



HOWARD COUNTY PUBLIC SCHOOLS
PURCHASING DEPARTMENT
10910 Clarksville Pike
Ellicott City, MD 21042
(410) 313-6644

ADDENDUM NO. 2
(Total Pages - 2)

May 11, 2021

Request for Proposal No. 041.21.B1

Screener for Reading Difficulties

New Due Date: May 18, 2021 Time: 3:00 P.M.

The following shall be incorporated into the captioned solicitation as though included in the original documents issued.

The Board of Education authorizes the following changes, clarifications and or attachments to the solicitation documents; however, such changes shall not relieve the firm of their responsibilities as otherwise required by the solicitation documents.

The due date has been extended from May 14, 2021 at 3:00 PM to **May 18, 2021 at 3:00 PM.**

Additional Questions and Responses

1. Can you please clarify the organization of the submittal contents? In Section II B. General Organization of Submittal Contents (pg. 11), you ask for submittals to be organized as follows:
 - a. Transmittal Letter
 - b. Table of Contents
 - c. Executive Summary
 - d. Submittal Requirements-(See Section III)
 - e. Minority Outreach, MBE Participation Schedule (Appendix B)
 - f. Insurance certificate, (See Appendix C)
 - g. Affidavit (See Appendix D)
 - h. Cost Proposal Sheet (See Appendix F)

On page 12, the Submittal Requirements section is followed by a Subcontractor Information section, which is not referenced in the above list. Are we to include this information between the Submittal Requirements section and the Minority Outreach, MBE Participation Schedule section?

Response: It can be included in this section as long as follows HCPSS expectations for organization/format.

Then, in Section III: Submittal Requirements, vendors are asked to include Minority Outreach, MBE Participation Schedule as part of the Submittal Requirements section, along with Insurance Requirements, the Affidavit and Non-Collusion Certification and the Cost Proposal Sheet. Do you intend for these items to be included as part of the Submittal Requirements section, as indicated on page 12, or do you want them organized as their own sections according to the guidelines from page 11?

Response: It can be included as part of this section. Please label accordingly.

Can you please clarify the organization/order of materials for the proposal so we can ensure we're providing you with all the information in a format you approve?

Response: We ask that firms follow the outline as closely as possible. Please label content as clearly as possible.

2. Does Howard County Public School System have a subcontractor form you would like us to complete? Or is a letter on the subcontracting firm's letterhead a sufficient response?
Response: Please see the attached Appendix B issued under Addendum #1.
3. The RFP indicates that vendors should complete an "Appendix B: Minority Outreach, MBE Participation Schedule," but this form is not included in the RFP. Can you please provide this form for vendors to complete?
Response: See addendum #1.
4. In section 3: Submittal Requirements item 7 under "Qualifications to Include," you ask vendors to provide "Certification that the Contractor is not listed on the System for Award Management (SAM) under the Excluded Parties Listing System (EPLS) federal registry." Is a statement from the vendor that they are not on the Excluded Parties Listing System sufficient for this requirement?
Response: A statement and/or screen shot of not being on the list is sufficient.
5. For pricing purposes, how many students will be screened with the chosen system?
Response: Screening all students in grades K-5 which is about 200 per grade level or 12,000. We would like a price per student and then estimated total cost.
6. Regarding Section III: Submittal Requirements, subsection E: Financial Information/Capability, some vendors may have corporate rules that limit their ability to provide this level of detail publicly. Can you confirm that substantive, but high-level, data that demonstrates the vendor's ability to meet its obligations under the RFP will be sufficient for meeting the requirement?
Response: Please include this note in your response.
7. Are the terms and conditions and other clause negotiable?
Response: Please attach as a separate appendix any clauses or terms which the firms takes exception.