



**ADDENDUM NUMBER 1**  
**August 18, 2021**

**JAMES CITY COUNTY**  
**REQUEST FOR PROPOSAL No. 2022221**  
**ACADEMIC AND CAREER PLANNING RESOURCE SYSTEM**

This Addendum is provided to respond to vendor questions. Please contact Jessica Yost, [jessica.yost@jamescitycountyva.gov](mailto:jessica.yost@jamescitycountyva.gov), if you have any questions regarding this Addendum. The above referenced Request for Proposal is hereby amended and clarified as follows: The following responses and clarifications are hereby incorporated into the Request for Proposal file.

1. Is the District able to share what it is currently using as a platform for college and career readiness?

**ANSWER:** At this time the district does not have an electronic platform for college and career readiness.

2. What is the current Student Information System (SIS) in use?

**ANSWER:** WJCC uses Synergy as our SIS.

3. Is the District currently using a specific single sign-on method? If so, which one?

**ANSWER:** We do our SSO through "Azure AD."

4. What is the expected implementation date for the solution?

**ANSWER:** The district understands that the software may need time to be developed within the district before implementation with students. We would like to begin use with students by the start 22-23 school year. WJCC is willing to work with a successful offeror with this timeline if necessary.

5. Is the District able to share what solution is currently used to house existing student portfolios?

**ANSWER:** Office 365.

6. The RFP states: "The solution must facilitate quick data entry of application results (accepted, rejected, etc.) from a specific college with the ability to update in batches or lists of 10 or more applications." Can the District please advise if it's looking for educator-entered results or if student-entered data is sufficient?

**ANSWER:** The district will review options for both possibilities, but the preference would be that both educators and students would have the ability to enter the data.

7. The RFP states: "The solution should allow a student to select a course regardless of whether or not they are in middle or high school. Counselors should be able to validate their eligibility." Can the District please elaborate on the scenarios in which middle school or high school students would need to select courses? Will the course selection be imported back into the SIS?

**ANSWER:** The selection of courses referenced would be within the Academic & Career Plan for the student, allowing them to plan out four to six-year course plans that leads them towards a career or college goal. The course selections do not need to be imported back into the SIS at this time, but we will review the option if available.

8. Can the District please provide examples of report forms format used by the National Association for College Admission Counseling (NACAC) and Coalition Application?

**ANSWER:** The District cannot provide this information. Vendors are encouraged to discuss the various ways their report forms can be formatted and customized, if needed.

9. The RFP states: "The solution should include a rich-media authoring environment for tasks and programs that foster high student engagement." Can the District please elaborate on what is meant by a rich-media authoring environment and how this would be used?

**ANSWER:** The solution should have a variety of career exploration tools and resources for students in varying formats. This would be used for students when exploring potential career options and learning more about specific careers through that process.

10. Can the District please clarify if the Mid-Year report forms requirement is specific to Common App mid-year reports?

**ANSWER:** The solution should have the ability for each individual school to customize the Secondary and Mid-Year School Report Forms for WJCC. These reports could be used for the Common App but may also be used for other applications.

11. How does the District envision integrating student portfolios into the Common App platform?

**ANSWER:** This answer may vary depending upon the solution from the offeror.

12. [Vendor] will be seeking the following Insurance waivers:

- a. **Automobile Liability** – [Vendor] does not own any vehicles, nor hires any vehicles in the normal course of business. Attached is a letter of evidence from our insurer. [Vendor] does have a non-owned auto insurance coverage added to our commercial general liability policy.
- b. **Workers Compensation** – [Vendor question is regarding exemptions for Worker's Compensation Insurance]

**ANSWER:** WJCC has permitted similar waivers in the past and will consider such waivers to insurance requirements. Offerors should include letters of evidence and other documentation from insurers as part of their proposal submission.

13. What is the expected date that the district will begin using the software?

**ANSWER:** See question #4

14. Will the contract start date be for the 21-22 or 22-23 school year?

**ANSWER:** See question #4

15. Is there an incumbent company that meets the evaluation criteria and is now adding additional scope in the RFP? If so, what company?

