



August 4, 2025

**ADDENDUM #3  
RFP NUMBER: 25-01**

**Web-Based Data Collection, Management and Reporting Software**

**IMPORTANT NOTICE**

Please note the following responses to questions asked by prospective Responders:

Question 1. Inbound and Outbound Communication Requirements  
We understand there are both inbound and outbound communication requirements. Could you please confirm whether it is acceptable to submit both an email version and a physical mail version of our response?

**Answer:** Please refer to Section VII Instruction to Respondents for accepted delivery method.

Question 2. Contract Duration and Renewal Options  
The RFP outlines a five-year contract period. Our standard practice is to engage in three-year contracts. Would it be possible to structure the agreement as a three-year term with an option for a two-year renewal?

**Answer:** We are interested in an initial one-year agreement with the option to extend for up to four additional one-year terms? As a public school district, our funds are subject to the availability of funds provided by the California Department of Education. Contract terms, including duration and renewal, may be negotiated with the awarded vendor.

Question 3. Authentication Capabilities  
Could you clarify the term "stand-alone sign-on capability"? Is this distinct from "single sign-on (SSO)" functionality, and if so, how?

**Answer:** "Stand-alone sign-on capability" for the purpose of this RFP means the same as "single sign-on (SSO)" functionality

Question 4. Design Tools  
The RFP mentions "wizard-based tools for design." Could you please elaborate on what is meant by this? Are there specific platforms or functionalities expected?

**Answer:** "Wizard-based tools to design and create surveys" refers to any features like tools, templates, step-by-step guides, etc. within the program that simplify the

survey creation process for our users and can be accessed (or automatically pop-up) at any stage in the process. The tools should assist the users with tasks like selecting appropriate question types, designing the look and feel of the survey, managing survey distribution, facilitating the analysis of survey data, etc.

Question 5. Proof of Concept Timeline

When is the proof of concept (PoC) period expected to occur within the project timeline?

**Answer:** Yes, selected vendors would be invited to present a demonstration of their product according to the Product Demonstration Requirements during the Interview period of September/October 2025. The Proof of Concept evaluation period is expected to occur during or soon after the Interview period of September/October 2025.

Question 6. Demo and Proof of Concept Clarification

If selected to move forward, would we have the opportunity to present a high-level demonstration? Additionally, could you clarify when the proof of concept period would be scheduled in relation to the demo?

**Answer:** Yes, selected vendors would be invited to present a demonstration of their product according to the Product Demonstration Requirements during the Interview period of September/October 2025. The Proof of Concept evaluation period is expected to occur during or soon after the Interview period of September/October 2025.

Question 7. Vendor Transition Motivation

Could you please share what prompted the search for a new vendor or solution at this time? Understanding the key drivers behind this initiative will help us better align our proposal with your goals and expectations.

**Answer:** OCDE is a public school district and our funds are subject to the availability of funds provided by the California Department of Education. As such, we regularly evaluate our vendor contracts to ensure that we are meeting our users' needs and expectations of the vendor service/product while spending public funds wisely.

Question 8. Budget & Funding

Is there a defined budget range for this project, or any constraints we should be aware of when proposing solutions?

**Answer:** No.

All RFP Documents remain unchanged except sections or parts of sections added to, revised, deleted or clarified by this Addendum.

This Addendum shall be considered part of the RFP Documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally herewith. Where provisions of the following supplementary data differ from those of the original RFP Documents, this Addendum shall govern and take precedence.

Responders are hereby notified that they shall make any necessary adjustments in their bid on account of this Addendum. It will be construed that each Responder's bid is submitted with full knowledge of all modifications and supplemental data specified herein.

Sincerely,



Kristin Lange  
Purchasing & Contracts Manager  
Orange County Department of Education