



**AMENDMENT NUMBER 1  
(January 9, 2017)**

**RIO RANCHO PUBLIC SCHOOLS  
PURCHASING DEPARTMENT  
500 LASER ROAD NE  
RIO RANCHO, NEW MEXICO 87508**

**REQUEST FOR PROPOSAL: RFP#2017-006-RADA**

**TITLE: Web-based, Content-Neutral Assessment Management System  
and Data Warehouse**

**DEADLINE FOR RECEIPT OF PROPOSALS IS AS FOLLOWS:**

**DUE DATE: Wednesday, January 27, 2017**

**TIME: 2:00 PM MST**

**DELIVER TO:** Rio Rancho Public Schools  
Purchasing Room 120  
500 Laser Road NE  
Rio Rancho, New Mexico 87124

The purpose of this amendment is to provide RRPS written responses to the questions that have been timely submitted – see following list. *All other RFP terms, conditions, specifications, requirements and criteria remain unchanged.*

**Question #1:** Whether companies from Outside USA can apply for this? (like, from India or Canada)

**Response:** *Yes.*

**Question #2:** Whether we need to come over there for meetings?

**Response:** *Offerors may be invited to make an oral presentation of their offer. In addition, the successful offeror may be required to provide on-site training at RRPS District Office location.*

**Question #3:** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

**Response:** *Yes, the successful offeror will be required to provide on-site training in Rio Rancho, New Mexico. Technical support must be provided during the District's regular working hours.*

**Question#4:** Can we submit the proposals via email?

**Response:** *No, proposal offers must be submitted in a sealed envelope and must be received by the stated due date and time.*

**Question#5:** Page 20 & 21, Paragraph 3 and 6, Tab 2 and Tab 7 - Do the references required in Tab 2: Vendor Information, need to be different references from those in Tab 7?

**Response:** *No.*

**Question#6:** Page 21, Paragraphs 7 & 8, Tab 8 - There are two Tab 8s listed in the format of the proposal. Is it OK to combine these tabs?

**Response:** *Please submit a Tab 8(A) for: Exceptions & Sample Contract*

**Question#7:** Pg. 20 (Tab 2); Pg. 21 (Tab 7)- The RFP document asks for respondents to include references as part of Tab 2: Vendor Information as well as in its own tab, Tab 7: References. Given the 40-page limit, are respondents required to include references in both locations?

**Response:** *Offerors will only be required to submit references once. If you submit references in Tab 2, please make note in Tab 7 to see references in Tab 2 – or visa versa.*

**Question# 8:** Pg. 21 (Tab 4)- Tab 4: Functionality Tables requests that respondents include evaluation criteria EC-1. We believe the RFP document should state EC-2 here, as EC-1 is required for Tab 3: Vendor Capability Requirements. Can you confirm that EC-2 should be included in Tab 4?

**Response:** *You are correct, evaluation criteria EC-2 does go with Tab 4: Functionality tables.*

**Question#9:** Pg. 20 (Cover Letter); Pg. 21 (Tab 8)- The RFP document requires respondents to include exceptions in the cover letter as well as in its own tab, Tab 8: Exceptions & Sample Contract. Given the 40-page limit, are respondents required to include exemptions in both locations?

**Response:** *No, respondents only need to provide the required information in just one of the two*

*above mentioned locations. Please add a note to direct our attention to the where we can find the information.*

**Quesiton#10:** Pgs. 19-20 (Proposal Organization; italicized portion that runs from pg. 19 to pg. 20); Pg. 20 (section that starts at Cover Letter and runs down through Tab 9 on pg. 21)-

The RFP document requires respondents to use two contradictory tabbed organizational structures. The first is (pages 19-20 of solicitation):

- Cover Letter
- Evaluation Criteria 1 through 13 (See section B below)
- Exhibit A: RRPS Supplier Conflict of Interest and Debarment/Suspension Cert. Form
- Exhibit B: Offer Signatory Form
- Exhibit D: Resident Veteran Preference Certification (Note, qualified offerors will be entitled to in-state Vendor/Veteran preference as provided for pursuant to Section 13-1-21, NMSA 178.)
- Exhibit E: Campaign Contribution Disclosure Form
- Appendix B: Business Reference Submittal Form

This proposed layout appears to be irrelevant to this RFP, as it references Evaluation Criteria 1-13, while there are only Criteria 1-6 included in this RFP document. Can you confirm that the above layout is in fact not required and that vendors should use the below layout (pages 20-21) for this proposal?

