ALBUQUERQUE PUBLIC SCHOOLS

Accelerate Progress for Students

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Executive Director   Superintendent

DATE: 4/5/2021
RFP NUMBER: 21-055 RA
RFP TITLE: Records Request Tracking System Application
ADDENDUM NUMBER: 1

See Attached Question and Answer

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

_____
COMPANY/FIRM NAME

_____
SIGNATURE

_____
DATE

_____
Rennette R Apodaca
Executive Director Purchasing

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1. p. 17 What is the response process for providing student transcripts and student records?
   Answer: Send requestors to Parchment for High School Transcripts and other grades may or may not exist depending on retention schedule (Part of APS Procedure Directive – Records Retention and Disposition Schedule) located on APS website.

2. p. 17 How are the copies of transcripts and student records certified?
   Answer: We are not required to certify records.

3. p. 17 Would APS please provide a better copy of the list of request types that is on p. 17 of the RFP? The provided version is blurry and difficult to read.
   Answer: This is a sample list of records that have been requested; see attached.

4. p. 17 Is the proposed solution required to handle all of the request types listed on p. 17?
   Answer: yes

5. p. 17 Would APS please provide details about the volume of requests processed on an annual basis, grouped by the CODE included in the list of request types (e.g., number of SUB, number of IPRA, etc.)?
6. Answer: This is not available.

   Please provide a count of requests received year-to-date and during the previous year for each CODE.
   Answer: This is not available.

7. p. 17 Would APS please provide more details about the request types coded as CERT? A high-level overview of the process flow for those request types would be helpful. Please include information about who initiates those requests, who handles them internally, and how the requested records are produced.
   Answer: At this time all processes are done manually. The request comes in by email, mail, phone, fax, hand delivery and then depending on the Department, the Custodian of Records sends to appropriate Department for records, depending on size, it is emailed back to Custodian of Records or hard copy or jump drive, then records are sent to requestor.

8. p. 17 Would APS please clarify how Offerors should interpret the "Priority" values included in the first column of the list of request types on p. 17?
   Answer: internal classification for staff

   Are the highest priority request types the most important to APS in terms of evaluating the capabilities of proposed solutions?
   Answer: They are all a priority.

   Do they imply different phases when implementing the winning solution? Or are they used by APS staff to prioritize records requests as they are received to determine the order in which the requests will be processed?
   Answer: internal classification for staff

9. p. 15 How many users will need to perform redactions?
   Answer: Depending on price, however minimum 3

10. p. 15 Regarding the "Versioning / Auditing" functional requirement, what types of changes will APS users make on documents other than redacting sensitive content?
    Answer: Documenting why it was redacted.

11. When does APS anticipate executing a contract with the successful Offeror?
    Answer: To be determined, Depending on number of proposals that are submitted.

12. Will APS use any federal funds for this procurement?
    Answer: Not that we aware of.

13. Are the contract-related terms and conditions stated in the RFP firm or may Offerors provide alternative language?
    Answer: Terms and Conditions based on State law.

14. What "other financial statements" will the District accept as alternatives to audited financial statements to satisfy pass/fail evaluation factor #1?
    Answer: Financial records prepared by an Accounting firm in compliance with General Accepted Accounting Principles.

15. How will APS evaluate price proposals? Will the District evaluate total cost of ownership (e.g. total of one-time and ongoing fees across eight years) or only the total first year costs?
    Answer: Total cost of Ownership

16. Further clarification on what is considered pricing escalation.
    Answer: Usually used for cost of goods; if market conditions go up and down, for example cost of paper or cost of oil.

17. Did APS view demonstrations of records request tracking systems prior to issuing this RFP? If so, which vendors provided demonstrations?
    Answer: GOVQA and NextRequest.

18. How will APS determine if interviews and demonstrations will be included as part of the evaluation process?
    Answer: Depending on number of proposals submitted and scores from evaluation committee.

    How will APS determine which Offerors to invite for interviews and demonstrations?
    Answer: Depending on number of proposals submitted and scores from evaluation committee.

