

**THIRD SET OF PENNSYLVANIA CYBER CHARTER SCHOOL  
RESPONSES TO RFP QUESTIONS**

1. Do you know when PA Cyber intends to wind down the responses to a set of finalists? Will they request finalists to present their solutions?

**Answer: Although not bound by the following responses, PA Cyber intends to analyze all proposals immediately after the deadline at 5PM on October 31<sup>st</sup>, then contact finalists by Friday, November 7<sup>th</sup> for discussion or presentations that would take place in Midland, PA, sometime during November 11<sup>th</sup> – 14<sup>th</sup>. Final vendor recommendations to the Board would be scheduled as soon as they are prepared after that time.**

2. For the Request for Proposals for School Business Services, what is the target date for services to commence?

**Answer: July 1, 2015.**

3. For the Request for Proposals for School Business Services, will the business service provider be working with internal business office staff at the school? If yes, what positions will be maintained as internal employees?

**Answer: Yes. Accounts Payable Assistant (2), Accounts Payable Coordinator, Accounts Payable Specialist, Budget & Expenditure Analyst, Senior A/R & Reimbursements Coordinator, Purchasing Manager and Purchasing Specialist.**

4. For the Request for Proposals for School Business Services, what accounting software does the school currently utilize?

**Answer: Great Plains, Central Susquehanna Intermediate Unit (CSIU) Fund Accounting and Payroll Applications, Excel.**

5. For the Request for Proposals for School Business Services, does the school participate in PSERS? Is monthly wage reporting an expectation of the business service provider?

**Answer: Yes and yes.**

6. For the Request for Proposals for School Business Services, does the school participate in any retirement savings plan beyond PSERS? If yes, is

administration of the plans an expectation of the business service provider?

**Answer:** Yes, 403(b) Plan with no company match. Only to the extent that monies are appropriately withheld and forwarded to the plan administrators. PA Cyber CFO authorizes all payments to PSERS and does so on a monthly basis in accordance with instructions provided by PSERS.

7. For the Request for Proposals for School Business Services, which charter renewal cohort is the school in?

**Answer:** The charter renewal process is occurring now with the charter authorization ending June 30, 2015.

8. For the Request for Proposals for School Business Services, can you provide a copy of the most recently completed independent audit report?

**Answer:** Yes. You can access the report at [www.pacyber.org](http://www.pacyber.org)

9. For the Request for Proposals for School Business Services, can you provide a copy of real or sample internal monthly financial reporting that is prepared for the Board of Directors?

**Answer:** Yes. Please refer to attached documents.

10. For the Request for Proposals for School Business Services, related to V. 1. f., does this include PIMS reporting?

**Answer:** No.

11. For the Request for Proposals for School Business Services, related to item V. 3. a, b, d, and e, will the business service provider be responsible for the comprehensive processing of Accounts Payable? If no, what positions of school employees will the Business Service Provider assist in the processing of accounts payable, and which of the schools locations do these employees work from?

**Answer:** The business service provider will assist with payment of invoices related to services for Special Education students from various vendors. PA Cyber internal staff are responsible for processing of Accounts Payable for all other vendors and purposes.

**CFO, Purchasing Manager, Purchasing Specialist, Account Payable Assistant (2), Accounts Payable Specialist, Accounts Payable Coordinator, Senior A/R & Reimbursements Coordinator. All these particular employees work location is 652 Midland Avenue, Midland, PA 15059.**

12. For the Request for Proposals for School Business Services, related to item V. 3. a, b, d, and e, will the business service provider be responsible for the comprehensive processing of school district invoicing and Accounts Receivable? If no, what positions of school employees will the Business Service Provider assist in the processing of school district invoicing and accounts receivable, and which of the schools locations do these employees work from?

**Answer: No. CFO, Senior Account Receivable & Reimbursement Coordinator. These employees work from 652 Midland Avenue, Midland, PA 15059.**

13. For the Request for Proposals for School Business Services, related to item V. 3. c., does this include work on the 06.30.14 audit?

**Answer: Yes.**

14. For the Request for Proposals for School Business Services, related to item V. 6. a., what is the school's payroll schedule (bi-weekly, semi-monthly, monthly)?

**Answer: Semi-monthly.**

15. For the Request for Proposals for School Business Services, related to item V. 6. a., what is the approximate number of employees?

**Answer: 704 total full-time, part-time.**

16. For the Request for Proposals for School Business Services, related to item V. 6. a., will the business service provider or internal school staff be responsible for collection and verification of employee time sheets and employee paid time off usage and accruals?