- Cover Letter
- Tab 1: Executive Summary
- Tab 2: Vendor Information
- Tab 3: Vendor Capability Requirements
- Tab 4: Functionality Tables
- Tab 5: Support Approach
- Tab 6: Technical Requirements
- Tab 7: References
- Tab 8: Cost Proposal
- Tab 8: Exceptions & Sample Contract
- Tab 9: Other Vendor Materials

However, this proposed tabbed layout does not include information about where to include Exhibits A-E, which appear to be required documents. If, in fact, this is the proposed layout vendors are supposed to use, where are vendors required to include Exhibits A-E of the RFP document? Should vendors include these exhibits after the tabs indicated, directly behind the cover page, or elsewhere? Do the Exhibits A-E count against the 40-page limit?

Since Rio Rancho is requiring vendors to adhere to a specific layout, can the District please provide clarification on what the required layout will be?

**Response:** *Offerors should organize their submittals using the following format:*

- *Cover Letter*
- *Tab 1: Executive Summary*

- *Tab 2: Vendor Information*
- *Tab 3: Vendor Capability Requirements*
- *Tab 4: Functionality Tables*
- *Tab 5: Support Approach*
- *Tab 6: Technical Requirements*
- *Tab 7: References (Appendix B: Business Reference Submittal Form)*
- *Tab 8: Cost Proposal*
- *Tab 8(A): Exceptions & Sample Contract*
- *Tab 9: Other Vendor Materials*
- *Exhibit A: RRPS Supplier Conflict of Interest and Debarment/Suspension Cert. Form*
- *Exhibit B: Offer Signatory Form*
- *Exhibit D: Resident Veteran Preference Certification (Note, qualified offerors will be entitled to in-state Vendor/Veteran preference as provided for pursuant to Section 13-1-21, NMSA 178.)*
- *Exhibit E: Campaign Contribution Disclosure Form*

**Question# 10:** Pg. 21 (Tabs 8-9)- In the RFP document, the bulleted list of layout items includes Tab 8 twice (Tab 8: Cost Proposal and Tab 8: Exceptions & Sample Contract). Is vendor authorized to change the second Tab 8 to Tab 9, and change the subsequent Tab 9: Other Vendor Materials to Tab 10?

**Response:** *Please submit a Tab 8(A) for “Exceptions & Sample Contract”*

**Question #11** Pg. 24; requirements 1.d; 3.b-c;- Does the District have an estimate of the volume of 3rd party assessment content (number of items, tests, etc) that will need to be loaded?

**Response:** *Over the course of one year the District estimates the volume to be 200 + assessments.*

**Question #12:** What content areas/grade levels would the assessment system be used for?

**Response:** *K12 and every content.*

**Question #13:** Page 23, EC-1.6 - What type of aligned materials bank does the district wish to link assessment results to?

**Response:** *Offeror’s product will need to have the ability and flexibility to link to RRPS’s current content based curriculum resources (Eureka, ReadyGen, Pearson, etc) and any future ones adopted.*

**Question #14:** Page 24, Section 1.d and 3.b - How many items and assessments does the district wish to import into the new platform? What format are the items and assessment in - QTI, Word, etc.?

**Response:** *Unable to identify a quantity. MS Word*

**Question #15:** In the Scope of Work, in sections 3 and 4, are the bulleted points all required or are some listed as Nice to Haves?

**Response:** *All bulleted points will be required.*

**Question #16:** If some of the items in the Scope of Work sections 3 and 4 are not all required, which items has Rio Rancho Public Schools deemed as required?

**Response:** *All bulleted points will be required.*

**Question #17:** Page 5, under “3. Assessment Management & Administration - What third-party assessments would the Rio Rancho Public Schools intend to load into the assessment management system and data warehouse?”

**Response:** *State and District end of course assessments. The following standardized tests: PARCC, NWEA, SBA, ACCESS, PSAT, SAT, ACT, AP. Classroom unit assessments and quizzes*

**Question #18:** Does the district desire additional item content from a third party provider? If so, what grades and subjects?

**Response:** *Yes, all grades and subjects.*

**Question #19:** Does the district desire to track early warning indicator data, such as attendance, behavior, etc.?

**Response:** *Yes.*