



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

ADDENDUM NO. 2

(Total Pages - 3)

June 21, 2021

Request for Proposal No. 050.21.B1

Interactive Literacy and Assessment Program

Due Date: June 23, 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 June 23, 2021 at 3:00 P.M. to **June 28, 2021 at 3:00 P.M.**

Questions and Responses

General Note: A number of questions were asked regarding the terms and conditions solicitation and of the resulting Agreement. HCPSS will not alter or adjust any of the terms and conditions at this time. Vendors may include in their submission exceptions and/or deviations from the terms and conditions. Any exceptions/deviations must be outlined under a separate line within your submission with specific details of the exception.

1. The District released RFP No. 050.21.B1, Interactive Literacy and Assessment Program, and RFP No. 054.21.B1., Cloud-Based Adapted Reading Program. Both RFPs require the vendor to supply lessons for grades K-8 and 3-12, respectively. Please clarify how these programs will differ.
Response: RFP 054.21.B1 is primarily intended for elementary reading programs and will be used as a supplemental program at the middle school level. RFP No. 050.21.B1 is targeted for first instruction at all levels 3-12 and has an assessment element as well. All vendors may submit to one or both RFP's, but separate evaluations and awards will be made.
2. Section I, C, Obligations of HCPSS, p. 5; Section I, I, Open Records, pp. 6-7; Section III, E, Financial information/Capability, p. 15. Due to the sensitive nature of certain information required under the RFP, please confirm that information marked as confidential will not be included in submittals available for public inspection.
Response: HCPSS must comply with the Maryland Public Information Act. Notes or requests of confidentiality will be considered.
3. Section I, D(1), p. 5; Section II, G, Subcontractor Information, p. 12; Section V, Subcontracting or Assignment, p. 19; Section V, AA, Subcontractors, p. 24. Please confirm that subcontractors do not include Respondent's cloud hosting provider and other vendors used in the ordinary course of business who perform technology and software development and maintenance services on Respondent's internal systems under Respondent's supervision.
Response: Confirmed.

4. Section I, S, Description of Services, Required Features, p. 9. Please confirm that “HCPSS data privacy and security” referenced in Bullet 10 refers to the requirements of Appendix G, Student Data Sharing Agreement.
Response: Confirmed.
5. Section I, S, Description of Services, p. 9. Please clarify what is required for the translation services in support of the tools for differentiation and accessibility.
Response: The ability for students to select sections of text and translate it into multiple languages ie., Spanish, Korean.
6. Section I, S, Description of Services, p. 9. Please clarify HCPSS requires printed books or if the ability to download and print resources will meet your needs.
Response: The ability to download and print resources will meet our needs. Books are not required.
7. Section III, A. Statement of Qualifications Section Instructions, #3, p. 15. Please clarify if vendors have 30 pages per subsection in Section III (A. Statement of Qualifications Section Instructions through K Cost Proposal Sheet), excluding attachments.
Response: The intent is to limit the entire proposal to 30 pages, but attachments are allowed.
8. Section III, E. Financial Information/Capability, p. 15. Please confirm that vendors do not need to provide the financial information listed in Section III unless requested during the evaluation or award stages?
Response: Confirmed.
9. Section III, E. Financial Information/Capability, p. 15. If a bidder provides financial statements or equivalent financial information in their RFP response, will those materials be treated as confidential, provided the bidder marks them as confidential?
Response: See question #2 above.
10. Section III, E. Financial Information/Capability, p. 15. Will any materials that are provided on a Confidential Basis be destroyed after a certain period of time? If so, what is that timeframe?
Response: Materials will be subject to HCPSS-Purchasing Office record retention – essentially, held for the life of the agreement.
11. Section III, H. Minority Outreach-MBE Participation Schedule, p. 12, and Appendix B, p. 31. Is it a requirement that only MBE vendors can be utilized? Can we utilize WBE’s?
Response: Yes, this is a goal and WBE’s are acceptable.
12. Appendix B, p. 31. Is it a requirement that the MBE or WBE vendor we utilize be certified by MDOT?
Response: MDOT certifies firms in Maryland, but we also recognize self-certification as well for this solicitation.
13. Section III, H. Minority Outreach-MBE Participation Schedule, p. 12, Appendix B, p. 31. Are certifications from SBA, other government agencies, the National Minority Supplier Development Council, or the Women’s Business Enterprise National Council acceptable?
Response: Yes, see question #12 above.
14. Section III, H. Minority Outreach-MBE Participation Schedule, p. 12, and Appendix B, p. 31. In the performance of the contract, can indirect MWBE participation be used for 100 percent of the requirement?
Response: Yes.
15. Section III, H. Minority Outreach-MBE Participation Schedule, p. 12, and Appendix B, p. 31. If we are unable to meet the 25 percent participation goal, is there a waiver process that allows us to commit to a smaller percentage.
Response: Yes, demonstration of good faith efforts.
16. Section III, H. Minority Outreach-MBE Participation Schedule, p. 12, and Appendix B, p. 31. Is the MBE participation requirement an annual commitment or for the contract term?
Response: Annual for the life of the agreement.
17. Section III, H. and Appendix B, p. 31. In Appendix B, please explain “LEA Name” and “PSC Number.”
Response: Please ignore this request.
18. Section V, Subcontracting or Assignment, p. 19; Section V, Z, Assignments, p. 24. Please confirm that the contract may not be assigned without the prior written consent of HCPSS, except in connection with the sale of all or substantially all of the outstanding assets or equity of the Respondent.
Response: This should be corrected to reflect “with” prior consent.

19. Section V, W, Criminal History Background Checks, p. 24. Please confirm that all employees, agents or representatives who will be performing work on HCPSS school grounds may be subject to a criminal history background check by HCPSS.

Response: Confirmed.

20. Appendix A, 1.1, p. 32; Appendix A, 1.5, p. 32. Respondent's insurance policies are hundreds of pages long. Please confirm that HCPSS will accept copies of the declaration pages of the required insurance policies.

Response: Please submit what insurance you intend to provide.

21. Is it 3 total references or 3 per grade level?

Response: No, just a total of 3 references, however, HCPSS may seek additional references as needed.

22. When is the pre-submittal conference?

Response: There is no pre-submittal conference.

23. Does HCPS want a cost per student or bundled per classroom (Appendix F)?

Can we also submit multi year pricing?

Response: Per student is preferred, but bundled per school or classroom is fine. Yes, multi-year pricing may be submitted. Please be clear in your documentation what is covered and/or included.

24. How many students do you anticipate using the selected program broken down by grade band 3-5, 6-8, and 9-12?

Response: TBD

25. How many teachers do you anticipate using the selected program broken down by grade band 3-5, 6-8, and 9-12?

Response: TBD

26. Are you thinking about a train-the-trainer model?

Response: TBD

27. How many literacy coaches do you plan to include in the training?

Response: TBD

There are no other changes.