



ADDENDUM 1

<b>RFP NUMBER:</b>	TE1101
<b>ADDENDUM NUMBER:</b>	1
<b>ADDENDUM ISSUED:</b>	02/18/2020

I. QUESTIONS & ANSWERS

The following questions are as they were presented to Park Hill School District. The answers to said questions have been answered as completely and accurately as possible.

Q: Total number of registrations for year 2019

A: 2,941

Q: Total registration revenue for year 2019

A: This information will be provided to the vendor who is awarded a contract.

Q: What is the District’s projected registration revenue for the next 12 months?

A: This information will be provided to the vendor who is awarded a contract.

Q: To ensure a complete and thorough response to all conditions, provisions and requirements included in the RFP, would the District be willing to execute an NDA prior to the submission due date of this response? If so, please provide a point of contact to whom this document should be directed.

A: Yes, subject to review and approval of legal counsel.

Q: Does the scope of the RFP include Before and After School Programs, Summer Camps, and other auxiliary programs offered by the district? If so, what is the expected enrollment for those programs?

A: Yes - Aquatic Center, for the 2019 year there were 2,853 enrollments.

Q: When does the District plan to implement the selected solution?

A: May 1, 2020

Q: Does the district plan to implement the selected solution for all schools at the same time?

A: Yes. The Community Education program is not school based. We are located at the district office with classes held across the county. Enrollments take place online, in person at the district office, mail in or over the phone. The Aquatic Center has one office which receives enrollments the same way.

Q: Is the District able to share the names of the other vendors they have included in the RFP process?

A: Not at this time.



Q: For all “instructor” related requirements, please provide more context or a summary of how the District needs the instructors to interact with the solution platform?

A: Instructors need to be able to login to review courses assigned to them. Communicate through email or phone with their students on their roster. They need to be able to print class rosters. They need to be able to propose future classes. We need to set required fields for instructor proposals. They need to be able to update personal information and passwords.

## II. Clarifications

A. The following items from the **Requirements and Supplier Capability** grid require additional clarification:

Requirement	Clarification Request
Single Sign-on/SAML for staff	Which systems (other than proposed solution) is the District looking to incorporate with the SSO?  No others
Responsible for historical data migration (customer data, class data, program data, scheduling data...	Please provide additional details including exact fields, number of records, etc.  See associated templates for exact fields. Client Contact Data: 8,613 Course Data: 3,908 Registration Data: 15,811  Record numbers subject to change as the program is still actively taking enrollments for courses.
Set-up of historical data such as terms, courses, rosters...	Please provide additional details including exact fields, number of records, etc.  Same as question above.



### III. ACKNOWLEDGEMENT

Each bidder shall acknowledge receipt of this Addendum No. 1 of Proposal No. TE1101: Community Education Software by his/her signature affixed hereto and shall attach this Addendum to the original proposal submitted. Failure to sign and submit this addendum may render your proposal Non-Responsive.

Certification by Bidder:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_