



**ADDENDUM NO. 2**

**March 4, 2020**

**RE:** RFP 45.20.B5, Cloud-based College Planning and Career Search Solution

**FROM:** Purchasing Office  
Howard County Public Schools 10910 Clarksville Pike  
Ellicott City, MD 21042 (410) 313-5644

**TO:** PROSPECTIVE BIDDERS

---

This addendum modifies the Original Bidding Documents as noted below. Acknowledge receipt of this Addendum in your Proposal. Failure to do so may subject the Bidder to disqualification.

---

1. **DELETE** The following Section 4, Scope of Work paragraphs in their entirety:

4.2	4.4.12
4.4.6	4.4.13
4.4.9	4.4.22.1
4.4.10	4.4.23
4.4.11	4.4.28
	4.4.29

2. **ADD** Section 4, Scope of Work:

Number of Students in each grade level:
Middle School (6-8) - 14,000
High School (9-12) - 18,000

3. **ADD** Section 7, Price Proposal In Base Price:  
Include pricing for grades quote for 9 - 12 and one for 6-12

4. **ADD** Section 5, Evaluation Criteria and Proposal Format. Respond to the following in your Technical Proposal:

Paragraph 15. Technical Inclusions

1. Describe various types of roles such as multiple, configurable, permission based user roles.
2. Describe the Solution's ability to bulk import and export:
  - 2.1. Student demographic data from the student information system through secure protocols
  - 2.2. PDF transcript documents through secure ftp or similar means
3. Describe how the Solution integrates with student information via secure protocols
4. Confirm that the Solution is a Cloud hosted solution
5. Confirm that the Solution has a browser based access for HCPSS users and system admins
6. Confirm if mobile capabilities are mobile app, or mobile optimized version (if this is student facing)
7. Describe the Solution's ability to run canned and custom defined reports on various aspects of usage
8. Detail system and data security
9. Confirm the ability to use Single Sign On (SSO) and/or rostering services such as Clever

10. Confirm that the Solution has 99.9% up time / high availability
11. Describe any ability to customize and/or configure the system
12. Describe Help Desk support communication. Ex.) via email, telephone, SMS, etc.
13. Describe applicable recurring and non-recurring pricing and costs:
  - 13.1. End user costs
  - 13.2. Implementation costs
  - 13.3. Project Manager Costs
  - 13.4. Training Costs
  - 13.5. Software licensing
  - 13.6. Technical Support

**5. INSERT** Questions and Answers – March 4, 2020

	<b>Questions</b>	<b>Answers</b>
1	Pg. 14 item 4.1 – Support access to the application anytime on mobile devices without the need of an internet connection. Please clarify what is desired with this requirement.	Confirm whether or not the proposed Solution has a mobile app available. If so describe functionality.
2	Pg. 14. Item 4.7 - Both [1] enterprise level functionality and [2] single user functionality with assigned administrative access levels with oversight and governance by the Purchasing Office or assigned system administrator. Please confirm that the Purchasing Office wishes administrative access to the cloud-based college planning and career search solution.	Delete “the Purchasing Office or”
3	Pg. 15 item, 4.21 - Graphical representations, drill-down capabilities, performance measure indexing capabilities, and automated scheduling (please print screen examples). Please clarify and/or give examples of automated scheduling.	Delete “and automated scheduling (please print screen examples)”
4	Pg. 20, item #5 – Describe how each requirement is. It appears the second half of the sentence is missing. Please clarify what is desired.	Delete “Describe how each requirement is”
5	Pg. 24, Attachments and Forms (Checklist) requires that Attachment C, Client Data Sharing Agreement must be signed and submitted. However, Attachment C, Client Data Sharing Agreement is not listed on page 21, Section 14 as a required document. Please clarify whether it is required or not, and if required, whether a signature is required.	Attachment C, Client Data Sharing Agreement is required and must be signed.
6	4.1 Support access to the application anytime on mobile devices without the need of an internet connection. Is HCPSS seeking a cloud-based solution as described in 1? <u>Purpose</u> . HCPSS Department of Program Innovation and Student Well-Being has issued this Request for Proposal (RFP) to solicit submittals from qualified professional services firms to provide a Cloud-based College Planning and Career Search Solution (“Solution). Or are you seeking an offline solution?	HCPSS is seeking an Cloud-based online solution
7	On page 19 of the RFP in the Evaluation table it states: Five Year Total Cost including NRC and RC. Can you clarify what NRC and RC are?	<p>NRC = Initial non-recurring cost            RC = Subsequent annual recurring costs</p> <ol style="list-style-type: none"> <li>1. Describe applicable recurring and non-recurring pricing and costs:               <ol style="list-style-type: none"> <li>1.1. End user costs</li> <li>1.2. Implementation costs</li> <li>1.3. Project Manager Costs</li> <li>1.4. Training Costs</li> <li>1.5. Software licensing</li> <li>1.6. Technical Support</li> </ol> </li> </ol>
8	Can you provide who will be on the evaluation committee for this RFP?	Staff from <u>Program Innovation and Student Well-Being</u> and <u>Information Technology</u>
9	Does HCPSS have an annual and overall budget for this solution and if so	Budget line item. Amount not yet confirmed.

Questions	Answers
can you provide that?	
10 Criminal History Background Checks. – Does this apply to all employees of the Contractor, or to only Contractor employees who will be on the physical property of the District?	Only Contractor employees who will be on the physical property of the District
11 Does Howard County use Google or Outlook or some other email platform?	MS Outlook
12 How many HCPSS staff would need training?	Approximately 100
13 Would HCPSS like to have the historical data from its current college platform imported? If yes what are the requirements and current platform/systems HCPSS uses?	Provide as an Option. Price per grade level from 6 – 12. Current system is Naviance.
14 Is an insurance certificate required to be submitted with the RFP proposal or can it follow in 7 days once the award is made?	After an award is made, but prior to contract execution.

**END OF ADDENDUM**