

Additional Questions Submitted by David Miller, CEO, LiteracyPro Systems, Inc.

The following 11 questions all pertain to **Bid Number: AE-2017-001**:

1. How many LEAs will be accessing this data system? **35-65 Programs (average is 45)**
2. What is the total number of users who will be accessing this data system? **Approximately 750 users with varying roles (State-level, Administrators/Directors, Data Entry and View Only).**
3. Approximately, what is the total number of attendees expected to attend training? **State Staff 12-15; Program Directors- 38; Data Entry Specialists- 80-100**
4. Does AALRC intend to migrate its existing data from its current data system into the new data system as part of this contract?
No
5. In Section 3.1.C, the following six sub-sections are listed: WIOA and NRS Reporting Compliance- **Section 2.2 A 2-3, 6-7**; End User Features- **Section 2.2 B 1-9; C 1; D 3, 7, 9; E 1-9**; Program Management Features- **Section 2.2 C 1-6;; D 1-9** ; Technology Requirements- **Section 2.2 A 1, 5, 8-12; 2.4; 2.5**; and Data Security & Privacy - **Section 2.3**. After carefully reviewing the RFP, we have been unable to find any additional information pertaining to these six sub-sections. Is there a set of requirements and/or questions you would like addressed within each of these six sub-sections? Or, do you want to leave it up to each proposer? **How each of these requirements are addressed is left up to the applicant.**
6. Differentiating between “End User Features” and “Program Management Features” is not always concise, and could include overlap between the two. Will you please provide some guidance as to how you distinguish between these two sets of

features? End User refers to a person using the system-individual user; Program Management refers to how the database manages a program's data and information. There may be overlap in some or many of the features.

7. The "Official Bid Price Sheet" contains six columns: Item; Description; Qty; Unit of Measure; Unit Price; and Extended Amount.
 - a. Other than the information contained in the six columns (Item, Description, Qty, Unit of Measure, Unit Price, and Extended Amount), is it correct to conclude that there is no other specific information required to be included in the bid sheet? **Correct. These are the minimum requirements.**
 - b. Is it correct to deduce that the proposer may include as many lines (rows) as the proposer sees fit? **Yes, as long as it address the minimum requirements.**
8. Should the pricing reflect one, two or three fiscal years in length? **If pricing differs, please include all pricing options.**
9. Per the Q+A posted last week, it states that the proposals can be submitted via email. In that case,
 - a. Is it correct to deduce that we should submit one (1) Technical Proposal File, one (1) redacted file (if needed), and one (1) Official Bid Price Sheet? If not, please clarify. **Yes**
 - b. Is it correct to deduce that, if we submit the proposal via email, we can disregard the instructions contained in RFP Section 1.7 pertaining to mailing original files/copies and flash drives? If not, please clarify. **Yes. Please ensure documents are signed where required.**
10. Do you have a preferred format and/or sequential order of the proposal? Specifically, do you prefer the proposal to be divided into six component parts that mirror the six sub-sections listed in Section 3.1.C? **Yes**

11. If the proposal is sent via email, is WORD or pdf the preferred format? **PDF is preferred.**