



**Notice of Information Item 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 Closing Date/Time: August 30, 2021, Prior to 11:59 P.M. (Local Prevailing Time)**

**Procurement Office Representative: Kim Young, 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:

- Q1.** Is this RFP open to anyone or only a specific approved set of vendors?  
**A1.** The RFP is open to anyone who can submit a Proposal based on the criteria established in the RFP.
- Q2.** My company has been supporting Wall Street firms for the last five years. We have worked on some child care projects 5-8 years ago. Some of those projects had a dollar value of one million. Does this disqualify us from participating in this RFP or do we just lose points in the evaluation rubric?  
**A2.** Per the Minimum Qualifications/Mandatory Requirements in the RFP, offeror must have a minimum of three (3) years continuous experience prior to the 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.
- Q3.** It states that an SCC Identification number is mandatory for a Proposal to not be disqualified. However, during the debrief call for the previous RFP, we discussed the reasons as to why we could not provide that. Will a Proposal be considered without the SCC number? We are willing to apply

and pay the fee for SCC registration if we are awarded a Contract from this RFP.

- A3.** No. Per Title Page Three of the RFP, the Offeror shall include in its Proposal the identification number issued to it by the State Corporation Commission (SCC).
- Q4.** Can you describe in more detail the types of communication you would like the tool to facilitate?
- A4.** The System should be capable of email, text message, monthly billing statements, etc., to all families. Being able to specify what population we are trying to communicate with is essential. Please specify how the system will designate which email or text will go to which parent. We would prefer the system to provide the option to choose which parent receives the communication.
- Q5.** Tab 5 states: The Offeror shall provide their most recently filed financial statements. This includes income statement and balance sheet(s). While we recognize that, as part of your due diligence, you must be assured that potential vendors are financially stable and able to honor all agreements long term, for the past 32 years we have not provided financials to prospective clients as standard policy. Financials don't necessarily equate to providing high quality software, high quality support, and honoring agreements. Instead, we provide a much better method for prospective customers to become assured that we can and will honor all agreements, and as part of our response will list these items. Would not supplying our financial statements eliminate us from consideration?
- A5.** It is possible that the Contract Term of a Contract awarded as a result of this RFP could be for nine years. APS therefore considers it important that the successful Offeror can demonstrate it has the financial strength to remain a business partner to APS for the duration of the Contract Term. Offerors are required to provide their most recently filed financial statements.
- Q6.** Part of our pricing model is done by concurrent user. This would be the maximum number of logged in user at the exact same time. There is no limit to the number of staff logins or locations using the software, just the maximum number at the exact same time. Can you please provide this number?
- A6.** We have about 70 admin staff (supervisors and office staff) that might need to be logged-in simultaneously. However, if the question also includes the number of parents that might need to be logged in at the same time, that number would probably exceed 5,000.
- Q7.** In the Sandbox you are asking for 3 elementary school site names and 2 middle school site names. Our Sandbox already contains many locations where programs reside, and we can easily add some of yours to the list, although can you please clarify what you are looking to see in the Sandbox regarding these sites?
- A7.** We want to best simulate our usage in the Sandbox to determine if the system meets our needs. Examples of what functions we need include managing: a difference in student grade eligibility, a difference in the session that can be associated to the site, and a different attendance calendar.
- 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 Addendum No.1
- Q9.** For the Sandbox you ask for 7 user account logins. In the call you asked for the users to have different security permissions, although do all 7 need to have unique permissions or can some accounts have the same permission levels?

- A9.** Some can have the same permissions, as long as the identified levels are represented (i.e. full rights, front office staff access with financial info, site staff access without financials).
- Q10.** Can you clarify the reference requirement? If the reference was implemented four years ago, is that an acceptable reference?
- A10.** See Addendum No. 1
- Q11.** Our current insurance carrier does not offer a 45-day cancellation policy (only 30 days). Although we have no intention of letting our policies lapse, would you accept 30 days instead of 45 days?
- A11.** Question will be answered in a future Information Item/Addendum.
- 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.** See Addendum No. 1

Issued By:

Kimberly Young, CPPB  
Senior Procurement Specialist  
Telephone: (703) 228-7643  
Email: [kimberly.young@apsva.us](mailto:kimberly.young@apsva.us)