



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

ADDENDUM NO. 1

(Total Pages - 3)

June 25, 2021

Request for Proposal No. 054.21.B1

Cloud-based Adaptive Reading Program

Due Date: June 28, 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 28, 2021 at 3:00 P.M. to **June 29, 2021 at 3:00 P.M.**

Questions and Responses

General Note: A number of questions were asked regarding the terms and conditions 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. For pricing purposes, how many students are expected to use this solution?
Response: All students in grades K-5.
2. Does the district anticipate awarding to multiple vendors?
Response: No.
3. What is the expected award date?
Response: August 2021.
4. Will purchases be made at the district or school level?
Response: District.
5. Is the purpose of this solicitation to create an approved vendor list for or does the district plan to issue a purchase order upon award?
Response: The purpose is to establish a fixed price, indefinite quantity contract with a single vendor.
6. Would HCPSS consider exceptions?
Response: See the General Note above.
7. If the district objects to any proposed exceptions would the district, allow the vendor to negotiate prior to rejecting the bid?
Response: This cannot be predetermined.
8. Would HCPSS like to see tiered pricing options?
Response: Firms may submit various pricing options, but clearly define the coverage and level of deliverable/services without the need for additional clarification.
9. What solution(s) is HCPSS currently using?
Response: HCPSS has used Lexia Core5 during virtual instruction.

10. What core English curriculum is HCPSS currently using?
Response: K-2: Being a Reader, 3-5 the curriculum is district created.
11. Please confirm the standard contract and data sharing agreement only need to be signed upon award.
Response: Confirmed, however, it would be appreciated if the data sharing could be signed and returned with your submission.
12. Please clarify what is required for "ESSA evidence of effectiveness rating" on RFP page 9?
Response: Evidence of effectiveness aligned to the expectations of ESSA should be aligned to the instructional components of the program
13. Is MBE participation required?
Response: MBE participation is a goal. Please return the Attachment indicating what participation, if any, you may be able to provide.
14. Given the due date, would HCPSS accept references without letters of reference?
Response: Please submit what you can.
15. What is the district's learning management system and student information system?
Response: Canvas is the learning management system and Edupoint is the student information system.
16. Please confirm Section III.E, financial information, is only required upon request.
Response: Confirmed.
17. General. Please provide the name of the incumbent of the current program.
Response: During virtual instruction, HCPSS utilized a variety of online instructional resources such as Common Lit, LexiaCore5, Newsela, Achieve 3000, Dreambox etc.
18. Section I, C, Obligations of HCPSS, p. 5; Section I, I, Open Records, pp. 6-7; Section III, E, Financial information/Capability, p. 14. 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.
19. Section I, D, Bullet 1, p. 5; Section II, G, Subcontractor Information, p. 11; 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.
20. Section I, E, Bullet 1, pp. 5-6; Section I, O, Contract Documents, p. 8; Section II, C(3), p. 10; Section V, A, p. 18; Appendix E, Standard Contract, p. 39. Please confirm that answers to clarifying questions may be incorporated into the Respondent's proposal and the Agreement for Professional Services.
Response: Responses issued as part of an addendum are included in the resulting contract.
21. Section I, S, Description of Services, p. 9. The RFPs state that the vendor should provide "print and digital resources." Please clarify what HCPSS seeks with the print resources, given the requirement to provide cloud-based assessment and lessons. Is it acceptable for the solution to provide downloadable resources that can be printed locally?
Response: If provided, the print resources would provide supplemental resources for students who cannot access the online components.
22. Section II, B. General Organization of Submittal Contents, p. 10, and Appendix G, p. 42. Please confirm that offerors should not submit Appendix G with their proposals.
Response: Ideally, Appendix G should be signed and included with the response. A privacy agreement must be executed along with the agreement.
23. Section III, A. Statement of Qualifications Section Instructions, #3, p. 13. Please clarify if vendors have 30 pages for Section III and that the Letter of Transmittal and 3-page Executive Summary do not count toward the 30-page limit.
Response: The intent is to limit the entire proposal to 30 pages, but attachments are allowed.
24. Section III, A. Statement of Qualifications Section Instructions, #3, p. 13. Some of the requirements in Section III require detailed responses. Will HCPSS allow 30 pages for each subsection in Section III? If not, may bidders include graphics and additional supporting details as an appendix?
Response: Be as concise as possible with your response and be sure to index accordingly for reference.
25. Section III, C, Service Description, 6.d, p. 13. Please clarify if "typical technical and non-technical steps to rolling out your product" refers to our program implementation plan for HCPSS or product updates.
Response: This is requesting you identify the steps to implement your program, any specific browser limitations, etc.
26. Section III, H. Minority Outreach-MBE Participation Schedule, p. 11, and Appendix B, p. 32. Is it a requirement that only MBE vendors can be utilized? Can we utilize WBEs?
Response: Yes, this is a goal and WBE's are acceptable.

27. Appendix B, p. 32. 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.
28. Section III, H. Minority Outreach-MBE Participation Schedule, p. 11, Appendix B, p. 32. 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 #27 above.
29. Section III, H. Minority Outreach-MBE Participation Schedule, p. 11, and Appendix B, p. 32. In the performance of the contract, can indirect MWBE participation be used for 100 percent of the requirement?
Response: Yes.
30. Section III, H. Minority Outreach-MBE Participation Schedule, p. 11, and Appendix B, p. 32. 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.
31. Section III, H. Minority Outreach-MBE Participation Schedule, p. 11, and Appendix B, p. 32. Is the MBE participation requirement an annual commitment or for the entire contract term of up to five years?
Response: Annual for the life of the agreement.
32. Section III, H. and Appendix B, p. 32. In Appendix B, please explain "LEA Name" and "PSC Number." How should bidders complete these fields?
Response: Please ignore this request.
33. Section V, E, Billing and Payment, p. 18; Appendix E, Article IV(2), p. 40. When products purchased include annual subscriptions to hosted software solutions, please confirm that payments are due upon the District receiving access to such software, which is standard in the ordinary course of business.
Response: Payment terms will be finalized upon award.
34. 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.
35. Section V, U, Optional Use of Contract, p. 23. Please confirm that the agreement may be extended to those entities purchasing the same products directly from Respondent under the same terms and in the same quantities as offered under this contract.
Response: Use of this contract with other parties will be between the awarded contractor and those entities.
36. 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.
37. Section V, MM, Identification and Sign-In, p. 27; Appendix A, Number 10, p. 31. Respondent's employees do not wear uniforms but will have a company ID at all times while on HCPSS property. Please confirm that this is acceptable to HCPSS.
Response: Confirmed.
38. Appendix A, 1.1, p. 33; Appendix A, 1.5, p. 33. Respondent's insurance policies are hundreds of pages long. Please confirm that HCPSS will accept copies of just the declaration pages of the required insurance policies.
Response: Please submit what insurance you intend to provide.

There are no other changes.