**Answer: Employee Time Sheets: Only to the extent they are properly completed and appropriate payments are made to staff. Supervisors are responsible to approve time in ADP and approve time sheets. Time sheets are then forwarded to payroll for processing of payments to staff.**

**Employee Paid Time Off Usage and Accruals: Only to the extent they are properly completed and accounted for, as an example, if an employee has no time remaining and additional time is taken, it is denoted as unpaid in ADP. Supervisors are responsible to approve time and track employee paid time-off in ADP.**

17. We'd like to get a list of how many devices are in the school's environment and what machines exactly.

**Answer: We don't understand the question. You may want to either elaborate and clarify your question OR include in your proposal alternative pricing based on alternative responses.**

18. For the Request for Proposal for K-12 Online Curriculum and Student Learning Management System, on page 10, number 3 states, "the curriculum's LMS is to include an architecture that is standard-based and enables the transfer of data/course content to other LMS or SMIS systems." Can you please elaborate the exact need and expectation for this requirement.

**Answer: PA Cyber needs the ability for student grades, progress, and any other necessary information to easily transfer between the LMS and SMIS.**

19. For the Request for Proposal for K-12 Online Curriculum and Student Learning Management System, on page 12, number 44 states, "the curriculum's LMS is to include distinguisher in system based on client need to identify subsets students." Can you please provide additional clarity around this need.

**Answer: A distinguisher that allows teacher/administrators to easily identify subsets of students such as those with a GIEP, IEP, 504 Plan, and/or those students who transfer into PA Cyber mid-year in order to ensure those students are getting any and all needs met.**

20. For the Request for Proposal for K-12 Online Curriculum and Student Learning Management System, on page 12, number 45 states, "the curriculum's LMS is to include ability to add item directly in the grade book with attaching it to an assessment." Can you please provide additional clarity around this need.

**Answer: Oftentimes, teachers in a live class session want to provide students in the course with participation points/bonus points for that session. PA Cyber would like to have the ability to add assignments directly into the gradebook in the LMS without necessarily needing to create an**

assignment in the creation part of the LMS prior to it getting added to the gradebook.

21. Please provide clarification on the pricing request for “per student” and “per course.” Does the “per student” mean a one-year cost for a student having access to all of their courses (average of 5)?

**Answer:** *Per student does mean a one-year cost for a student having access to a full schedule of courses. We anticipate most students taking 5-6 courses but the per student costs might include a higher limit, should a student wish to take more courses simultaneously. Per course pricing means cost would be calculated based on how many students took each course available.*

22. Should separate pricing be submitted for the LMS component or should it be added into the curriculum pricing?

**Answer:** *Separate pricing should be submitted for the LMS component.*

23. Are submittals required to include costs for all services or can we bid on specific elements such as security or EHS?

**Answer:** *It is intended that one provider be secured to satisfy an RFP; however, the vendor that only supplies less than all facets of an RFP may submit a proposal and that proposal will be considered, on its merits, subject to all the other terms contained in the RFP.*

24. Our company responded to the RFP released in mid-August and it appeared that the core team was reviewing it. This week, another RFP was sent to us. Although they are not identical, it seems that they are asking for the same information. Is that correct? Would you please advise so I know how to proceed with this?

**Answer:** *After our initial review of the first RFP, it was determined that PA Cyber would begin the RFP process for a second time with a more clear and distinct focus. You will notice that the current RFP is structured a bit differently and will afford us the opportunity to make a fair and objective decision when comparing vendors.*

25. For the Request for Proposal for K-12 Online Curriculum and Student Learning Management System, we understand that we are to follow the format outlined on page 14. Can you please clarify where Schedules A-F are to be included in those specified 4 tabs.

**Answer:** Schedules are referenced at the beginning of Section VII. Any schedules not identifiable clearly to a tab can be inserted at the end or at the beginning of the proposal.

26. For the Request for Proposal for K-12 Online Curriculum and Student Learning Management System, can the RFP be submitted for consideration via email only? Or is an email and shipment required for consideration?

**Answer:** Email, digital and hard copy are required.

27. We understand that the RFP is due on October 31<sup>st</sup>. Would it be possible to submit our proposal by email on the 31<sup>st</sup> and FedEx the hard copy the same day?

**Answer:** Yes.

28. For the RFP for Technology Support Services, what is the estimated start date for the contract (if any) and what is the length of the anticipated contract?

**Answer:** July 1, 2015, although some work may have to be done ahead of that date in anticipation of a transition to a new vendor's service. The length of the contract is negotiable and could be addressed as pricing alternatives in your proposal.

29. I see that there was an October 20<sup>th</sup> deadline to submit an intent to apply. Would be still be eligible for application?

**Answer:** A requirement of this current RFP was communicating to us, by the end of last week, an intent to submit a proposal. Given that you did not, we cannot accept a proposal from you during this RFP process. You may send anything you'd like, whenever you'd like, however, and if the Board wishes to consider it after it considers the proposals sent to it through this RFP process, they may do so.