is Doc #12 General Terms and Conditions. Should we disregard page 27 where it indicates Doc #11 is the General Terms and Conditions and use the descriptions on page 36 and 41 respectively?

Answer

No response is required on page 27. The forms following page 27 should be completed as presented.

Doc #9

Question

Page 27 that lists out the Doc #s does not match up with the Doc #s presented in the following pages within the bid. For example, page 27 shows Doc #9 as Resident Certification however page number 34 shows Doc #9 as Non discrimination against firearm industry certification (which is NOT present on page 27 anywhere). Does page 27 need to be amended to match the documents in the following pages? Or should only the documents on page 27 be submitted and any document not listed on page 27 does not need to be submitted or acknowledged (such as the non discrimination against firearm industry certification)?

Answer

As previously stated, all forms following page 27 should be completed as presented. The inconsistency between page 27 and the forms themselves is an informality that does not affect the vendor's response, and therefore does not require a formal amendment.

Clarifying Questions

Question

Hello - Please see our clarifying questions below. 1. Is this opportunity strictly for enrollment into off-the-shelf software courses for students, teachers and administrators or is there an opportunity to include training materials for faculty to teach certain courses? 2. Is this funded directly from Region 10, or will each participating public agency be responsible for payment? Thank you.

Answer

1. While software is the main focus of the RFP, supplemental products and services may include hardware or other physical materials if they are related to the scope. Region 10 reserves the right to reject any part of a vendor's offering that it deems inappropriate to the scope of the RFP. 2. Participating agencies who choose to utilize a contract resulting from this RFP will be responsible for payment.

2% Fee

<i>Question</i>
Will you accept proposals if we do not agree the the 2% fee?
<i>Answer</i>
No.