

## Request for Information No. II

### RFP No. 18/19-04 Electronic Document Routing Solution

April 10, 2019

#### Response to Proposers' Questions

2.1 **Question:** The RFP has a section titled "Schedule of Data" which lists different types of information that may or may not be stored by our software. Our system does not save most of these kinds of data unless the electronic forms utilized by our customers require this data to be input. Do you have a repository of forms that will be used by the system so we can make sure we answer this correctly? Script is fully customizable and I want to make sure we accurately reflect what data we will be touching.

**Answer:** The Schedule of Data listed in Exhibit B of the California Student Data Privacy Agreement (CSDPA) relates to student data that vendors have access to. The purpose of the CSDPA is to ensure that vendors and school districts comply with FERPA, California Education Code section 49073.1 and all applicable data privacy laws. Vendors should mark only the sections in Exhibit B that they will have access to. It is not a requirement that solutions have access to all information.

For your information, Clovis USD currently utilizes custom forms for various District functions. End users complete the form with required information and send utilizing various workflow options. The end result is a completed, approved form. This form remains in a database for future reporting and archiving needs. This allows access for audit and state retention needs.

2.2 **Question:** Should we submit proposals for one district only? Can you provide some details as to the # of concurrent and scanning users using the system? How many departments?

**Answer:** Proposals should be submitted as applicable to all Ed Tech JPA members (multiple districts). If pricing is dependent on the number of concurrent and scanning users different tiers of pricing should be listed in Appendix C: Pricing Form.

For your information, Clovis USD has approximately 95 departments setup and approximately 200 non-concurrent users.

2.3 **Question:** Can you indicate the anticipated number of concurrent system users? Concurrent defined as the number of people who might be logged in to the system at the same time.

**Answer:** Please see Number 2.2.