

# BALTIMORE COUNTY PUBLIC SCHOOLS

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## ADDENDUM NUMBER 1

DATE: December 7, 2022  
BID NAME: Web Based College and Career Exploration Platform  
BID NUMBER: GDA-306-23  
DUE DATE: NO CHANGE  
DUE TIME: NO CHANGE

TOTAL PAGES: 5

The following revisions and responses to questions are made to the original bid document. This addendum forms a part of the Contract Documents and modifies the Original Solicitation Documents accordingly and as noted below. Acknowledge receipt of this Addendum in the space provided on the "Addenda" form within the Form of Proposal.

The solicitation inquiries received prior to the issuance of this addendum are as follows:

### **SPECIFICATIONS**

REMOVE In Part II Section 1.1, please remove "1.1.3 Somerset County Public Schools".

### **GENERAL**

#	Inquiry	Response
1	How many High School Students?	BCPS has approximately 35k high school students.
2	How many High School sites?	BCPS has 24 comprehensive high schools.
3	How many Middle School Students?	BCPS has approximately 24k middle school students.
4	How many Middle School sites?	BCPS has 28 comprehensive middle schools.
5	Do you currently use Single Sign On?	Yes, for students and staff.
6	What is your Email System?	Microsoft Outlook
7	What is your Student Information System?	BCPS uses Focus SIS. PGCPS uses SchoolMax.
8	Is the worker compensation only for full-time employees and not subcontractors?	Please refer to Part I Section 16 Insurance.
9	How does the bidder submit electronic or soft copies of materials?	Please refer to Part II Section 11.0 Proposal Submittal Process.

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10	How does the bidder submit SCORM files, and what are the requirements? (ie Shareable Content Object Reference Model and is the universal file format for electronic course offerings. A SCORM file is a zipped file that contains all the files needed to make online courses appear in Knowledge Anywhere's LMS—online courses must be published and saved in this format to be able to work in the LMS)?	Please refer to Part II Section 11.0 Proposal Submittal Process.
11	Can we use the existing Schoology platform for district students to utilize tools? How should this be specified in the implementation plan?	Please include details of this potential implementation within the Technical Proposal.
12	What is considered illegal immigrant labor?	Please refer to Part I Section 29 Illegal Immigrant Labor.
13	Can we add the salary of the dedicated service manager in the cost proposal and does the dedicated service provider have to present on-site or can be both on-site and virtual?	All costs associated with required services should be embedded into the price proposal. Please see Part III Section 5.2 for details of the Price Proposal.  Service manager can be on-site or virtual. For virtual-only sessions, vendor must allow session to be recorded.
14	What type of documentation are you looking for to show the ability to service an account of this size?	Vendor should use their best discretion to illustrate their ability to service a school system of the size of BCPS.
15	Do we need to provide documentation for fingerprinting, criminal background checks and employment of child sex offenders in the bid proposal?	No, fingerprinting steps need only be taken for the award bidder(s) after award of contract.
16	Does the SBE affidavit requirement have to be local to MD?	As noted during the pre-bid meeting, please contact Robert Ball directly via phone or email for all SBE / MBE related questions.
17	If you do not meet all web-based software requirements will you not be considered for bid?	Vendors should present their most compelling proposal that best captures as many aspects of the requirements as possible.
18	Can existing district software be integrated into web-based tools to meet the requirements and should this be explained in detail?	Each required web-based tool must come from the vendor solution itself.
19	What CCR platform is most often used by students and educators?	No additional information is available at this time.
20	What is the addenda 004000-4?	Please use page 004000-4 to acknowledge all addenda that is issued pertaining to this solicitation.

