

[ADDENDUM NO. 03]

The following changes, additions, deletions or corrections shall become a part of the Contract Documents dated, **April 02, 2018**, for the RFP named above and all other conditions shall remain the same. The respondents shall be responsible for transmitting this information to all affected subcontractors prior to the closing of this RFP. The following questions answers are highlighted in blue.

1. Page 8 of the RFP in regards to the Agreement (Exhibit A), The District's position is to negotiate an agreement(s) that will be provided by the successful proposer and will be reviewed by District's legal counsel. Please refer to pages 17, 24 and 27 of the RFP document for clarification of what is expected from the proposer to submit to the District.

2. Change to 2.7 - Tentative Procurement and Implementation Schedule:

Date	Activities
April 02, 2018	RFP distributed
April 11, 2018 by 5:00 p.m. PST	Deadline to email District with confirmation of intention to respond to RFP
April 17, 2018 at 11:30 a.m. PST	Pre-Proposal Conference
April 19, 2018 by 5:00 p.m. PST	Deadline for submitting questions to District regarding RFP
April 24, 2018 by 3:00 p.m. PST	Date by which District will post final responses to questions regarding RFP
April 30, 2018 by 3:00 p.m. PST	Deadline to submit proposals
W/E May 11, 2018	Target date for District's proposal review
May 21 & 22, 2018	Anticipated interview(s) and demonstration(s):
W/E June 01, 2018	Anticipated District selection of proposal
June 21, 2018	Board of Trustees Approval at Regular Scheduled Board Meeting
July 01, 2018	Implementation Start-up (approximately)
January 01, 2019	Go live - run (2) systems simultaneously (6 month trial)
July 01, 2019	Start running new system successfully

3. 3.9 Data Conversion Plans – *Change highlighted in blue*

(Proposal Section 8.0) Describe the process for designing a data conversion plan to migrate ESUHSD's historical data from various legacy solutions to a standard common database format; ensuring the integrity and accuracy of that data. *ESUHSD's various departments (Finance, Purchasing, Payroll, HR) each have individual number of years of historical data that each department would want converted from its legacy solution.* The current solution currently maintains ten (10) years of historical data.

4. 3.13 Cost Proposal – *Following highlighted in blue is stricken from the RFP*

The information provided in Section 4.3, Current Solutions Environment, should assist proposers with pricing this proposal. *Further useful information is included in Appendix A of this RFP.*

5. 3.17 Required Attachments – *Change*

Attachments 1 through 4 are now provided in “fillable” format. (See attached) Attachment 1 – Consultant’s Information/Signature form has been revised to include another addenda line and the form has been marked “Addendum No. 03 in the header. Make sure to use this corrected form.

6. 4.1 Evaluation Selection Process - *Change highlighted in blue*

Level 1 — Procurement Requirements Assessment (15%)

- Conformance with RFP guidelines and detailed submittal requirements

Level 2 — Detailed Proposal Assessment (40%)

- Cost of Software License and Implementation Services
- Maintenance and Support Costs
- Vendor Experience with Similar Implementations
- Implementation Plan/Staffing

Level 3 — Software Demonstrations and Vendor Interviews (35%)

- Vendor References
- Quality of the Implementation Plan/Staffing levels
- Completeness of Cost Proposal and Value of the Solution
- Software Demonstrations
- Findings from Site Visits, if ESUHSD chooses to conduct any



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Level 4 — Final Contract Negotiations (10%)

- Responsiveness to Contract Terms and Conditions
- Completion of the Statement of Work

7. Revised Appendix B & C – Header marked as Addendum No. 03 (Attached)

Appendix B & C might have duplicated numbers. If you find number 180 twice, a "b" has been added to the second one. This was done so to be easier for proposers in that the numbering for a given item doesn't keep changing. Appendix A has not had any changes, but changes and/or additional questions have been made to both Appendix B & C. Make sure you are using the document marked as "Addendum No. 03" to be responsive.

END OF ADDENDUM NO. 03

East Side Union High School District Board of Trustees

J. Manuel Herrera, President

Pattie Cortese, Vice President

Lan Nguyen, Clerk

Frank Biehl, Member

Van T. Le, Member

Chris D. Funk, Superintendent

830 N. Capitol Ave.

San Jose, CA 95133

T 408.347.5000

F 408.347.5015

esuhd.org