ALBUQUERQUE PUBLIC SCHOOLS

*Accelerate Progress for Students*

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RFP NO. 19-033RMS  - ADDENDUM #1

Questions and Answers                      February 14, 2019

1.  **Question:** When we submit Attachment A, do we simply place an "x" (or other similar designation) in the column that we self-determine to be the most accurate description of our proposal for each category? Or is that something that APS evaluates and completes? Do you have a preference if we simply place an "x" in the column / row of the Evaluation Criteria or should we enter the actual number in each box?
    **Response:** When filling out Attachment A simply place an "X" in the column that best aligns with your company.

2.  **Question:** From what I can tell, APS is currently using the Infor Lawson system as a repository for professional learning management information. Is that correct? Or is there some other system currently in place?
    **Response:** Infor LAWSON only houses a very small amount of training data that is uploaded from other programs. Currently, ERO (Electronic Registrar Online) tracks most of the district face-to-face trainings, SafeSchools and OnlineExpert track online trainings (content for these is supplied by the vendor), Canvas is as online LMS where we can offer courses with district created content.

3.  **Specification:** Import/export data: ability to integrate with existing systems: substitute management system (currently SmartFindExpress), human resource information system (Infor Lawson), student information system (Synergy: Edupoint Educational Systems).
    **Question:** How is integration with these systems managed today? E.g., Periodic uploading of CSV files?
    **Response:** Through daily imports of text delimited and/or csv data files. There are automated processes built between systems

4.  **Specification**: Interoperability: adds training completions from other training systems to a comprehensive transcript; works with NM teacher evaluation system (My LearningPlan/Oasys), Learning Management System (Canvas) and system (Vector Solutions: SafeSchools).
    **Question:** Rather than pulling in data into our system, could we build out a reporting solution that unified all these systems?

**Response:** We would like a comprehensive transcript for each of our 15,000 employees, so we can track their training and professional development. A comprehensive report or data dashboard with training completion and/or face-to-face attendance will suffice.

5. **Specification**: Locations: can map locations and display directions to training sites.
   **Question:** Do you have the location data stored with resources?
   **Response:** We have the addresses for each of our training locations. Based on the address the solution should link to something like Google maps to show attendees where the training is being held. An option (location field) to add a face-to-face training location (physical address) within your respective platform is preferred.

6. **Specification**: Substitute Management System: integrates with a Substitute tracking system (currently SmartFindExpress), employees can sign-up for a training and request a substitute without logging into another system.
   **Question:** Trainings cannot be created in our product without first securing substitutes. This is all done without requiring users to go to another system. Substitutes is the responsibility of the person(s) facilitating the training. Is this an acceptable solution?
   **Response:** We need a system that allows people to register for courses. If they register in a course and they are eligible to get a substitute in their classroom while they attend training, they should be directed to put in their absence for that day of training. We would prefer that this did not make them login to a separate system but it is not a requirement. A reminder or link to a new substitute system will suffice for systems that don't have this functionality built in to their respective platform.

7. **Specification:** User Profiles: automated user profile creation and activation/deactivation of account based data from our HRIS system (Infor Lawson).
   **Question:** How does the HRIS system integrate with other systems?
   **Response:** Our HRIS activates and deactivates accounts in Active Directory based on the employee's status. LDAP authenticating systems deactivate accounts based on our employee's AD status. Many systems have automated imports from our HRIS to get the profile information they need to create a user profile.

8. **Specification:** Content/Materials Management: ability to embed some course content into the application
   **Question:** Do you have samples of course content?
   **Answer:** We cannot do this in our current system, but would like to add/upload supporting pdf files (i.e. syllabus, handouts…).

9. **Specification:** Guest Accounts: has a way to maintain guest accounts separately and/or charge them for their user accounts
   **Question:** How are guest accounts managed by the district now?

**Answer:** We have Charter School employees that need to have access to our PD/Training platform to enroll in training opportunities but we do not have funds for paying for their profiles. Also, these charters have different HRIS systems so they would need to be able to manage their own user accounts. In addition to connecting to APS' HRIS system for syncing APS user data, we'd prefer an option to manually (through the platform) add user accounts (i.e. Charter school employee) to the system and be able to invoice Charter School users. This invoicing process may or may not be an internal workflow and could be done with the vendor in an ongoing basis.

10. **Specification**: Professional Development Goals: can set individual PD goals, tie trainings to PD goals, produce transcript reports that can be shared with NM teacher evaluation system (My Learning Plan/Oasys)
    **Question:** Would it be acceptable to have a reporting solution that linked the various systems to produce these kinds of reports?
    **Answer:** It would depend on the reporting solution and ease of use.

11. **Specification:** Room Reservations: integrates with room reservation software (SchoolDude) or system can be used to manage room reservations for training spaces
    **Question:** Is it acceptable to manage rooms using G Suite Calendar (enterprise - not individual calendars)
    **Answer:** This is a preferred item. We do not use calendars to schedule. We use a scheduling software for our facilities (SchoolDude) that tracks reservations. It does not include all rooms and facilities.

12. **Specification:** Teacher Absence/Substitute Management System
    **Question**: We approach substitute management differently. A district is responsible for allocating substitutes for a training before the training can be scheduled. Is this approach a possible option for managing the training?
    **Answer**: We have many trainings for non-school based employees who do not get a substitute. A built-in substitute management workflow like you described will not meet our needs. We'll need users to sign up/enroll into a scheduled training and if needed, go to a new page/section or other system to schedule a substitute. Our substitutes are not centrally managed and allocated – schools and departments manage and allocate these funds.

13. **Specification**: Interface with current database platforms and central user authentication currently in use. (Infor Lawson)
    **Question:** How does this integration work today? What are the platforms?
    **Answer:** There are many programs getting information from our HRIS system and/or other systems. We need to know what type of integrations your system can handle and what products do you have currently integrating.

14. **Specification**: Automated exports and imports from central authentication and employee database to include profile updates, uses names/passwords, and payroll information.
    **Question**: Is it acceptable to manage authentication through Google authentication?
    **Answer:** We are currently our system LDAP through Active Directory.  Active Directory is used for our Google platform – so Google is AD authentication.


15. **Specification**: Integrate with payroll (Infor Lawson – payroll module)
    **Question**: Is it acceptable to provide CSV exports for integration with payroll?
    **Answer**: This is one way. We are looking for what possibilities you have for sharing data.


**ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:**
**Addenda not signed and returned may consider the RFP non-responsive and may be rejected.**

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**COMPANY/FIRM NAME**


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**SIGNATURE**                                **Date**