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**Addendum #2**

**Date: April 9, 2021**

**Rockwood School District – RFP No. RFP0321DFSCOM**

**Digital Form Solution**

The Request for Proposals (RFP) for the above named services is amended as noted in this Addendum. This Addendum consists of questions and Rockwood School District’s responses.

1.  How many Rockwood staff will be Forms creators & administrators of the Digital Forms Solution? Approximately 100

 2.  Can you describe the details of use of the barcodes & QR codes in your Digital Form Solution for the school district? We use employee and student IDs to populate form data automatically. For example, the employee/student would scan their badge and the form would populate with their name, employee id number and other information related to the employee/student. This information would be available to the form through a lookup table in a database.

 3.  Would you have certain forms that would require a user to login to access a form or forms? Yes.  If so, how many users? We have about 4,00 employees that would use employee specific forms and we have over 40,000 parents that would use parent specific forms.

4.  What type of data would be collected to populate an on premise SQL server? Potentially all the data that we collect in forms. Most of the parent data would be in our student information system. We also have a data warehouse that we use for reporting.

5. Where do you plan to have the forms archived once completed? An on-premise SQL server. Is a content management solution part of the scope for this project or do you just need the electronic forms and workflow so it will deliver to a content repository? A content management system is not part of this RFP, we only are looking for forms and workflows.

6. Single sign on – What is the preferred sign on identity? Microsoft Active Directory, Google

7. How many forms do you plan to develop? Not sure at this time. Currently we have about 80 internal forms and about 20 parent forms. We will be developing more forms once we have a forms solution in place,

8. Can you provide samples of forms you would like the vendor to configure in the initial implementation? No.

9. If you would like to have workflows configured, please provide details on the workflow for each of these forms once submitted. Workflow definition will very for each form, some may be as simple as employee notification.

10. How many authenticated users? (anyone participating in approvals or someone logging in/authenticating to use the form) Approximately 100

11. File size limits – how big do you need? Unknown

12. Do you have a need to leverage existing paper documents as overlays for form data to include signatures? No

13. Is there a need to preview document output/overlay before form submission? Unknown

14. Regarding question 22 on page 9 - “Can your digital forms be used to sign up for specific time slots and resources?”. Is this a requirement? No

15. Can you provide a use case using barcodes and QR codes? We use employee and student IDs to populate form data automatically.

16. Do these barcodes and QR codes need to be dynamic? No

17. Under Section Digital Forms a. 17*.* How do form owners to manage their form’s data? What does the District mean here? How does the employee that created the form access and mage the data that was collected in the form? b. 19. Does your solution provide users the ability to upload their own code to customize forms? What is the District looking to accomplish here? For example, does your solution allow for form customization using CSS and/or JavaScript?  
  
18. Under General Questions a. Can you provide references for two school districts of 20,000 or more students that has implemented your automatic notification system? What does the District mean by automated notification system? This was a typo it should read, "Can you provide references for two school districts of 20,000 or more students that have implemented your forms solution?"

End of Addendum #2