21	Do forms that say witness mean notarized?	No, witness signature lines do not need to be notarized.
22	Is there a form or excel spreadsheet for Pricing?	No, please refer to Part 3 Section 5.2 for Price Proposal information.
23	Will you provide a pre-conference meeting participant list held on 11/29/2022 at 1-2 pm ET to meeting attendees?	The pre-bid attendance information is already available inside the OneDrive folder for this solicitation.
24	What are the three documents required to submit?	Please refer to Part II Section 11.6.
25	Given the benefits of starting career development early, and the push we have seen towards introducing career development at the elementary level, is there any interest in purchasing a program for elementary students as well?	The focus of this solicitation is for students in grades 6-12.
26	<p>Can the District please confirm the breakdown of sites and students requiring licenses by grade for each of the participating school systems:</p> <ul style="list-style-type: none"> <li>* Baltimore County Public Schools</li> <li>* Prince George's County Public Schools</li> <li>* Somerset County Public Schools</li> </ul>	<p>For BCPS, please see responses to questions 1-4 above.</p> <p>Prince George's County Public Schools requires a quotation for all grade levels K-12 at each of our schools sites. Below please find the breakdown of the number of sites:</p> <ul style="list-style-type: none"> <li>• Elementary Schools - 120</li> <li>• K-8 Schools - 12</li> <li>• Traditional Middle Schools - 24</li> <li>• High Schools - 24</li> <li>• Special Centers - 4</li> <li>• Public Charter Schools - 9</li> </ul> <p>Somerset County has determined they will not establish a cooperative contract from this solicitation.</p>
27	<p>Is the District at liberty to discuss if it currently has a web based college and career exploration platform in place? If the current solicitation is looking to replace the current solution, we respectfully ask the District:</p> <p>a. What are the desired outcomes through the implementation of a new solution?</p> <p>b. Are there specific functionalities that are considered mandatory?</p> <p>c. Kindly provide a better understanding of the District's overall vision.</p>	<p>For information on the current contract, please visit the BCPS contracts table using this <a href="#">link</a>, and look up contract # JBO-712-18.</p> <p>All requirements listed in Part III are preferred functionality in a prospective solution.</p>

28	<p>In the RFP's Section 3.1.6. Electronic Document Submission, it is stated that:</p> <p>a. The system should allow users to securely prepare and submit college and career documents to the military and employers. Can the District advise what type of documents are referenced here?</p> <p>b. The system should be compatible with application platforms, and allow editing of defaulted fields. Can the District advise which fields are referenced here?</p>	<p>Documents typically sent to institutions may include: transcripts, letters of recommendation, school profile, secondary report forms, student resumes, etc...</p> <p>For electronic document submission, BCPS would like the option for documents or features to be customizable by central office staff.</p>
29	<p>Is the district interested in a K-12 solution with Elementary included or 6-12?</p>	<p>Please see response to question 25 above.</p>
30	<p>Can you please clarify if the following documents requested in the RFP count against the page number limits:</p> <ul style="list-style-type: none"> <li>• Licenses</li> <li>• Financial statement/Annual Report</li> <li>• Resumes</li> <li>• Service Agreements</li> <li>• Warranties</li> <li>• Implementation Plan</li> </ul>	<p>Please see Part III Section 5.0 for specific Proposal page limit restrictions.</p>
31	<p>Can BCPS please provide additional details regarding approved authentication methods and what security standards the electronic signature feature would need to meet?</p>	<p>Authentication methods are listed in Attachment A – BCPS Current Technology Ecosystem.</p>
32	<p>Would the electronic signature feature be for students academic plans and student readiness report or are there other parent signatures that BCPS would need to track?</p>	<p>There are no requirements for electronic signatures for student academic plans and student readiness reports.</p>
33	<p>Can you please provide the expected enrollment numbers for Baltimore County Public Schools, Prince George's County Public Schools and Somerset County Public Schools?</p>	<p>For BCPS, please see responses to questions 1-4 above.</p> <p>For PGCPS, please see attached spreadsheet for student enrollment for school year 2022.</p> <p>Somerset County has determined they will not establish a cooperative contract from this solicitation.</p>

All other specifications and terms remain as stated in original document. This addendum is hereby made a part of the Contract Documents, on which the contract is based and is intended to modify, explain, correct and/or add to the original Contract Documents.

**END OF ADDENDUM**

Gabriel da Graca  
Sr. Purchasing Agent  
Baltimore County Public Schools - Office of Purchasing

MaatenRe Ramin, Coordinator, Office of School Counseling  
Bid file