



EDUCATION ACHIEVEMENT  
AUTHORITY of Michigan

The following questions were presented at the pre-bid conference for both the Student Information Management System and the Human Resource, Financial Management System RFPs held on April 25, 2012. Please note the following responses:

### **Student Information Management System**

*The numbers provided below are projected and subject to change.*

1. What is the expected enrollment of the 30 schools that will be added in 2013, and the 40 schools that will be added in 2014? – Unknown.
2. Can you please provide the following pieces of information about your district regarding this project?
  - a. Number of special education students (most recent Child Count number is fine) - 1239
  - b. Students with RTI plans - TBD
  - c. Students with Behavior plans – TBD
  - d. Students with 504 plans - TBD
  - e. ELL Students - 339
  - f. Number of total student population (ADA)- 1100
  - g. Number of staff members that will need to be trained:
  - h. Special education teachers - TBD
  - i. General education teachers - 360
  - j. General education clerical and/or administrative staff - 150
  - k. Special education clerical staff – TBD
  - l. Special education administrative staff – TBD
  - m. Psychologists - 8
  - n. Any additional Assessment staff - TBD
  - o. Physical Therapists - TBD
  - p. Occupational Therapists - TBD
  - q. Speech Pathologists - TBD
  - r. Other Related Services providers - TBD
  - s. Medicaid Users / Administrators - 12
  - t. System “Super Users” - TBD
3. With no prior system hosting experience, as stated, what are the plans of the EAA for staffing, equipping and supporting the local hosting environment, should that option be chosen over a vendor hosted solution? – Building capacity plans are ready.

4. In the RFP, under 3) SCOPE, EAA Centralized Hosting option, 3) Vendor is required to provide staff to install, manage and support the EAA hosted system 24/7. Is Vendor expected to provide network staff employed on EAA site? Where will the hosting site be located, if EAA chooses to host? - Yes the vendor is expected to provide network staff employed at EAA site. Hosting site is our main office: 3022 West Grand Blvd, Suite 14-652, Detroit, MI 48202.
5. If EAA chooses to host, the RFP requires under 4) that the Vendor staff will include Certified Microsoft Network Engineers, Certified Microsoft SQL Administrators, Certified PMP Project Managers, SIS subject matter experts. May these vendor staff be located off-site, with EAA access to them? What will the qualification be of the EAA Technology Staff? – Yes. Qualifications as outlined above.
6. What type of training does the district require or prefer for their staff members? Does district require end user training? Does district require train the trainer training? – All levels – admin IT, admin (principal) teacher, and train the trainer.
7. When does EAA wish to begin the implementation process of the Sped. Solution? ELL Solution? Individual Learning Plan? – By go live dated indicated in the RFP.
8. When does EAA wish to implement the Sped. Solution, ELL Solution, and ILP Solution in terms of a “go live” date? - By go live dated indicated in the RFP.
9. What is the district’s current SIS? – None.
10. Does the district require SIF interface? – No.
11. Has EAA currently implemented SIF? -No.
12. Please provide requirements for the Individual Learning Plan module. – Data transfer, SQL data.
13. Does the district currently bill for Medicaid health related services and/or admin claiming program(s)? - Not yet but in the plans.
14. What percentage of EAA students are Medicaid eligible? – TBD.
15. If EAA does currently bill Medicaid, are you using a Medicaid Billing vendor?
  - a. If so, who? – TBD.
  - b. Is the fee to the vendor “percentage” or “transaction-fee” based? – TBD.
  - c. What is the percentage or transaction-fee is currently being paid to the vendor by EAA? – TBD.

- d. What is the annual revenue generated by Medicaid claims recovery the past (two) 2 years? – TBD.
16. Are there any associated audit findings within EAA’s Medicaid program the awarded vendor should be made aware of? - N/A
17. Would EAA like proposers to include a Medicaid Claiming module? – Yes.
18. Does EAA require any custom special education forms to be included with the application other than state issued standard forms? - Possibly – TBD.
- a. Does EAA only use the Michigan standard forms? This is inclusive of IEP, 504, Transition, BIP, FBA, Notices, Gifted, etc. – Yes possibly other customized forms as needed.
  - b. If EAA does use any custom forms, approximately how many pages of custom forms? – TBD.
19. Under the Technical Response section of the RFP, “required information on the technical capabilities of the proposed software solution...in subsequent sections” is referenced, requiring a complete response to the requirements. Is this referencing section I.? Are there any other technical requirements that must be addressed or require a response? – No. All technical requirements are included in the RFP.
20. Section I, the first technical requirement is “General technical requirements”. Please elaborate on these requirements. – All technical requirements in their entirety are listed in the RFP.
21. Must a vendor rep be present at the Pre-Proposal conference on April 25? Will that meeting be held at 3022 West Grand Blvd., Suite 14-652? Will the meeting be recorded for distribution, or may a vendor rep attend virtually? – No it is not mandatory but there will not be a conference call in or web conference option offered.
22. The bid package must include a performance bond of at least 5% of the bid amount, up to \$10,000. May the vendor wait to obtain the bond, upon notification of award? – Yes.
23. Importing of student transcripts. – The EAA of Michigan is projecting that up to 10 year’s worth of student data will be imported.
24. Will the EAA of Michigan accept a proposal where the mission critical database engine is Oracle? – The mandatory database is SQL.
25. On page 13 of the RFP, there is the section for the Technical Requirements. It mentions that vendors need to respond to 15 sections. Are those on a separate document? – No. All technical requirements are included in the body of the RFP.

## **Human Resource, Financial Management System**

*The numbers provided below are projected and subject to change.*

1. Is the database SQL mandatory or will EAA of Michigan entertain other platforms? – The mandatory database is SQL.
2. On page 13 of the RFP, there is the section for the Technical Requirements. It mentions that vendors need to respond to 15 sections. Are those on a separate document? – No. All technical requirements are included in the body of the RFP.
3. Total employees using Payroll, Human Resources, employee suite users. – Per school there will be approximately 3 users, teachers would require benefits access only. Additionally, central office would require approximately 10 users.
4. Total employees entering schools (time and attendance) (or will everyone at EAAM be using these touch terminals)? – The EAA of Michigan anticipates approximately 440 FTEs.