



**STATE OF MAINE REQUEST FOR PROPOSALS
RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

RFP NUMBER AND TITLE:	#201809193 - District Level Student Information Systems
SUBMITTED QUESTIONS DUE DATE:	The 1st business day of each March, June, September, and December from 2018 through 2023
QUESTION & ANSWER SUMMARY ISSUED:	11/7/2018
PROPOSAL DUE DATE:	The 1 st business day of each March, June, September, and December from 2018 through 2023
RFP ISSUED BY:	Maine Department of Education
PROPOSALS DUE TO:	Proposals@maine.gov

Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.

Provided below are submitted written questions received and the Department’s answers

Question #	Question	Answer
1	Will awards also be made on a quarterly basis?	Yes
2	Is there currently an incumbent vendor or vendors that the state has contracts with for a district level SIS? If yes, could I obtain the vendor names and/or contract information or documents?	Yes, Infinite Campus
3	States “All pages of a Bidder’s proposal should be numbered consecutively beginning with number 1 on the first page of the narrative.” What is meant by “the narrative?” Is the Department asking for any additional narrative beyond what is asked for starting in Section B, Proposal Contents?	“Narrative” refers to the RFP response as a whole.



**STATE OF MAINE REQUEST FOR PROPOSALS
RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

RFP NUMBER AND TITLE:	RFP# 201809193, District Level Student Information Systems
SUBMITTED QUESTIONS DUE DATE:	Open
QUESTION & ANSWER SUMMARY ISSUED:	Nov. 21, 2018
PROPOSAL DUE DATE:	The 1 st business day of each March, June, September, and December from 2018 through 2023
RFP ISSUED BY:	Maine Department of Education
PROPOSALS DUE TO:	Proposals@maine.gov

Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.

Provided below are questions asked and the responses given at the Bidders Conference.

Question #	Question	Answer
1	When we migrate customers from a third-party SIS to PowerSchool, it incurs one-time, event-based implementation and training fees. This is common with most SIS vendors. They can vary based on district needs, and we don't see where to list these costs in the format provided on Appendix E. To be compliant, where would we list these costs? Is the DOE expecting those costs to be negotiated with the LEA directly, and therefore only asking for software/support/hosting costs? If not, should we provide a table with a fee schedule?	These costs will need to be negotiated directly with the LEAs. These costs are not covered under this RFP or any resulting contracts.
2	For compliance, where do we insert our response for "B. Requirements" in the required Proposal Format / Proposal Contents? It is not stated in the Proposal outline instructions in Part IV, A or B.	See Appendix H Proposed Services Discuss the Scope of Services referenced above in Part II of this RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform. Do not just indicate that your solution meets the requirements.

<p>3</p>	<p>For compliance, which File # do we insert our response for “B. Requirements” in the required File numbering for the proposal submission breakdown instructions in Part III, C., 2.c?</p>	<p>See Page 15 File #3: <i>PDF format preferred</i> Proposed Services (Appendix H and all related/required attachments stated in PART IV, B., Section II.)</p>
<p>4</p>	<p>"Vendors that have existing contracts with LEAs for SIS systems must include in their proposal a plan to merge those contracts with the Master Agreement so the LEAs can take advantage of lower pricing." Question: Does this requirement pertain to existing contracts with only Confirming Districts, or all LEAs in the state of Maine with which we have a contract?</p>	<p>All LEAs in the State of Maine</p>