



Notice of Addendum No. 1

Issue Date August 26, 2021

**Arlington Public Schools
Procurement Office**

Request for Proposal 08FY22

Request for Proposal Title: Extended Day Child Care Management System

Request for Proposal Number: 08FY22

Request for Proposal Issue Date: July 26, 2021

Pre-Proposal Conference: August 9, 2021 (2:00 P.M. Local Prevailing Time)

Proposal Due Date/Time: ~~August 30, 2021~~ **September 3, 2021, No Later than 11:59 P.M. (EST)**

Procurement Office Representative: Kimberly Young, CPPB
Senior Procurement Specialist
(703) 228-7643, kimberly.young@apsva.us

The following information is provided to help Offerors submit a Proposal in response to RFP 08FY22. Changes made to the RFP are indicated in **red**.

The Proposal Due Date/Time is amended to September 3, 2021, No Later than 11:59 P.M. (EST)

Section III. Instructions to Offerors shall be with the updated version reflected below.

D. Minimum Qualifications/Mandatory Requirements

Offeror must have a minimum of three (3) years continuous experience, prior to the Proposal Due Date, in the management and operation of a business engaged in providing the Work, and currently engaged in providing the Work to commercial or public body accounts under contract.

Offer must have successfully implemented three (3) Child Care Management Systems for other commercial or public customers ~~within three (3) years prior to the Proposal Due Date~~. The services must be of similar size and nature of the Work.

Q8. The RFP states "The Go-Live date of the System must be no later than sixty (60) days after Contract award." - Is this timetable up for discussion? This is a very short window of time to be live with the system as after a contract award there is significant time spent with preparation, implementation, and training. We just want to know if this is a negotiable timetable.

A8. See attached Scope of Work.

Q12. Due to the sensitive nature of financials, we would ask for a secure method to directly submit financials outside of the larger RFP response document. Is that acceptable? If acceptable, we would be comfortable with a direct email with password-protected files.

A12. Yes. Financials can be submitted as password protected files via email to kimberly.young@apsva.us but must be received prior to the RFP closing date of September 3, 2021, at 11:59 p.m. local prevailing time.

I. Scope of Work

Arlington Public Schools (APS) is soliciting Proposals from qualified Offerors for the provision of an Extended Day Child Care Management System (“System”). The System must accommodate a large district-wide childcare program, comprised of at least thirty-two (32) sites, over four thousand eight hundred (4,800) students and five hundred (500) staff, of which eighty (80) will be administrative users of the System. The table below provides transaction information from current system.

Extended Day Payment Information					
The information provided below is from March 1, 2019 - February 29, 2020 this includes both school year and summer programs.					
	Monthly Average (12 months)		Revenue	Annual Total (3/1/19-2/29/20)	
	Transactions	Revenue		Transactions	Revenue
In-person credit card payments	236	\$34,716	\$35,440	2,835	\$416,594
Online credit card payments	2,449	\$884,435	\$968,239	29,392	\$10,613,225
Monthly check payments	330	\$142,920	\$156,081	3,955	\$1,715,044
Money Orders	48	\$5,694	\$6,200	576	\$68,335
Totals	3,063	\$1,067,765	\$1,165,960	36,758	\$12,813,198

APS intends to award one Contract resulting from this RFP. The System the Offeror proposes must be able to meet all the requirements (minimum requirements) identified below. A System which does not meet one or more of the minimum requirements identified below shall be deemed non-responsive and will not be considered for Contract award. Offerors are required to provide information on any additional capabilities its System provides which are not identified below. When evaluating the proposed System, a higher score will be given to a System that exceeds, the minimum requirements than to one which meets the minimum requirements. It is therefore important that where the Offeror’s System exceeds the minimum requirements identified below, the Offeror is required to provide details of those capabilities in its Proposal.

The Go-Live date of the System must be no later than sixty (60) days after Contract award, **but can subject to negotiation**. Go-Live as used in this section shall mean the point at which the System has been integrated, is able to perform in accordance with the Scope of Work, and has been accepted by APS.

Category 1: Administrative Requirements (includes program requirements)

A. Participant account management

1. The System must:

- a. Integrate with Student Information System (currently Synergy by Edupoint). Integrate as used in this context shall mean, the communication between two or more systems whereby information is sent from one system to another system, and the receiving system is capable of receiving the information and bringing it into the system for a functional purpose(s) whereby the two or more systems act as a coordinated whole.
- b. Online registration
- c. Enrollment tracking method
- d. Wait list management

B. Account finance management

1. The System must:

- a. Accurate and efficient customer account billing and client invoicing
- b. Online payment processing and integrated payment posting

Addendum No. 1 must be signed, dated and submitted via the secure cloud based file sharing Platform specified in the RFP prior to the Proposal Due Date/Time stated above OR acknowledgment of receipt of this Addendum may be noted in the space provided on Page 2 of the RFP.

Name of Offeror: _____

Signature: _____

Name: _____

Title: _____

Date: _____

Issued By:
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