



# ROANOKE COUNTY

## Purchasing Division

5204 Bernard Drive, Suite 300-F, P.O. Box 29800  
Roanoke, Virginia 24018-0798  
TEL: (540) 772-2061 FAX: (540) 772-2074

March 20, 2020

### ADDENDUM NO. 1 TO ALL OFFERRORS:

Reference – RFP 2020-067

Description: Comprehensive Career Investigation and Academic Planning Solution for Roanoke County Public Schools

Issue Date: March 16, 2020

Proposal Due: March 27, 2020

The above Project is hereby changed as addressed below:

**A. Updated Submission Processes:** Roanoke County buildings will be closed to the public effective Monday, March 23, 2020. The following options are available for submission of proposal documents. Any **one** of the below options are considered acceptable submission of a proposal response. Please choose only one delivery method.

1. Proposal documents may be submitted online, prior to the due date and time, using the following link:

<https://www.roanokecountyva.gov/FormCenter/Purchasing-21/Bid-Submission-Form-120>.

Ensure that the correct project number (RFP 2020-067) is listed in the 'Bid Number' field.

*Please email the buyer to alert them that you have submitted your documents via the On Line Bid Submission Form.*

*Please do NOT email your proposal directly to the buyer.*

2. If you feel the need to send hard copy proposal documents via FedEx or UPS:

Sealed proposal documents may be mailed/shipped to the following address:

Roanoke County Purchasing Division  
5204 Bernard Drive SW, Suite 300-F  
Roanoke, VA 24018

Proposals must be clearly marked with the Offeror's name as well as the project number and description: "RFP 2020-067 Career Investigation."

Please email the tracking information to [khoyt@roanokecountyva.gov](mailto:khoyt@roanokecountyva.gov), so that we may confirm arrival of the proposal document prior to the due date and

time. FedEx and UPS have instructions on how to delivery projects to the Roanoke County Administration Building.

3. As a last resort option, proposals may be delivered to the Roanoke County Administration Building **by appointment only**. Offerors must call the Purchasing Division at 540-772-2020 prior to delivery, in order to arrange for a Purchasing representative to meet them at the entry.

If you have any other questions regarding these modified methods for delivery of project documents during these unfortunate and extreme times, please feel free to reach out to the Purchasing Division Director, Heath Honaker via email at [hhonaker@roanokecountyva.gov](mailto:hhonaker@roanokecountyva.gov).

**B. Responses to Offeror questions:** Please see the following responses to submitted questions, provided by the County/Schools as we are able.

1. Can you provide estimated dates for the following: date of award, date of implementation, and date of go-live.

At this time we are not able to offer a detailed schedule of project events. It is the intent of RCPS that the selected program be implemented and available for use by the start of the 2020-2021 school year, in August of 2020.

2. Are you able to provide the names and titles of the team members who will be on the review/evaluation committee?

Evaluation of proposals will be conducted by members of the RCPS Career and Technical Education department. We will not provide the names and titles of individual participants at this time.

3. Do you have an approved budget for this project, and if so, can you share it?

We are not able to provide information regarding the budget at this time.

4. Does the district have the ability to export courses (e.g. course title, course code, subject area) from SIS for importing into the college and career readiness solution?

RCPS is able to export data from the SIS which would include the referenced information.

5. Please provide a breakdown of the number of students between middle and high school.

There are approximately 4,500 high school students, and 3,500 middle school students.

6. Can the County confirm that Synergy is the SIS currently in use? Please provide further clarification in regards to the expectations for this integration,

such as inclusion of course requests, etc. Or, would is only be used to import information to the CCR vendor from the SIS?

Synergy is the SIS currently in use. Currently there are no plans to directly integrate the course requests into Synergy. Student data can be exported from Synergy into the CCR vendor software using an extract file (no direct integration based on security concerns). Results from the Career Investigations Software and the students' Academic and Career Plan are typically emailed to parents, and used by counselors to determine student course requests.

7. Does the County have expectations for single sign-on, and if so what services are currently in use?  
Single sign-on is preferred, but not required. Classlink is currently in use.
8. What is the platform currently in use to support college and career readiness?  
Major Clarity provides the current platform.
9. Please advise who other than students will be using this service (counselors, CTE educators, etc.).  
Counselors, CTE administration, and parents should have access to the academic and career plans for planning purposes.
10. What are the expectations for training (in person, online, etc.)?  
Online and/or in-person training would be acceptable.

**Note:** A signed acknowledgment of this addendum must be received at the location indicated on the original solicitation either prior to the proposal due date or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal/bid document. The original proposal/bid document must be signed.

Thank you,

Kate Hoyt

Phone: (540) 283-8146

[KHoyt@roanokecountyva.gov](mailto:KHoyt@roanokecountyva.gov)

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Sign Name:

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Print Name:

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Name of Firm:

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Date: