



**ADDENDUM NO. 1**

**November 12, 2020**

**RE:** RFP 011.21.B5, Social Emotional Well-Being Universal Screening Solution

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

**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. DUE DATE. The Due Date is extended to Wednesday, November 18, 2020 at 1 PM ET.**

**2. INSERT Questions & Answers**

No.	Question	Answer
1.	Within Section 4 (Scope of Work), Technical Requirement 2.2 (Programmatic Objectives) on page 14 of the Request for Proposals, it is listed that the Solution shall "d. include a self-report scale for students to complete" and "i. provide options for parent and/or teacher ratings." Does HCPSS view the inclusion of a self-report scale for the listed age range to be a mandatory requirement, or would HCPSS be open to reviewing a proposal which includes teacher and parent scales for the full listed age range and includes a student self-report scale for a subset of the listed age range?	HCPSS is open to reviewing a proposal that includes teacher and parent scales for all age ranges and a self-report scale for a subset of the age ranges.
2.	Is there an incumbent vendor that is currently being used by the district or any of the schools within the district to offer the services being requested?	No
3.	What is the District's criteria for quality of the assessments and how will that quality be evaluated?	HCPSS will review the technical qualities (e.g. reliability, validity, normative sample) of the universal mental health screening tool. In addition, any peer-reviewed research that has been conducted with the tool should be available for the reviewers. A scoring rubric is utilized by the reviewers for the entire RFP.
4.	What is the District's annual budget for the program?	Not determined
5.	Which grade levels does HCPSS anticipate serving through this program?	HCPSS plans to begin with the middle school level, followed by high school and then upper elementary grades.
6.	What data relevant to this program does the district house in Clever SSO that is not stored in the SIS?	Clever connects directly with SIS to provision student, teacher and admin accounts.

No.	Question	Answer
7.	In light of school closures around the country, would it be acceptable to omit the notary public signature on Attachment E: Bid/Proposal Affidavit?	A digital notary is acceptable
8.	If a notary public signature is required for Attachment E: Bid/Proposal Affidavit, would a digital notary be acceptable?	Yes
9.	Regarding items 4.1.1 and 4.1.2 under "Price Structure," could HCPSS please clarify whether the district wants to see a per school cost or a total cost for 30 schools?	<p><b>Change</b> 4.1.1 and 4.1.2 to: Provide pricing per student in consideration of the following increments:</p> <p><b><u>Number of Students</u></b></p> <p>1 - 10  11 - 100  101 - 500  501 – 5,000  5,001 – 10,000  10,000 – 60,000</p>
10.	In the Cost Proposal, would it be acceptable to show a flat rate for project management, in lieu of hourly rates?	Yes. Offerors may provide a pricing structure in line with their business model.
11.	What is the anticipated budget for this program?	Not determined
12.	We noticed a reference to Attachment K Cost Work Sheet, but we cannot locate that document.	Disregard the reference to Attachment K. Offerors may provide a pricing structure in line with their business model.

**END OF ADDENDUM**