



City of Bristol
BRISTOL, CONNECTICUT 06010

**Request For Proposals 2P11-055
Special Education IEP Software
Addendum # 01
January 6, 2011**

Attached are questions and responses relative to this RFP:

1. Page 4 of 15, "....the department received an end of life notice on the Clarity product." – Will the school district have on-going access to the Clarity product to review historical data or is the vendor shutting down the system entirely? What is the last date that the Clarity product is available? What is the last date that the vendor will support Clarity?

-Email communications to the district indicated that CLARITY would not be supported going forward because Spectrum K12 had developed a new product. After conducting research the district discovered that there were only 3-4 districts in the state still using CLARITY (Bristol being one of the districts). The district has experienced increasing difficulty in getting State of CT electronic forms into Clarity in a timely manner. It was at that point that we decided to explore other web based IEP systems.

2. Page 5 of 15 (2 of 7), "Provide capability to synchronize student and guardian demographic information from the general education student information system to the special education system. Please explain how data integration can be achieved through an automated export and import system, and the Schools Interoperability Framework (SIF)." – What is the District's Student information system (SIS)? Does the District currently utilize SIF for its data interchange? If so, what ZIS is utilized? Is the District's SIS SIF-certified and currently deployed utilizing SIF interchange? Does the District capture/manage any extended elements outside of the standard for their SIS agent?

-PowerSchool

-SIF is not implemented at this time, although the district has a ZIS and plans to implement this technology within the next year.

3. Page 6 of 15 (3 of 7), "The City will make available....Existing Data Structures." – Will the City have the cooperation of the current vendor (Spectrum K12 School Solutions, as defined previously) to not only describe the existing data structures but also to clarify questions and/or to format the data to appropriate conversion standards?

-Unknown at this time

4. Page 8 of 15 (5 of 7), Evaluation Criteria – Can you please provide the scoring rubric with the available points in each area?

-Evaluation criteria identified in Section II.5 is already provided to interested parties for reference.

5. Page 10 of 15 (7 of 7), Award Considerations; “The awarded firm grants to the City full ownership of any instruments of service (i.e. deliverable materials and/or data) provided through the resultant contract award.” – Full ownership of commercially-developed software products offered for bid always remains with the owning company so that it may continue to modify, enhance, and offer the package for sale. The company offers a full license to the City/organization for their use/purposes. Is the City asking for ownership of a full license?

-No. The requirement is not intended for ownership of the software license; any data or related materials developed through the use of the hosted service is solely the property of the Board of Education.

6. In a recent (Oct. 27) email, the District’s Special Education Director said that a software package had already been selected and that the District did not need to see other packages. Has something happened with that previous selection? Is that vendor excluded from this solicitation? If that vendor is not excluded from this solicitation, how does the fact that the District had apparently decided on that package impact the objectivity of this RFP?

-The District’s Special Education Director has done preliminary investigative efforts toward available solutions; no decision has been made by the Bristol Board of Education on any single system.

7. What is the District’s last special education child count?

-1279

8. How many staff in the following areas will require training on the special education solution?

- a. Administrators - 6***
- b. Special Education Data Clerks - 5***
- c. Teachers? - 84***
- d. Service Providers? - 37***

9. Does the District prefer company-led training of all users or a train-the-trainer model where the company trains a select group of District trainers who, in turn, train the rest of the staff?

-Some form of a train-the-trainer model would be acceptable to us

10. What is the District’s targeted date for 100% usage of the new special education system?

-Implementation for the 2011-2012 school year

11. Does the District plan to use the State Special Education forms as found on the Connecticut State Department of Education web site or does the District define and use its own special education forms? If the District wishes to use their own forms, approximately how many pages of custom forms does the District have?

-State of Connecticut Special Education forms are all we require.

12. For the optional Academic Intervention/RTI solution:
- a. What is the District's most recent student count of all students?
 - b. How many staff in the following areas will require training on the RTI solution?
 - i. Administrators - **38**
 - ii. Secretaries/administrative assistant -**50**
 - iii. Teachers – **At this time, the SPED department does not plan to implement the Academic Intervention/RTI solution.**
 - iv. Intervention specialists - **0**
 - v. Counselors - **0**
 - vi. Other staff- **0**
 - c. What would the District's schedule be for an implementation of an academic intervention/RTI system? - **NA**

13. For the optional collection/submission of Medicaid data:
- a. Does the District currently collection and submit Medicaid data? - **Yes**
 - b. If so, how? Existing data collection system? Paper? – **Data is collected electronically and submitted to a data secretary who compiles a report and then submits it to the state.**
 - c. Does the District currently use the Services of a Medicaid claiming vendor? If so, with whom and for how long? What is the fee structure for their services? - **NO**
 - d. What services does the District currently collect and bill for Medicaid reimbursement? - **Speech, Nursing, Psychological Services, OT, PT, Teacher of the Hearing Impaired, Services for the Blind.**
 - e. What was the District's Medicaid reimbursement for the 2009-2010 school year? - **Medicaid reimbursements are returned to the City of Bristol as revenue and is not reported to the Bristol Board of Education.**
 - f. How many staff, in the following areas, would require training on the Medicaid collection solution?
 - i. Administrators - **6**
 - ii. Medicaid data clerks/analysts- **5**
 - iii. Service providers (speech, OT, etc.) - **37**
 - g. What would the District's schedule be for an implementation of a Medicaid claiming system? -**Implementation for the 2011-2012 school year**

14. One of the system requirements states "provide a system to ensure compliance with SDE Transition planning requirements"; where can information be found on these requirements?

-Interested vendors are referred to the following web address:

<http://www.sde.ct.gov/sde/site/default.asp>

Roger D. Rousseau
Purchasing Agent
Tel (860) 584-6195
Fax (860) 584-6171

RETURN THIS FORM IMMEDIATELY!

**City of Bristol, Connecticut
Acknowledgment: Receipt of RFP Documents**

RFP Number: 2P11-055

Title: Special Education IEP Software
Addendum 01

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all vendors have the opportunity to submit appropriate proposals.

Date Addendum 01 Issued: January 6, 2011

Date Addendum 01 received: ____/____/____

Do you plan to submit a proposal? Yes____ No____

Print or type the following information:

Company name: _____

Address: _____

City or Town: _____

Phone: _____

Fax: _____

Email: _____

Received by: _____

**Note: Faxed acknowledgments are requested!
Fax (860)584-6171
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX PROPOSALS.
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES!**