19. For the 50 Users being requested:
    a.   Does any of those view only?
    Answer: No

20. Does APS require integration with third party applications as part of the initial implementation?
    Answer: Gmail and Microsoft Outlook

Albuquerque Public Schools Records Requests

PRIORITY	CODE	SUB CODE	Description	Examples of the types or records provided and/or requested
1	SUM		SUMMONS	Court Order - Lawsuit
1	SUB	TEST	SUBPOENA	Testimony
1	SUB		SUBPOENA	Court Order, Motion to Compel, Court Appointed Advocates, Law Offices Public Defender
1	GOVT		GOVT COMPLAINT INVESTIGATION	NMAG, OCR, OIG, NM PED, NM Finance NM State Auditor, etc.
1	ENF		LAW ENFORCEMENT INVESTIGATIONS	FBI, NM State Police, CABQ Police Department, BERNCO Sheriff's Office, etc.
1	DISC		DISCOVERY	ATTORNEYS- APS Legal Counsel and Opposing Counsel
1	PRES		PRESERVATION	ATTORNEYS- APS Legal Counsel and Opposing Counsel
2	IPRA	LAW EMP	EMPLOYEE RECORDS	Attorney request employee records w/ signed release
2	IPRA	LAW STU	STUDENT RECORDS	Attorney request student records w/ signed release
2	IPRA		Various (any and all types of records)	Docs, Email, Texts, Print, Video, Police/Incident Reports, Policies, Procedural Dir
2	IPRA	MEDIA	REPORTERS (print, broadcast, internet)	(print, broadcast, internet, anyone)
2	IPRA		PARENT RECORDS	ABQHA, HSD-ISD, NM DOH, etc.
2	IPRA	STAT	STATISTICS	College Students, Military Recruiters, Organizations, Government, Anyone, Any Organization
2	DATA	STU	Student Directory Data	Businesses, Individuals
2	DATA	EMP	Employee Directory Data	Businesses, Individuals
2	DATA	ALUM	Alumni Directory Data	APS Reunion Planners
2	DATA	SCH	STUDENT Directory DATA	Charter and Private Schools
2	DATA	MILI	STUDENT Directory DATA	Military Recruiters
2	DATA	EGIS	STUDENT Directory DATA	Legislators
3	CYFD	INV	CYFD INVESTIGATOR	
3	CYFD	INH	CYFD IN-HOME SERVICES	
3	CYFD	ADJ	ADJUDICATION	
3	CYFD	CUST	CYFD Taken into Custody	
3	CYFD	AUD	Quarterly AUDIT	Case Worker Update
3	CYFD	FED	Annual Federal Audit	Random file requested
3	CYFD	ADOP	CYFD ADOPTION	
3	CYFD	AGE	STUDENT AGING OUT	
3	CYFD	CLOSE	CASED CLOSED	
4	STU	STOS	SCHOOL TO SCHOOL	
4	STU	PAR	PARENT/LEGAL GUARDIAN REQUEST	ANY and ALL
4	STU	NAME	STUDENT	NAME ISSUES, CHANGES
5	CERT	AFFA	CERTIFICATION	AFFIDAVIT
5	CERT	APOS	CERTIFICATION	APOSTILLE
5	CERT	CERT	CERTIFICATION	CERTIFICATION (Other)
5	CERT	DACA	CERTIFICATION	DEFERRED ACTION FOR CHILDHOOD ARRIVALS
5	CERT	NOTA	CERTIFICATION	NOTARIZATION
6	STU	DDSA	DISABILITY DETERMINATION SERVICES ADMINISTRATION	
6	STU	VER	EDUCATION VERIFICATION	For Opportunities: Education or Employment
6	STU	SPEC	People who need to substantiate disabilities to obtain services	
6	STU	IMMU	IMMUNIZATION	
6	STU	TRAN	TRANSCRIPT	
6	STU	DIPL	DIPLOMA	
7	STU		STUDENT	Any and All of their own records
7	STU	EARLY	EARLY EDUCATION 1-8 GR to prove Identity and/or Residency	
7	STU	NMCD	NEW MEXICO CORRECTIONS DEPARTMENT	
7	STU	PROB	PROBATION	
8	EMP		EMPLOYEE'S OWN FILE	Any and All of their own records
8	EMP	VER	EMPLOYMENT VERIFICATION	For Opportunities: Education or Employment
9	COM		COMPLAINT	Other
9	BACK		COMEBACK	Requester not satisfied with response
10	PEND		Pending Actual Request	Answering Questions, Retention Schedule Advisement, Advise of Proper Request Process
10	DEPT		DEPARTMENT ASSISTANCE	Coaching and Clarifying Processes for APS Staff
11	SPAM		ADVERTISEMENTS, SOLICITATIONS	May be SPAM, May be IPRA
12	Other			Any and all that don't fit into the categories above