



**RIO RANCHO PUBLIC SCHOOLS  
PROCUREMENT DEPARTMENT**

**October 12, 2018**

**ADDENDA #1**

**RFP No. 2019-002-SS**

**Project: Web-Based Application for Students with Disabilities**

**RFP Submittal Deadline:** October 31, 2018 @ 2:00 p.m. local time  
Rio Rancho Public Schools  
Purchasing Department  
Attn: Michael Madrid, CPO, CPPB  
Purchasing Manager  
500 Laser Road NE  
Rio Rancho, NM 87124

➤ **Question#1**

Is it necessary to provide references from local Web-Based Application for Students with Disabilities only?

➤ **Answer to Question #1**

The RFP states: Provide at least three (3) current references on local accounts for which you provide a Web-Based Application for Students with Disabilities. Said References cannot be Rio Rancho Public School District. SEE APPENDIX C.

➤ **Question #2**

Can Vendor provide Certificate(s) of insurance after the award of Project?

➤ **Answer to Question #2**

A certificate of insurance should be included in your RFP response.

The RFP states: Section 5

- Attachments
- Insurance Certificate must be provided

NOTE: The certificate of insurance should be provided using the standard Accord certificate form.

➤ **Question #3**

Please confirm submitted proposals need to be double-sided or blank on the back side for every page? If the proposal is needed to be double sided then it is mentioned that page limit is of 20 pages so will it be 20 pages printed on both sides or it will be 10 pages printed on both sides.

➤ **Answer to Question #3**

The page count is applicable to any printed surface double sided = 2 pages and 11 x 17 pages = 2 pages, excluding divider tabs. Please note that the page count has been increased to **50 pages** per this addenda and is applicable only to the following sections of your response:

Section 1	Web-Based Application
Section 2	Consulting and Service
Section 3	Corporate Experience

➤ **Question #4**

What is IEP( Individualized Education Plans) and what kind of system is needed to create edit, and saving of IEP? Please provide some samples or examples for the same.

➤ **Answer to Question #4**

An IEP (Individualized Education Program) is a document that is developed for each public school child who requires special education and/or related services. The IEP is created through a team effort and is reviewed periodically. An IEP defines the individualized objectives of a child who has been determined to have a disability or requires specialized accommodations, as defined by federal regulations. The IEP is intended to help children reach educational goals more easily than they otherwise would. In all cases the IEP must be tailored to the individual student's needs as identified by the IEP evaluation process, and must especially help teachers and related service providers (such as speech and language pathologists, occupational therapists, etc.) understand the student's disability and how the disability affects the learning process. The IEP describes how the student learns, how the student best demonstrates that learning and what teachers and service providers will do to help the student learn more effectively. Developing an IEP requires evaluating students in all areas related to the suspected disabilities, simultaneously considering ability to access the general curriculum, considering how the disability affects the student's learning, forming goals and objectives that correspond to the needs of the student, and choosing a placement in the least restrictive environment possible for the student. As long as a student qualifies for special education, the IEP is mandated to be regularly maintained and updated up to the point of high school graduation, or prior to the 21st birthday or 22nd birthday.

A web-based application, data management system is needed to create, edit and save mandatory components of the IEP documents/processes for each qualified public school student.

Samples of the NM State IEP are located at: <https://webnew.ped.state.nm.us/bureaus/special-education/forms/>

➤ **Question #5**

What is PowerSchool? Can you provide an overview of PowerSchool as we need to estimate for the integration with that system?

➤ **Answer to Question #5**

PowerSchool is a web-based Student Information System for grades K-12 that facilitates the daily operations of student scheduling, attendance, state compliance reporting, data management, faculty management, emergency/medical and health management, registration, and more.

➤ **Question #6**

On page 17, Under Scope of Service, D point - It is mentioned to provide 100 Customized Forms (single or multi-page) at initial set up, twenty (20) new Customized forms (single or multi-page) per year up to twenty (20) revisions to Customized Forms (single or multi-page) per year. What type of forms are these and where these forms will be used?

➤ **Answer to Question #6**

These forms are of and related to the IEP (Individualized Education Program) processes.

➤ **Question #7**

On page 17, Under Scope of Service, E point - It is mentioned to provide any State Forms at initial set up what type of forms are these and where these forms will be used?

➤ **Answer to Question #7**

These forms are of and related to the IEP (Individualized Education Program) processes.

➤ **Question #8**

On page 18, Under Scope of Service, F point - It is mentioned to update all state curriculum standards and benchmarks, what kind of updates we are looking for and how many updates are projected under the agreement?

➤ **Answer to Question #8**

New Mexico Public Education Department (NMPED) Curriculum Standards and Benchmarks are located at: <https://webnew.ped.state.nm.us/bureaus/instructional-materials/new-mexico-content-standards/>

These standards define the knowledge and skills students should have within their K-12 education careers so that they will graduate high school able to succeed in entry-level, credit-bearing academic college courses and in workforce training programs. Measurable annual IEP goals must reference New Mexico Curriculum Standards and Benchmarks.

Updates to State Curriculum Standards and Benchmarks are made at the discretion of NMPED.

Thank you for your interest in Rio Rancho Public Schools.

**ACKNOWLEDGE ADDENDUM WITH RFP:**

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**COMPANY/FIRM NAME**

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**SIGNATURE**

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**DATE**