

July 18, 2022

Addendum 1

To: Interested Parties

Re: Questions and Answers, Solicitation #010.23.B5, Behavior Management and Support System

From: Howard County Public School System

Question 1: How many staff do you anticipate or expect to receive training? Over what period of time? All in year one? Over two years?

Answer 1: This depends on student and program needs. Not all staff will receive training in all areas. 100-200 would be a safe assumption as a minimum number, assuming staff in our regional programs need training first. We would phase training based on data. We cannot project a timeline until we know the training content and process. We will be limited on accessing staff for PD and breaking down into parts will take more time.

Question 2: Is the focus elementary? SEL? All?

Answer 2: All

Question 3: Is a planning period with designated project leaders expected and allowed before rollout?

Answer 3: Yes

Question 4: Is there a maximum dollar amount or dollar range attached to this contract? Should it be priced per year, or for the two-year contract period? Are there any other price guidelines we should know about?

Answer 4: We expect this to be a multi-award contract. Pricing should be submitted based on a two-year contract period. There is not a dollar range attached to this contract. Costs are always dependent upon budget approvals.

Question 5: How does HCPSS track the time proposals are sent via email? Can we use read receipt when emailing?

Answer 5: Per Section 1.7 of the solicitation, "The time of the HCPSS email system receipt is the time the electric submittal is RECEIVED by the Howard County Public School System – NOT the time you send the email. HCPSS is not responsible for technical failures that result in a late submission."

Question 6: What does “Product Demonstration” on July 22nd mean? Present sample materials? Methods?

Answer 6: **PLEASE NOTE THAT THE PRODUCT DEMONSTRATION DATE HAS BEEN CHANGED AND HCPSS WILL REACH OUT TO OFFERORS SELECTED FOR A PRODUCT DEMONSTRATION.** A product demonstration is performing a sample of your offerings to HCPSS.

Question 7: Regarding Section 3.3, B.1, d. and e., Does this refer to a breakdown of personnel for the entire organization or just the project? What space requirements? For this project only or for the entire organization?

Answer 7: The breakdown of personnel is for the number of personnel per specialty. The space requirements refer to the space by square footage of the offeror’s facilities and equipment.

Question 8: What is the cost and fee structure?

Answer 8: **Please see attached Price Proposal Worksheet.**

Question 9: Is the expected implementation for this project fall, 2022?

Answer 9: Yes

Question 10: Regarding Section 4.3.3, C. Technical Requirements, This is not a hardware/software driven project, outside of standard laptops and Microsoft/Google software. Are there specific technology expectations for this project?

Answer 10: Specific technology requirements would only be required if they are necessary to the implementation of your product.

Question 11: Regarding Section 4.3.3, D. Price, what is “other financial data?”

Answer 11: Other financial data refers to financial documents that may be requested by HCPSS, including, but not limited to: tax documents, financial audits, etc.

Question 12: Regarding Section 6.7, are vendors to submit EEO policies and practices, or simply acknowledge that they have such policies and practices? Does the awarded vendor sign and agree to HCPSS’ EEO policy? Is this also where offerors should include their hiring practices and documentation and procedures for call-outs?

Answer 12: Offerors are to submit their EEO policies and practices along with their proposal. The awarded vendor will agree to and sign the HCPSS contract, which per Section 1.14, “consists of all solicitation documents, the specifications and scope of work and any applicable addenda, and any additional documentation issued. All of these materials and documents associated with this solicitation will be included in the contract(s) which the Board of Education awards as a result of this solicitation and will become the contract. The contractor, by submitting this proposal, agrees that if awarded

the contract that it will be bound under the contract to all the Terms and Conditions of the contract for any future services awarded under this contract.”

Also, per Section 1.11, Exceptions, “If an offeror takes any exceptions to the terms and conditions of the RFP, an offeror shall notify HCPSS in writing not later than then calendar days (Saturdays and Sundays included) before proposals are due. Failure to take exceptions within the timelines indicated shall be construed by HCPSS as full acceptance of the stated terms and conditions.”

Question 13: Price Proposal – There is no form provided in this section. Will you be providing one?

Answer 13: **Please see attached Price Proposal Worksheet.**

Question 14: Regarding Section VII, Technical & Price Proposal Worksheet, will you be providing a price proposal form?

Answer 14: **Please see attached Price Proposal Worksheet.**

Question 15: Regarding Appendices B-F, are these to be signed and submitted with the proposal or only upon contract award?

Answer 15: These are to be signed and submitted with proposals.

Question 16: What do we put in Tab D of the solicitation document? Is one of the documents the Statutory Affidavit and Non-Collusion Certification found in the back of the RFP? It also looks like something is needed related to receipt of the RFP?

Answer 16: Per Section 1.12 of the solicitation, “The required documents for this RFP include an original, unaltered, executed solicitation document including any addenda issued by HCPSS, completed bid proposal/affidavit, financial statement, completed Qualifications/Experience affidavit, completed Price Proposal Worksheet, and any other documents requested. Failure to do so may cause rejection of the proposal.”

