



ADDENDUM NO. 1

December 20, 2018

RE: RFP 042.19.B5, Evaluation Services

FROM: Purchasing Office
 Howard County Public Schools
 10910 Clarksville Pike
 Ellicott City, MD 21042
 (410) 313-5644
 (410) 313-6789 fax

TO: PROSPECTIVE BIDDERS

This addendum modifies the Original Bidding Documents as noted below. Acknowledge receipt of this Addendum in your Proposal. Failure to do so may subject the Bidder to disqualification.

1. CHANGE Due Date

Revised Bid Due Date is: *2:00 pm EST, Friday, January 4, 2019*

2. DELETE Paragraph 3.3. Eligibility to Participate in Resultant RFP

3. CHANGE Paragraph 4.1. Purpose to:

The HCPSS Department of Program Innovation is soliciting proposals from established professional services firms to provide Evaluation Services for various HCPSS projects.

4. INSERT Questions and Answers - December 20, 2018

	Question	Answer
1	What are the budgets (range) for the three projects? (Total and/or separate)	For Horizon: \$50K is budgeted for 1-2 years work. For Striving Readers: ~\$25K/year for 3 years. Nothing has been firmly budgeted for the beyond school day/year piece except for the 21 st CCLC contract currently with Laurium which is about \$7.5K/year. It is the Horizon and Striving Readers grants that need evaluation ASAP.
2	Could you please provide project narratives for all the grants/projects you mention in the RFP? (What are the Goals, objectives, outcomes)	The Goals of the Striving Reader Comprehensive Literacy (SRCL) grant are: 1) By September 2020, 55% of students assessed will demonstrate readiness in the KRA Language and Literacy domain on the 2019 administration, an increase of 6% from the 2017 administration, and 2) By September 2020, 50% of students identified as underperforming readers in Grades 4-10 will show growth towards proficiency on the PARCC English Language Arts (ELA) assessment, by moving up at least one level from their prior PARCC performance to their 2019 PARCC score (i.e., from 2 to 3, 3 to 4, etc). The Goals of the Horizon School-Based Mental Health grant are: 1) Improve student mental health and wellness, 2) Maximize instructional time for students, 3) Improve learning environments in targeted schools, 4) Increase on college and career readiness indicators.

	Question	Answer
3	Were any evaluators involved in contributing to the grants narratives? (In writing the evaluation sections, for instance.)	External evaluators? No.
4	Are there any incumbents?	Westat, Inc. and Hanover Research
5	Will the contractor(s) work in collaboration with the HCPSS research department/team in collecting and accessing student data?	Yes.
6	Beyond School Day, Week and Year programs -- are these 21st CCLC after school programs or are these different? Could you please provide some details on this/these programs? How many are they?	The 21 st CCLC programs are a subset of the larger beyond school day, week, and year programs. These programs also include the summer school programs, particularly the Academic Intervention and Summer Institute programs, as well as the middle school and high school Academic Intervention beyond school day programs. Each middle school and high school runs its own beyond school day program. Students from all elementary and middle schools participate in the summer programs.
7	Similarly, how many dual enrollment program(s) are there?	There is a single program in partnership with Howard Community College. There are structured programs of study at the ARL, OMHS, and RHHS. But students at all high schools can take some dual enrollment courses. More detail can be found here: https://www.hcpss.org/jumpstart/
8	Is HCPSS looking for a contractor who can evaluate all the projects or one/more? Could you please specify?	More than one would be great so long as the contractor has sufficient capacity. However, it is not necessary that all are evaluated by a single contractor.
9	What is the page limit for the proposal?	No Limit.
10	Are you open to teams of applicants? (Meaning, 2 or more companies who could apply as a team)?	Yes.
11	What is the typical duration of these projects? Please specify	These are all ongoing projects. The intensive evaluation time frames are generally 1-3 years.
12	Budget -- do we provide separate budgets per project? Broken down by staff/hours?	Each project has its own funding source and budget. We would need project-specific invoices in order to charge the appropriate funding source.
13	I am confused about the clauses related to subcontractors. At several places in the RFP it seems to indicate that a proposal that includes subcontractors would not be considered. However, the proposal also has a goal of 25% MBE participation. Could you please clarify if a proposal could include subcontractors and, if so, what those clauses related to subcontractors mean?	Any agent directly contracted with HCPSS as a result of an RFP such as this is considered the Contractor. A Contractor may hire subcontractors to perform work, but only with prior written approval of HCPSS. Contractors are fully responsible for their subcontractor and are liable for any and all subcontractor actions. The 25% MBE participation is a goal, not a requirement.
14	On p. 13, 3.1 Summary of Work, the RFP indicate that the Offeror should address the technical requirements in Section 4, Scope of Work. Please verify that this section is referencing the specific criteria in the Requirements paragraph 2.1.1 to 2.1.6 on pg. 12?	Yes.
15	On p. 12, the School-Based Mental Health Program is identified as a potential project for evaluation. Is the Horizon Foundation project currently underway and is it separate from those services currently provided by the school-based Psychologists and Counselors team or does it involve additional staff and/or vendors? Are these services related to the Instructional Intervention Teams?	The Horizon Foundation grant-funded project is currently underway and is part of the larger School-Based Mental Health Program. Horizon provides funds for one of the five social workers and certain other expenses. HCPSS wants the entire School-Based Mental Health Program evaluated.

