

**Charter School Data System
Request for Proposal (RFP) 24-92400-00010
Potential Offeror Questions and Responses**

Initially posted December 15, 2023

Updated January 17, 2024

New section begins on p. 4

Questions from re-proposal conference, December 8, 2023

Q: Will there be yearly updates and/or new requirements in subsequent years?

A: There will be updates in the number of schools if a) new schools are added to the Public Education Commission (PEC) portfolio of schools, b) additional state or federal requirements are enacted, or c) if technical updates are needed due to technology issues.

Q: What is the anticipated timeline with completion and start dates?

A: Work will begin once a contract for FY24 (6/30/23-7/1/24) has been signed, sometime in spring 2024. The system will be built in FY24 in preparation for use in FY25. The RFP allows four years of contract renewal.

Q: Is the Agency looking for a system built from scratch or on off the shelf product?

A: The Agency has no preference, is looking for the functionality described in the RFP, whether that is custom-designed or pre-existing.

Q: How will the public will access the data system?

A: The public should be able to access an online data dashboard on a website.

Q: What would long-term maintenance of the data system consist of?

A: The system would need to be updated each fiscal year (July 1 – June 30), which coincides with a school year to add schools, features, and requirements as described in the first question above.

Q: How many charter schools are open and being served and will there be new schools?

A: There are 58 schools chartered by the PEC in FY24. Two district-chartered schools were approved for renewal with the PEC in December 2023, so in FY25, there will be 60 state charter schools.

Q: What is the budget range?

A: Agency procurement officials have advised against giving a budget range in order to avoid having multiple bids at the upper end of the range provided. The Agency and the PEC want to see what the actual cost of different data systems is, and has adequate budget to purchase a reasonably priced system.

Q: What are the expectations when it comes to state reports?

A: The system should provide both interactive data on a dashboard, and PDF reports suitable for posting on the PEC website.

Q: Will references be required for sub-contractors as well as the primary contractor?

A: Yes.

Q: What type of information would be uploaded to the data system?

A: School demographics, academic outcomes data (proficiency, growth, graduation, goal-attainment, etc.), financial data, organizational performance metrics. Data would come from the Public Education Department (PED) and individual schools.

Q: Would information within the data system be exclusive to what it was built for or also have integrated information from PED website?

A: It would be a stand-alone system.

Q: Would cloud hosting be allowable or would the data system need to be NM branded only?

A: The URL would have to be owned by the PED.

Questions from re-proposal conference, December 12, 2023

Q: There are 58 state charter schools now. What is the projection for the next 5 years?

A: There will be 60 state charters in FY25 (see response above). In previous years, the number of state charters has increased by 0-2 schools per year as schools close, open, and change authorizer. In recent years the number of state charters was: 57 (FY23), 53 (FY22), 52 (FY21), 54 (FY20), 56 (FY19), 59 (FY18).

Q: Can you talk about the technical support in the RFP? On-site support within 24 hours seems extreme.

A: PED does not require on-site (i.e., in person) support within 24 hours. Phone or electronic support during business hours is sufficient unless it is determined that on-site, in person support is required, and then that can be scheduled.

Q: What is the deadline for submitting questions?

A: December 12, 2023 per amended RFP p. 11 at: <https://webnew.ped.state.nm.us/rfps-rfis-rfas/>

Q: How often are you collecting data?

A: Schools will upload data once a year and as needed throughout the year. PED data (e.g., proficiency, graduation, enrollment demographics) are available at different times of the year and will be provided when available.

Q: How do you prefer to differentiate between the sets and their costs that the individuals will bring for their costs? Pointed on total or submission? Format or itemization?

A: Proposal and cost proposal are submitted separately. Proposals will be rated by evaluation committee before cost proposals are reviewed. Cost proposals should itemize by cost to build the system and then maintenance in subsequent years.

Q: Prior to this RFP, did anyone in department staff do research on systems?

A: Some commissioners and staff attended a presentation at the National Association of Charter School Authorizers in 2022 where a specific data system was presented.

Q: RFP states that the questions/answers will be posted after the conference?

A: Yes. Responses will be sent to all potential offerors who submitted a form and will be posted on the Charter Schools web page: <https://webnew.ped.state.nm.us/bureaus/options-parents-families/charter-schools/>

Q: The RFP says the application should work with mobile. What does this mean? Does all functionality have to be available on a phone?

A: Data dashboards and reports should be accessible to the public and PEC on smartphones and tablets. There is no expectation that schools and PED will be able to enter all data from a phone. Some data will be uploaded by spreadsheets from a computer, but data should be accessible by a mobile device.

Q: There are two sections in the RFP, a narrative and a statement of concurrence. How do those align? What is the difference?

A: The statement of concurrence is more a compliance statement. The narrative should describe in detail how the system will be built and how it will work from the user's perspective.

Q: How should price proposal be itemized?

A: It should be clear what it costs to build the system in the first year, and what the cost is in subsequent years if number of schools remains constant and if it increases, and if the system requires no updates or additional features and if it does.

Q: What is the funding source?