Question 17: Should we use an Attachments section for things such as Annual Report, Certificate of Good Standing, Curriculum Outlines, SP Budgets, Financial Reports, Staff Resumes, Job Descriptions, etc.?

Answer 17: The format regarding these documents can be found in Section VI: Technical Proposal Format.

Question 18: Clarify document location in the RFP and where they go (i.e., original, unaltered, executed solicitation document including any addenda issued by HCPSS, completed bid/proposal affidavit, financial statement, etc.

Answer 18: The format regarding these documents can be found in Section VI: Technical Proposal Format.

Question 19: Section 6.7 states, "Offerors are expected to make every effort to meet or exceed the goal of 25 percent participation by organizations majority owned by Native American/Alaskans, Asian/Pacific Islanders, Blacks, Hispanics, persons with disabilities, and/or women as certified by the Maryland Department of Transportation, the certifying agent in Maryland." Can you please explain what information is requested from proposers with respect to this requirement?

Answer 19: Offerors shall state what efforts they have made as a company to meet or exceed this goal.

Question 20: Are all appendixes required as part of submission:

Answer 20: Yes

Question 21: Per Section 4.3.3, C. Technical Requirements, "Evaluation in this category will be based on the ability of the hardware and software to meet or exceed the technical requirements set forth in Section VI of this proposal." If the offeror is providing all services in person, and does not require and specific software, would this section be N/A?

Answer 21: Services provided in person would be considered "hardware."

Question 22: Does HCPSS intend to award a single vendor or multiple vendors?

Answer 22: HCPSS intends to award multiple vendors.

Question 23: Section 1.1 states, "The goal for the Behavior Management and Support system is to expand the current continuum to include additional services and supports to address students' mental health and social/emotional therapeutic needs." What supports are currently provided and which vendor(s) provide these supports.

Answer 23: HCPSS currently uses a variety of services and supports, however there are no current contracts in place.

Question 24: In several locations throughout the RFP, it states that subcontractors will not be accepted. However, Section 6.7, Equal Employment Opportunity Practices, states, "HCPSS is committed to assisting firms that are majority owned by minorities and women. Offerors must state in this submittal whether it is majority owned by minorities and/or women. Offerors are expected to make every effort to meet or exceed the goal of 25 percent participation by organizations majority owned by Native American/Alaskans, Asian/Pacific Islanders, Blacks, Hispanics, persons with disabilities, and/or women as certified by the Maryland Department of Transportation, the certifying agency in Maryland." Can you clarify if offerors are expected to subcontract, if necessary, to meet this goal? How can this be achieved without subcontracting if the offeror is not a firm who meets one of those requirements? Is it sufficient to have an organizational focus around DEI and inclusive hiring?

Answer 24: This section states that this is a goal, not a requirement.

Question 25: In Section VI, the evaluation criteria for technical requirements is specific to hardware and software requirements, however Section VI addresses technical format, qualifications and capabilities and price, but does not mention any hardware or software requirements. Can you clarify the basis for the evaluation of the technical requirements and the evaluation points in this category?

Answer 25: The Technical Requirements can be found in Section 3.3 of the RFP.

Question 26: Is HCPSS open to software solutions?

Answer 26: Yes, if the software solutions meet all requirements stated in the RFP.

Question 27: Will there be direct interaction with students and staff?

Answer 27: There will be no direct interaction with students. There will be interaction with staff, such as social workers, psychologists, etc.

Question 28: If an offerors pricing for professional learning is typically based on a per student basis and does not include any licenses, can the offeror submit a total price per learning event?

Answer 28: Yes

Question 29: Approximately how many school professionals do you expect to participate in these professional learning offerings?

Answer 29: We anticipate anywhere from small groups of 60 participants up to as large as 200. It will depend upon the topic and the selected audience.

Question 30: Section 3.5.5 states, "Provide alternative therapies or approaches which may include art therapy, music therapy, dance therapy, and animal therapy for students in grades K-5." Please clarify whether the expectation is to provide these alternative therapies directly to students, or to prepare the teachers to recognize when such therapeutic approaches might be warranted and how they can contribute.

Answer 30: The expectation could be either. We are looking to equip staff with additional strategies to recognize what students need and provide these alternative therapies.

Question 31: Will general education teachers be receiving training?

Answer 31: Possibly and will be dependent upon the content of the professional learning and specific needs within the program and school.



Office of Purchasing
10910 Clarksville Pike, Ellicott City, Maryland 21042-6198
(410) 313-6723, fax (410) 313-6789

Price Proposal Worksheet

Price proposals are to be fully loaded prices that include, but are not limited to, all labor, profit/overhead, general operating, administrative, and all other expenses and costs necessary to perform the work set forth in the solicitation. No other amounts will be paid to the Contractor.

Service	Price