	Question	Answer
16	Is the Striving Readers program currently in place or is it planned? Does this program focus on K-5? Are pre-K students included as well? The PARCC exams begin in Grade 3. Are there additional standardized measures of student learning administered for pre-K-2?	The Striving Readers Comprehensive Literacy (SRCL) grant provides instructional resources for Grades Pre-K through 12. Fountas and Pinnell benchmarks and the MAP reading tests are used to evaluate student achievement and growth along with PARCC.
17	Are the beyond school day, week, and year programs (as identified on p. 12, 3.3) those offerings identified by the Academic Access and Achievement program? Are new partners and vendors expected to support those programs?	Yes and also under the Comprehensive Summer School Program. No new external vendors or partners are anticipated.
18	Are the Dual Enrollment programs mentioned on p. 12, 3.4, related to coursework completed in the Career Academy and/or the Applications and Research Lab or other programs?	Some of the courses taken at the ARL as part of the career academies may carry dual credit. The cybersecurity program at the ARL is part of the JumpStart dual enrollment program. However, students have opportunities to take dual credit courses at the 12 high schools and HCC as well, and not all dual credit courses are classified as CTE and/or STEM courses.
19	Could you verify whether travel and accommodation costs are to be included within hourly rates? If so, is there any indication of how that figure is to be developed if the exact nature of the (onsite) work is unknown at this time?	Yes. Pricing is to be all-inclusive. See Paragraph 7.1.1 "Offeror shall provide hourly billing rates for services based on the Offeror's understanding of the requirements detailed in Section 4, Scope of Work. Billing rates offered shall be <u>inclusive of all overhead, profit, travel, accommodations, administrative fees, and direct and indirect costs</u> and shall represent onsite staff work within Howard County, MD. HCPSS will not recognize or accept any separate or additional charges or fees to perform the services identified in this RFP."
20	Are small businesses included in the 25% of services to MBE?	No
21	For number of similar contracts completed by the company, does that include services for similar grant and/or program types or only work done for comparable institutions (i.e., K-12 school systems similar in scale to HCPSS)?	Similar grant and/or program types are acceptable.
22	Can HCPSS kindly confirm that the Price Proposal should consist of only hourly billing rates that the contractor may use throughout the life of the contract rather than a budget including level of effort?	The Price Proposal shall consist of only hourly billing rates. HCPSS reserves the right to request Best and Final Offers. Best and Final Offers may require a different pricing structure(s).
23	Can HCPSS please clarify how the Price Proposal will be evaluated?	The Price Proposal will be evaluated on hourly billing rates.
24	RFP page 4, number 17, Forms "This entire solicitation document, along with any attachments indicated with the responses filled in, is to be submitted as the main part of the Offeror's proposal." Question: For the sake of ease of review, may offerors include the complete solicitation as an appendix at the end of the technical proposal?	Offerors' submittals should follow the order indicated in Section 5. Evaluation Criteria.
25	Attachment E, Bid/Proposal Affidavit – Are offerors expected to complete and submit the "Minority Business Enterprises Utilization Affidavit" with their proposals? If so, please provide the form.	As MBE participation is a goal and is not mandatory for this RFP, a Minority Business Enterprises Utilization Affidavit is not required in offerors' submittals.
26	May offerors submit proposals to Mr. Ludicke via email only?	Submittals must be in a sealed envelope delivered to the Purchasing Office.
27	Can HCPSS kindly share its evaluation criteria approach and scoring?	Offerors may request to review evaluation criteria after award of contract.

END OF ADDENDUM