

ADDENDUM NO. 2

February 24, 2023

RE: **Bid #064.23.B6, RFP – Tutoring and Evaluation Service**

FROM: **Purchasing Office
Howard County Public Schools
10910 Clarksville Pike
Ellicott City, MD 21042
(410) 313-6723
(410) 313-6789 fax**

TO: **APPROVED PROSPECTIVE BIDDERS**

This addendum forms a part of the Contract Documents and modifies the Original Bidding Documents as noted below. Acknowledge receipt of this Addendum in the space provided on the Bid Price Sheet/Form of Proposal. Failure to do so may subject the Bidder to disqualification. This Addendum consists of two (2) pages.

QUESTIONS AND ANSWERS

1. Is this a new solicitation or is there an incumbent?

Answer: There is an existing tutoring contract that has multiple awards.

2. “Under separate sealed cover from the Technical Proposal, the Offeror shall submit an original unbound copy and an electronic version in Microsoft Word or Microsoft Excel of the Price Proposal.” How would the customer like us to submit cost proposals through this electronic submission?

Answer: Cost Proposal shall be emailed separately from the technical proposal.

3. What is meant under Tab D “an original, unaltered, executed solicitation document including any addenda issued by HCPSS (Submit under Tab D). “

Answer: Page 1 of the RFP is where the Offerors executes the solicitation documents.

4. Is there a budget?

Answer: The budget will not be released.

5. Will HCPSS extend the submission deadline to give bidders sufficient time to review the question responses and provide high quality proposals?

Answer: The proposal due date received an extension until March 9th.

6. “Will you accept a digital signature in Adobe for all forms required? “

Answer: Required forms due at time of proposal submission must be included in the Offerors’ proposal.

7. We offer an award-winning, online research-based personalized learning platform with English, Math, Reading, Science, and Writing curriculum and platform features that emphasize the skills and content knowledge needed for college and career readiness (CCR) and 16 full-length ACT and SAT practice exams testing CCR content knowledge. We do not offer live virtual tutoring; instead, our platform offers pre-recorded videos. We do host live offer hours and live professional development. Do you know if we qualify for this bid?

Answer: No. The services needed are IEP related.

8. LINKZ signed a contract with HCPS on Oct 17, 2022 that is stated to remain in effect until June 30, 2023 . According to our records, we have not reached the \$50,000 cap on this agreement. If we win this RFP, what happens to this contract? Does this contract remain in effect or is it voided? Further, do we list this contract on the RFP under the area marked "Appendix A - Qualifications and Experience Affidavit?"

Answer: A vendor with an existing contract with HCPSS who receives a contract award through the referenced RFP contract will end June 30, 2023 with no option renewal.

Vendors who have an existing contract for tutoring services with HCPSS can choose not to bid on the current RFP and their last renewal option will be renewed. The existing contract can be renewed after the option year has expired with 50K cap.

Please note: The current RFP does not have a cap.

9. When are the proposals presented to the HCPS Board of Education? If that meeting is public, when and where will that meeting be held? And will they publish a list of applicants prior to the meeting?

Answer: The date is not known during this part of the process. A list of applicants will not be published prior to the Board meeting.

10. LINKZ has been in existence since March 2019. LINKZ made an asset acquisition of *bowman educational services, inc*., an educational agency with many of the same tutors that had been in existence for 25+ years. Is there some kind of audit trail that we can provide in order to satisfy the RFP's five year requirement?

Answer: Personnel experience can be evaluated to qualify for submission.

11. Under "Section V: Technical Qualifications and Capabilities":
1. F.8: Who is under the umbrella of Key Personnel?

Answer: Key personnel is the personnel that will be performing the key services required in the RFP.

12. Typically, as an organization, our tutors raise their rates every 1-2 years. Are we locked into a fixed hourly rate, or should we provide a sliding scale with a projected rate of 5 years?

Answer: The rate shall be locked in. Please see RFP Mandatory Terms and Conditions – Section 2.31 regarding price adjustments.

13. Under "Appendix A: Qualifications and Experience Affidavit":

1. We only have one contract with HCPS. However, we are also working with similar cases from the Dept. of Social Services and with PGCPs. Should we list those under this Appendix, or do you only accept contracts

14. ?

Answer: Yes, you should list those.

15. 11. Do we need to fill out anything on Appendix E?

Answer: Yes. Offerors shall complete Appendix E.

16. 12. Who is responsible for completing Appendices E and G?

Answer: HCPSS staff is responsible for Appendix G.