A: An administrative fee of 2% is taken from the state funding provided to all charter schools for authorizer costs. The Charter Schools Division (CSD) of the PED and the PEC are both funded entirely from this 2% fee, and the data system will be paid for out of that funding source.

Q: Would any data be required for district-chartered schools?

A: PEC has no oversight of district-chartered schools but PED CSD monitors charter governing board training for all charter schools, including those chartered by districts. The CSD would welcome RFP proposals that include an optional provision for collecting data on governing board training for the 42 district-chartered schools, but this is not a requirement of the RFP.

Q: Does the entire system need to be in place July 1?

A: Ideally, but if contract negotiations take longer than anticipated, or the system cannot be completed by July 1, additional work can be done after July 1.

Q: How will the Agency differentiate between feature sets and their costs? Do they want the lowest cost proposal?

A: The Agency wants a system that meets all needs outlined in the RFP. If the proposal that most closely meets the requirements is not the lowest cost proposal, the Agency can select the higher-cost but better suited proposal.

Questions submitted by email December 2023

Q: Is there a preferred hosting environment. For example, can the vendor host in Azure Cloud services or will the New Mexico Public Education Department (PED) be providing hosting. If the PED is providing the hosting, what type of access with the vendor have to the web servers and database servers.

A: Software as a Service (SaaS) cloud hosted solution is preferred, preferred hosted platform is: Azure or Google Cloud Platform (GCP). The cloud hosting must meet security and privacy

requirements. At a minimum, the cloud environment should meet [FedRamp](#) requirements. Recurring hosting/maintenance as well as data ingress and egress costs should be taken into consideration for the total cost of the solution.

Q: Is there a preferred development technology stack for any custom software created for this project? This would include things like:

- **Programming language for code residing on the web server and in the front-end client application**
- **Database Server specifics**

A: There is no preferred development technology stack for a cloud hosted, Software as a Service solution.

It is our understanding that one or more of the current commissioners have had discussions with a potential bidder on this RFP. Can you confirm that the following statements are true and accurate:

- **No potential vendor assisted in the writing of this RFP.**
- **No potential vendor has provided any material that was used in the creation of this RFP.**
- **No vendor has been pre-selected for this RFP.**
- **Any PED or Commission members who have been in contact with any potential vendors prior to the release of this RFP will be involved in the scoring or awarding process.**

A: No potential vendor assisted in the writing of this RFP or provided any material that was used in the creation of this RFP. No vendor has been pre-selected for this RFP. PEC commissioners have attended conferences where information has been presented. Two Commissioners and the CSD Director attended a conference where information was presented by a potential vendor, but none of these individuals will be involved in scoring or awarding this RFP.

Additional questions submitted by email January 2024

New

Note: Many of the additional questions are answered above; questions regarding specific topics are answered on the following pages:

- budget p. 1
- commercial off the shelf product vs. custom-built p. 1
- duration of contracted services p. 1
- hosting environment and technology stack pp. 2-3 above
- organization of cost proposals p. 3

New questions not answered above:

Q: Can you provide details on the specific data and information the data system needs to handle for these charter schools?

A: This is clearly delineated in the RFP itself.

Q: Are there any existing data systems in use that we need to integrate with or replace?

A: No.

Q: What is the Commission's existing IT infrastructure?

A: There is none.

Q: Does the Commission desire for this system to provide a means for data submission, validation and final approval to certify for publication?

A: Yes, all of these.

Q: How, if at all, might this solution need to interact with the existing Ed-Fi infrastructure?

A: It does not.

Q: Does this system need to collect any student personally identification information (PII)?

A: No.

Q: Is there an existing solution in place that would be replaced with the proposed solution?

A: No.

Q: Would this solution need to provide single sign-on (SSO) or authenticated access?

A: No SSO tied to other systems; yes for authenticated access.

Q: Are there any existing tools or systems that the compliance and performance management solution should integrate with?

A: No

Q: Do you currently have a business intelligence (BI) solution in place (i.e. PowerBI, Tableau)?

A: No.

Q: What are the access levels and permissions needed for different user groups within the system?

A: This is described in the RFP itself; differential access levels for PED staff, Commissioners, school staff, public.

Q: What types of reminders are desired? Email? Text message? Physical mail?

A: Email.

Q: Can you provide more detail about the number of measures involved with subsection (f) 'dashboards to measure academic, financial, and organizational performance' how many measures per school?

A: See charter school annual reports posted on the [Charter School Contracts and Reports](#) web page for a comprehensive listing of all measures involved in dashboards and reports.

Q: Does the Commission desire to have authenticated dashboard views for each school or just aggregate performance data?

A: Views for each school.

Q: Do dashboards for each school need to be accessible only by representatives from the school and the Commission?

A: Most of the dashboard will be publicly accessible.

Q: How many users do you anticipate having for these dashboards referenced in subsection (f)?

A: Approximately 15 PED staff, 10 Commissioners, 1-4 staff at each charter school.

Q: What is the preferred format for the formal documentation covering the business workflow of the system?

A: No preference.

Q: Do you have any preferences for the user interface and accessibility features of the data system?

A: The system and interface must be ADA-compliant.