The following questions were received in response to the Request for Proposals issuance.

1. Category 6: Staff Management – What are the staffing functionalities that Arlington Public Schools (APS) is interested in?
   a. The desired staffing functionality of the Offeror’s System would include, but are not limited to:
      • Maintain (for each staff) multiple shift schedules per day, multiple benefit options, basic HR data such as name and address, and rate of pay
      • Ability for staff to clock in and clock out
      • Ability to track history and movement of each staff from assignment to assignment, and location to location.
      • Ability to produce staffing reports

2. Do you currently do staffing ratio reports?
   a. Yes, we currently do manual staffing ratio reports.

3. Category 7: Syncs with Student Information System (SIS) – What is the scope of the synchronization?
   a. Currently the information is pulled from the SIS (Synergy) to the System based on the student ID, but we would also like to pull the parent information. The other thing we do is we push enrollment information to the SIS so that teachers and administrators know which students are enrolled in Extended Day.

4. Did I hear a two-way flow of information?
   a. Basic information on the student comes from the SIS. The information on whether the student is enrolled in the Extended Day program is one-way to SIS from our current management system. There is not 2-way information flow in place for any information.

5. Is the intent of the new system to replace MySchoolBucks?
   a. While it is not the intent of the RFP to replace the MySchoolBucks solution, APS would prefer to have the online payment method and the account information all be in one place. Offerors should identify how its proposed System handles payment processing and distinguish whether a separate platform is necessary or if payments can be processed within the proposed System.
6. Are there other methods of payment?
   a. Payment by check, money order, and credit card in the Syphax building or by mailing a check or money order.

7. If a credit card payment is made in the Syphax building, is it being recorded in MySchoolBucks?
   a. No.

8. Who is the vendor for the credit card payment processing?
   a. Elavon.

9. Is being PCI compliant the responsibility of the vendor?
   a. Yes.

10. Are parents able to do recurring payments under the current system?
    a. Yes.

11. Can payments be made at school site?
    a. No, payments cannot be sent/collected at the school sites.

12. How do you reconcile the financial implications of the current system?
    a. MySchoolBucks posts automatically: the card payments and checks handed in at Syphax are reconciled manually by the Extended Day Accounts Receivable staff.

13. Are the credit card processing fees absorbed by MySchoolBucks?
    a. Yes.

14. Registration Requirements…What is considered ineligible registrations?
    a. Unemployed parents/guardians, children not meeting age requirement of 4 years old by September 30, and outstanding balance on account.

15. What about drop-out rates in the registration process?
    a. We don’t currently have any statistics on incomplete registrations.

16. Is there a waitlist?
    a. Yes, sometimes by school and sometimes by grade level at an individual school site.

17. How is the waitlist managed?
    a. In the current System, SchoolCareWorks.

18. Is anyone waitlisted because they are waiting for child care assistance?
    a. No, that is not a situation in which they would be waitlisted.

19. How do you currently manage capacity between May 1 and May 2?
    a. We monitor the number of registrations received by the system. Once we reach capacity at a site we will start a waitlist.

20. Do you have ACES funding for this requirement?
    a. No.

21. Does APS currently have check in and check out ability?
    a. We have the ability to do it, but are not currently doing it. APS will be responsible for implementing hardware at the programs in the future to enable electronic check in and check out.
22. Is there any tablet and scanner hardware to repurpose under this RFP?
   a. No.

23. What is APS currently using to track certifications?
   a. Currently there is an Access database and excel spreadsheets and an offline process to track certifications.

24. Concurrent users, Section 9 – Accommodate 20,000 simultaneous users?
   a. Has been revised to be 50,000 users, refer to Addendum No. 1.

25. Does APS allow a family to manage a variable extended day schedule?
   a. No, but we do have APS employees who may sign up their children for one (1) day a week.

26. Is that a practice based on the administrative burden of the current system.
   a. A lot of our staff only needed Extended Day services for one (1) day a week, and that is partially why this practice was established.

27. Has APS observed any test products and proof of concept in the last 12 months as part of market research?
   a. Yes, we have seen demos of other products.

28. Will APS accept more than one sandbox offering?
   a. Yes, please refer to Addendum No. 1 for more details on this revision.

29. If an offerer is submitting with subs do you allow sub experience to be considered acceptable for the prime?
   a. No.

30. Will an available funding figure be provided?
   a. No.

31. Will payment for licensing be made monthly in arrears?
   a. Yes payments for licensing will be paid monthly in arrears based on the negotiated rate referenced in the Fee Schedule.

32. Will you consider extending the deadline by two (2) weeks to March 11, 2019
   a. Yes. Please refer to Addendum No. 1.