

**HOWARD COUNTY PUBLIC SCHOOLS
PURCHASING DEPARTMENT**

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<http://www.hcpss.org/about-us/purchasing/>

**ADDENDUM NO. 1
(Total Pages - 2)**

September 27, 2021

**Request for Proposal No. 015.22.B1
Compensatory Education/Recovery Services
Opening Date: October 4, 2021 Time: 10:00 A.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.

Questions

1. Question : Section 2.2 outlines how we are to organize our proposals. It goes from the Table of Contents (letter c) to Submittal Information (letter d). The sections that follow expand on this outline but insert additional sections between Table of Contents and Submittal Information, including 2.6 Respondent Identifying Information, 2.6.1 Subcontracting Information, 2.6.2 Equal Employment Opportunity Practices, and 2.6.3 Conflict of Interest. Do you want us to include 2.6 and its subsections in Submittal Requirements so we remain consistent with the original outline presented in section 2.2 or follow the secondary layout?

Answer: Please follow the outline as it is listed.

2. Question: Is the 25% minority participation noted in section 2.6.2 a goal or a requirement?

Answer: It is a goal.

3. Question: In Section 3.1 B.1.d. (Manpower breakdown), can you clarify what the district is looking for with this question? It is difficult to respond without first understanding the volume of work and the needs of the students.

Answer: This submission is referring to the scope of work, 3.4. Firms should identify what disciplines or areas of instruction they are providing manpower. For example, if you are providing a math instructor, that would be number of staff and their certifications, etc.

4. Question: Section 3.1 D.6 also asks about Manpower Breakdown. As with question #3, can you clarify what the district is looking for with this question? It is difficult to respond without first understanding the volume of work and the needs of the students.

Answer: We want to understand how you approach providing the staffing, are they employees, subcontracted and provide responses that speak to the items listed. The volume of work would be for the delivery of instruction in a typical school year.

5 Question: Section 3.4 Scope of Work to be Performed. Is the provider that is accepted for this RFP expected to be able to provide all services outlined in 3.4.2, 3.4.3, and 3.4.4 or can proposers identify which services they can provide and opt out of others?

Answer: This is flexible based on the qualifications of the proposed staff. This relates back to the above questions in that responding firms need to identify what skill and experience of staff they can offer.

6 Question: Do you anticipate awarding this RFP to one firm or multiple firms?

Answer: It is Howard County Public Schools intention to award to one or more firms.

7 Question: We have identified a small number of Exceptions to the Terms and Conditions. Per the RFP, we have included our Exceptions during the question period and have attached them to this email. We respectfully request to make these changes. Do we have the District's permission to include these Exceptions in our Letter of Transmittal per direction of the RFP?

Answer: We cannot preapprove exceptions. Please include any in your response, making directly correlation to the items that your firm is taken exception. Exceptions will be evaluated accordingly.

Note: It is the proposer/ bidder's sole responsibility to monitor the HCPSS Purchasing website to ensure that they download any additional addendums or clarifications prior to submitting their proposal and duly acknowledge receipt of and full understanding of said addendums on the proper proposal submittal form. Failure to do so may result in non-receipt of important information prior to the closing date and may render the proposal non responsive and ineligible to award. It is highly recommended that the submitting proposer/bidder ascertain if they have received all the addendums posted prior to submitting their proposal. Failure of any proposer/bidder to obtain any such addendum or interpretation shall not relieve the proposer/bidders company from any obligation under his/her proposal as submitted.