

**ADDENDUM NO. 3**

**March 3, 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.

**A. RFP REVISION**

The RFP is currently due March 9, 2023 at 11:00 AM.  
The revised due date is **March 15, 2023** at 11:00 AM.

**B. QUESTIONS AND ANSWERS**

1. Of the 57,00 enrolled students in HCPSS, how many of these does the district anticipate will require tutoring services?

**Answer:** It can be anywhere from 20-3000 depending on parent selection of services.

2. Regarding the therapy component of this work, please clarify the following:

- a. How many students requiring tutoring will also require the therapeutic services listed on page 20, 3.1.1, Items A.5 and A.6?

**Answer:** We do not know the answer to this question.

- b. Does the district intend for the academic instruction and therapeutic services to be provided by the same individual?

**Answer:** No.

- c. Would the district consider partial award of this contract for the academic instruction component and the therapeutic services component?

**Answer:** Yes. The therapeutic service is optional.

- d. Does the district have in-house individuals who could be incorporated in vendor's solution for the provision of the therapeutic services?

**Answer:** No.

- e. How many students requiring tutoring also have IEP goals?

**Answer:** All of them.

3. Is this an “on-demand”-only implementation? Please confirm that the requirement is for pre-scheduled sessions with the tutors of the students’/parents’ choice, rather than having tutors available 24/7 on demand where students are matched in real time as they log in and request help.

**Answer:** the requirement is for pre-scheduled sessions with the tutors of the parents’ choice.

4. Is there any pre-set tutoring schedule managed by HCPSS to occur during school hours, scheduled by district admin, school site admin, or by classroom teachers?

**Answer:** tutoring will be scheduled between the family and the tutor. Tutoring cannot occur during school hours.

5. Are tutoring sessions to be scheduled solely by parents of HCPSS students? If only parents are scheduling sessions, is it correct to assume that the majority of sessions will take place after school hours, approximately 3:00-11:00 PM EST and/or on weekends?

**Answer:** Yes. Tutoring can also take place during the summer.

6. Does HCPSS require or desire recurring tutoring sessions to be scheduled with the same individual contractor tutor?

**Answer:** The same tutor is preferable for each student.

7. Is the tutoring contractor being made available only to students with an IEP

**Answer:** Yes.

8. Will HCPSS please provide a sample Scope & Sequence for #8 in Section 3.1.1?

**Answer:** See attached under separate cover.

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

**Answer:** No.

10. Are we only answering the Appendixes or are we supposed to answer questions in 3.0?

**Answer:** Section V: Technical Proposal form lists all requirements of Offerors proposal submission. Offerors shall address all Scope of Work requirements as stated in Section V: 1 E as well as F.

11. Is there a staffing plan required for submission?

**Answer:** Offeror’s shall submit information from Section V.1.F regarding Offeror’s and staff experience performing services.

12. Can you describe in more detail any fingerprinting requirements for tutors providing services under the scope of this contract?

**Answer:** Fingerprinting is required for any contractor who has contact with HCPSS students.

13. Does this RFP apply to all HCPS students with whom we work, or only the current compensatory service cases (listed below) and/or future compensatory service cases for the duration of the RFP?

- Hromada
- Kelso
- Hollingshed
- Tonkin
- Ward
- Bor-Bor Lebbie

**Answer:** This RFP applies to all IEP students in HCPSS.

14. 2. Is there a copy of a previously-submitted RFP that we can look at for guidance on formatting?

**Answer:** Please use current RFP, Section V for guidance on formatting.

15. What all should be included in the proposal?

**Answer:** Section V: Technical Proposal Format items 1 A thru J lists what must be included in the proposal.

16. Is there any minimum number of years one needs to be in the business of tutoring to apply for this RFP?

**Answer:** five years.

17. Will a contract awarded from this RFP (Bid # 064.23.B6) take the place of our current contract awarded through RFP No. 015.22.B1 or would both contracts be active simultaneously?

**Answer:** Both contracts will be active simultaneously until all options under bid # 015.22.B1 is exercised.