



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

**ADDENDUM NO. 1**  
**(Total Pages - 03)**

November 2, 2021

**Bid No. 007.22.B1**

**Consultant Services for Boundary Review**

**Opening Date: November 12, 2021    Time: 3:30 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.

Note: The due time has been extended from 3:00 P.M. to 3:30 P.M.

A virtual pre-submission meeting was held on October 27, 2021. The following participated virtually:  
Pre-submission meeting sign-in sheet

Full Name	User Action	Timestamp
Douglas Pindell Jr	Joined	10/27/2021, 2:57:19 PM
Timothy D. Rogers	Joined before	10/27/2021, 2:57:19 PM
Timothy D. Rogers	Left	10/27/2021, 2:57:33 PM
Timothy D. Rogers	Joined	10/27/2021, 2:57:53 PM
Jennifer Bubenko	Joined	10/27/2021, 2:58:08 PM
+1 360-259-9942	Joined	10/27/2021, 2:59:34 PM
+1 347-971-1167	Joined	10/27/2021, 3:01:23 PM
+1 415-606-3710	Joined	10/27/2021, 3:02:53 PM

Please see the following questions and responses.

**Redistricting**

1. Is HCPSS seeking a countywide boundary review or analysis limited to the new high school?

**Response:** The opening of the New HS #13 is scheduled for SY 2023/24 and boundary review is necessary to develop an attendance area for this school. It is anticipated that the Board of Education (Board) will provide a scope for boundary review in January, possibly including additional areas for review. The scope may evolve through 2022 as the process continues.

**Note:** The boundary review process is based on the Board of Education's Policy 6010 and the associated implementation procedures. Review of this policy began in the fall of 2020, and the Board is scheduled to approve changes December 7, 2021.

**Policy and IP links:**<https://policy.hcpss.org/6000/6010/><https://policy.hcpss.org/6000/6010/implementation/>**October 2021 Report to the Board**<http://go.boarddocs.com/mabe/hcpssmd/Board.nsf/goto?open&id=C72NY4613CE0>

2. Is HCPSS interested only in cluster-based boundary configurations for the new high school and its eventual feeders? Or is HCPSS interested in considering boundary configurations with split articulations?

**Response:** HCPSS policy does not include a consideration for cluster-based boundary configurations. Based on the current policy, the consideration for feeds indicates “Where reasonable, school attendance areas should promote a sense of community... through the consideration of: ... Feeds that encourage keeping students together from one school to the next. For example, avoiding feeds of less than 15% at the receiving school.”

Currently, feed percentages are based on the upper-level school (high school from middle and middle school from elementary). For example, some elementary schools send 100% of their population to one middle school, but that does not equate to 100% of the middle school’s population as other elementary schools also send students to that school.

**Procurement**

3. Is the prime bidder able to self-perform 100% of the MBE requirement if they are Maryland MBE certified?

**Response:** Absolutely.

4. Is there a requirement that HCPSS receives a minimum number of bids for this to be an acceptable procurement process?

**Response:** No.

**Engagement**

5. Given the size of the county, how many community meetings do you expect this process will involve?

**Response:** There are three parts in the process where community meetings are specified.

- Spring regional meetings: inform the public about the process and gain feedback regarding overarching community goals and concerns (3-6, in-person and virtual)
- Feedback to the Superintendent: After the Feasibility Study, the Superintendent seeks community member feedback to inform him during development of his recommendation to the Board (3-6, in-person and virtual)
- Attendance Area Committee: group is formed by the Superintendent to provide advice to him for the development of his recommendation to the Board (4-6 meetings, in-person preferred)

This is an estimate based on policy and tentative schedule. Amount and format of meetings will be determined following scope delivery by the Board and planning discussions with the Superintendent's office and selected firm.

6. Do you expect meetings to be conducted in an area-specific manner, and if so, how many areas would you divide the county into?

Response: Community meetings do not have to adhere to established planning regions. We have planning regions for each school level that are used for Adequate Public Facilities testing, but there is no requirement to use them as the basis for community meetings.

7. If meetings are to be held in-person, does HCPSS manage the booking of venues?

Response: Yes. Typically meetings are held in high school cafeterias.

8. Do you expect meetings to be in-person, or are zoom meetings acceptable?

Response: We expect to have in-person community meetings and Board meetings during this process. However, virtual meetings have proven to be an effective way to engage community members, so we anticipate virtual components as well.

9. Excluding meetings with the AAC, do you expect multiple rounds of engagement? (For example, a first phase introducing the process followed by a second phase exploring draft boundary scenarios.)

Response: We expect a round in the spring to communicate the process and collect input for the Feasibility Study, followed by a second round in summer to provide updates and collect input for the Superintendent's proposal.

10. Do you expect translation of materials, and if so, into what languages? Does HCPSS provide the translation services?

Response: HCPSS provides translation services when deemed necessary.

11. Do you expect interpretation to be available at all meetings, and if so, into what languages? Does HCPSS provide the interpretation services?

Response: HCPSS provides interpretation services when deemed necessary.

12. Under Part I, General Information, item #1.8 references "hand or overnight delivery." Does this apply?

Response: Please ignore this reference, submissions are to be done electronically as indicated elsewhere.

There are no other changes.