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**Addendum #2**

**Date: February 12, 2021**

**Rockwood School District – RFP No. RFP0121TRIPMGMT**

**Title: Student Field Trip Software**

The Request for Proposals (RFP) for the above named project is amended as noted in this Addendum.

This Addendum consists of questions and Rockwood School District’s responses.

1. In the section “Preferred Features Shall Include The ability” to view conflicting bus schedules, elicit coverage and monitors bus driver service hours” Can you please clarify on how the district plans to elicit coverage? The proposed system should allow for drivers’ schedules to be uploaded into the system to determine driver availability and coverage. This will provide the district with an overview of how many trips can be supported on any given day.

2. Under “Contract” the timeline indicates an award no later than March 18, 2021 and the contract term will commence on July 1, 2021 through June 30, 2026. Should this timeline be interpreted to mean that project management and implementation work would begin on July 1, 2021? The project management and implementation process can begin after the Board of Education signs the contract, which is expected to take place on March 18, 2021. Does the district have a goal date for the field trip management software to be fully up and running and trained on for district staff use? Yes, the anticipated ‘go live” date is July 1, 2021.

3. In the pricing diagram is it acceptable to provide just the total cost for each year or must all lines be completed? Yes, it is acceptable for proposers to submit only a total cost per year. If a cost is required for each line item description should N/A be inserted for the items that fees are not charged? Yes, please enter N/A for any line items that do not apply.

4. Regarding the section of the RFP which states:

“As a business entity, the consultant/contractor must perform/provide each of the following. The consultant/contractor should check each to verify completion/submission of all of the following:

* Enroll and participate in the E-Verify federal work authorization program (Website:  [www.e-verify.gov](http://www.e-verify.gov/); Phone: 888-464-4218; Email:  [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
* Provide documentation affirming said company’s/individual’s enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the consultant’s/contractor’s name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the consultant’s/contractor’s name and the MOU signature page completed and signed, at minimum, by the consultant/contractor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the consultant’s/contractor’s name and company ID, then no additional pages of the MOU must be submitted; AND
* Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this document.”

Does this still apply if proposer(s) will not be hiring any employees in the state of Missouri, nor will they hire anyone for this project specifically, nor will they be sending any employees to work in the state of Missouri? Yes, pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of $5000.00 with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verified).  In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

End of Addendum #2