**ANSWER:** There is no incumbent company or current solution in place.

16. What is the budget (monetary amount) allocated for the first contract year?

**ANSWER:** Specific budgetary figures cannot be shared at this time; however, the project is funded.

17. Is the district interested in a custom build of specific functionality if the platform does not have a requested feature listed in the RFP?

**ANSWER:** If this is financially manageable for the district, we would be open to this option.

18. Regarding Tab 4: Response to Statement of Needs, Functional Requirements, Section F. Student Portfolio: *"The solution provider should have the ability to transition the existing student portfolio into the solution's portfolio."*

**Question:** What is the current provider for student portfolio for WJCC students and where/in what file format is the current portfolio stored?

**ANSWER:** Currently WJCC maintains student portfolios within Office 365

19. What is the current Student Information System WJCC is using?

**ANSWER:** See question #2

20. When does WJCC intend to choose a platform and begin implementation?

**ANSWER:** See question #4

21. Can you provide an estimated number of staff who will need to be trained on the platform?

**ANSWER:** Approximately 30 staff members in varying roles would need to be trained on the platform.

22. Can you please provide more context around the following sub question from Section 2.3.2 Technology Requirements, B. Security and Auditing, (v.) Dual control procedures.

**ANSWER:** The WJCC team would like to ensure that identified personnel at WJCC would have secure access to any cloud-based servers.

23. Can you provide estimated dates for the following: Demonstrations if they are needed, Awarding of Contract, Go Live Date?

**ANSWER:** Interviews/Demonstrations are estimated to occur in October 2021. Award would likely occur by January 2022. For Go Live Date, see answer to #4.

24. Who will be a part of evaluation committee, and can you provide a more detailed rubric?

**ANSWER:** The evaluation committee will be comprised of WJCC staff members who will be utilizing and supporting the Academic and Career Planning Resource System for the Division. The evaluation criteria as set forth in section 3.2 of the RFP represent the rubric for evaluation of proposals. A more narrowly-tailored rubric or set of questions may be established for the demonstrations/oral presentations stage, if this stage is deemed necessary; this rubric or set of questions will be shared with the vendors elevated to this stage prior to the demonstration/oral presentation.

25. Regarding Section 3.1 Format and Content, the RFP states that *"RFP shall be bound and contained in a single volume. Proposals shall be limited to no more than 150 paginated (total front and back) pages, excluding required forms and attachments included in this RFP."* With the RFP being submitted electronically on the DemandStar bid site is all of this still applicable? Can the page limit be expanded since it will not be a double sided, printed submission?

**ANSWER:** Proposals should be contained in a single volume (e.g. single PDF file) when uploaded onto DemandStar. The page limit may be expanded; however, Proposers should focus on clarity and conciseness in their responses.

26. With this being an electronic bid submission are original signatures required on forms?

**ANSWER:** The forms should be signed in ink or verified digital signature by the person authorized to bind the Offeror's firm and scanned/included electronically as part of the proposal.

27. In Section 3.0 Proposal Submission and Evaluation, Tab 1 and Tab 11 appear to be the same thing do you want the Cover Letter and required forms in Tab 1 or in Tab 11 or both places?

**ANSWER:** Please include a Cover Letter only in Tab 1 of the Proposal. Include Required Forms/Certifications in Tab 11 of the Proposal.

28. Where there are repetitive requirements, for example in Section 2.3.2 Technology Requirements, G. Maintenance and Support and in Section 2.3.3 Tasks to be Performed, C. Maintenance and Support do you want us to put the answer in both places or simply in the first place asked, and then refer to where we already answered it when asked again for the same information?

**ANSWER:** Please put the answer in both places and also reference where it was first stated, e.g. “As stated in Section \_\_\_\_ of the Proposal...”

*This Addendum 1 is incorporated into the RFP Documents and will be made part of the permanent file.*

***ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.***