

## Request for Proposals (RFP)

### **Digitization of the State Standardized Individualized Education Program (IEP) Template**

#### Questions and Clarifications

October 3, 2025

Below are CCEE's responses to questions and requests for clarification that CCEE received from prospective Respondents by the deadline of October 3, 2025, at 4:00 p.m. PST, regarding the Digitization of the State Standardized Individualized Education Program (IEP) Template Request for Proposals ("RFP") issued on September 19, 2025. For any questions and requests for clarification that were submitted after the deadline, CCEE cannot guarantee that such questions and responses are included herein. CCEE staff has endeavored to respond as thoroughly as possible, and cited relevant language from the RFP where appropriate. Questions and requests for clarification that are similar or on the same topic have been grouped together for ease of navigation and response. Questions that were submitted are not necessarily provided verbatim, and may have been edited for clarity, but have not been altered in substance. Respondents will be presumed to have read and understood the responses provided herein upon submittal of a Proposal.

#### **Proposal Parameters/Specification**

- Can you clarify if this RFP is for a form only, or does it contemplate a database behind the form to store/process or otherwise capture the data on the form?
- Is the intent of this RFP to enhance an existing California IEP system or to create a new replacement system (or both)?
- Is the intent for CCEE to own the software as part of a contract for custom development, or to license an existing commercial off the shelf software?
- Is the intent to provide a low or no cost IEP system for SELPAs/LEAs who qualify for assistance?
- Would an existing IEP system, customized to the state template and CCEE specifications, be considered acceptable?

**RESPONSE:** LEAs across California already utilize a special education data system (SEDS) to develop IEPs, collect data, and report data through an API to CALPADS. As is outlined in Section II. Purpose of the RFP: "proposals will be accepted from a California special education student information system vendors."

Within those SEDS, various IEP templates are utilized to generate the IEP and collect data to report to CALPADS. As an effort to implement the standardized template developed through the work of the IEP workgroup and the IEP expert panel, this RFP is specifically looking at the forward-facing IEP form that is within a SEDS.

#### **IEP Template**

- On the website, the requirement appears to call for two distinct deliverables: (1) a software platform, and (2) a public-facing version of the template available at no cost. However, the

Scope of Services section of the RFP does not clearly describe the public-facing version. Can CCEE further define which parts of the scope apply to this version?

- If there is a publicly accessible, no-cost version of the template, does CCEE require any features beyond a fillable template (e.g., saving data, user logins, CALPADS integration)?
- What “data management features currently available to LEAs” is the scope referring to?
- Section III (1) – Is this system envisioned to be a stand-alone system with its own logins, reporting etc. Or is the preference to integrate this functionality into an existing IEP product?
  - If this is envisioned as a separate system is there a desire to have some sort of integration with existing systems?
  - What type of data retention is desired if this is a standalone system?
- Section III (2) – Is this envisioned as a fillable PDF Form(s) or a light weight version of the system from Section III.1?

**RESPONSE:** This RFP is in response to AB 121 § 76 as stated in Section III of the Background and Legislative Goals section.

In the RFP Section III Background and Legislative Goals, respondents will “convert the state standardized individualized education program template into a user-dynamic software platform that provides all of the special education data management features and functionality currently available to local educational agencies, including, but not limited to, all of the following: (A) Drafting individualized education programs. (B) Managing special education data. (C) Tracking special education service delivery. (D) Running reports. (E) Integrating with other data systems.”

In Section IV. Scope of Services, this RFP calls for “Developing an interactive, digital version of the state-standardized IEP template for public viewing and making available through June 30, 2028.”

### **Ownership**

- Will MCOE/CCEE expect ownership of the delivered system’s source code? If yes, are there requirements regarding the technology stack?
- Who will own and be responsible for long-term maintenance of the system after June 30, 2028?

**RESPONSE:** As stated in Section III. Background and Legislative Goals, the “vendor shall do all of the following: (1) In consultation with the high-quality individualized education program special education resource lead selected pursuant to Section 52073.2 of the Education Code, convert the state standardized individualized education program template into a user-dynamic software platform that provides all of the special education data management features and functionality currently available to local educational agencies, including, but not

limited to, all of the following: (A) Drafting individualized education programs. (B) Managing special education data. (C) Tracking special education service delivery. (D) Running reports. (E) Integrating with other data systems. (2) Develop an interactive digital version of the state standardized individualized education program template that is accessible to the public at no cost.”

As stated in Section IV. Scope of Services, develop “an interactive, digital version of the state-standardized IEP template for public viewing and making available through June 30, 2028”.

### **Contracting/Process**

- Will the vendor’s contract be signed with MCOE, CCEE, or another entity?
- Can vendors review standard MCOE/CCEE contract terms and conditions in advance?

**RESPONSE:** The agreement for Professional Services is made between the awarded Respondent (“Contractor”) and Marin County Superintendent of Schools and the Marin County Office of Education (together referred to as “Administrative Agent”), on behalf of the California Collaborative for Educational Excellence (“CCEE”).

As stated in Section VIII. Submission Details of the RFP, “Upon selection of a Respondent, the CCEE/MCOE shall provide an agreement for negotiation by the Parties.”

- The RFP states that the proposal should not exceed \$700k. Is that proposal amount for year one build-out only or is that expected to carry the hosting until 2028 as noted? This area seems to be a little unclear as it mentions several dates and contract extensions so clarification around this goal would be helpful.
- The RFP lists the Duration of Services as “through June 30, 2026,” but the scope references June 30, 2028. Can CCEE clarify this discrepancy?

**RESPONSE:** As stated in Section III. Background and Legislative Goals of the RFP, the selected California special education student information system vendor shall, “Make the digitized templates...available to local educational agencies and to the public...on or before June 30, 2026”.

As stated in Section IV. Scope of Services of the RFP, the awarded Respondent will maintain “a digitized template available to users at least through June 30, 2028.”