

February 11, 2025

RFP Addendum 2
Request for Proposal Number: P25SM002
For the provision of: Professional Education Programs Solution

1. Question: At what point in the program are students filling out the application?

Answer: Undergraduates fill out the application in the sophomore year. Transfer students and graduate students in teacher preparation programs complete that application upon admission to the program.

2. Question: How are the Professional Education Programs (PEP) application and the student teaching applications different? When are applications completed?

Answer: a. The PEP application, in addition to completing required courses tracked in Salesforce, students submit an IVP Fingerprint Clearance Card, sign a professional responsibility statement, complete a mandatory Qualtrics survey and show evidence of having completed two (2) mandatory online trainings.

b. Student Teaching Application is completed one year prior to the student teaching experience. Students indicate their preferences for up to 3 choices for schools/districts and confirm their semester of student teaching. Students sign and submit mandatory paperwork and documents along with the application.

3. Question: How many student actually complete a student teaching course in a year?

Answer: In academic year 24-25, we had 469 student teachers. In academic year 25-26, we anticipate approximately 365.

4. Question: What system(s) is the University currently using to manage these processes? Are there gaps that the University is looking to fill that the current solution cannot?

Answer: The current solution uses multiple systems and is unsustainable: OnBase, Salesforce, Forms Assembly, Canvas, Qualtrics, FileMaker Pro (primary placement system). Many inefficient manual processes are required to move data across systems and to generate spreadsheets, upload spreadsheets, create user-friendly data, and correct system glitches.

5. Question: Why is the University issuing this RFP – was it triggered by an upcoming renewal?

Answer: The University has transitioned to a new Salesforce iteration and the old one is being discontinued. This and multiple custom features for data collection, applications, student teaching placement and review of program completion will no longer function.