



EQUITY CHARACTER EXCELLENCE TEAM JOY

**Request for Proposal #23033
Secondary ELD Curriculum
Addendum 1**

Date: 03/24/2023

RESPONSES TO QUESTIONS

1. **Question:** Will the district accept a fully online resource or is the district looking for a paper-based resource?

Answer:

The district is looking for both hard copy and online instructional materials for English language development. This could be a single instructional resource that provides both or a combination of instructional resources that we select across publishers to create a cohesive instructional resource and tool that supports English language development with both hard copy and online resources.

2. **Question:** Does the district have a preference of what delivery service is used for the delivery of the bid response?

Answer: No

3. **Question:** A thumb drive of resources is being asked for. If the vendor courseware is a web-based program, can they offer an instructions page with logins and passwords for use? Or do they still need to place their courseware on a thumb drive, and if so, how?

Answer: Thumb drive should contain the RFP response- not the program itself

4. **Question:** For the thumb drive submission specification, what should be included on the thumb drive?

Answer: The entire response to the RFP

5. **Question:** Under "Statement of Need" section 7, it states that if the vendors program is adopted, they are responsible for the physical delivery of their product to all TPS locations. If the vendor does not have physical books because their materials are electronic and would be downloadable as needed by instructors and administrators is this acceptable?

Answer:

We would request that sample downloadable materials be made available for review in hard copy in addition to guidance on online access demo account.

6. **Question:** From Attachment C when the vendors entire proposal and support materials are ready to be submitted, should they have those contents notarized, with proof of signature too?

Answer: Yes, where stated

7. **Question:** Does Attachment E also fall into materials that need to be notarized?

Answer: No

8. **Question:** Please confirm if the district wants one or two copies of the proposal to be included in the submission.

Answer: One (1) original, two (2) copies, one (1) thumb drive.

9. **Question:** Can you confirm that the proposal submission as outlined on the cover of the RFP, will not include any samples of resources because those will be sent following the instructions in Exhibit II?

Answer: Correct

10. **Question:** The cover page states: 'Responses must be sealed and marked on the lower left-hand corner with the proposal name and number, name, and address of the vendor, and 'opening date and time'. Please elaborate on what should be written to satisfy the 'opening date and time' specification?

Answer: Proposals will be accepted until 11:00 a.m. on April 4, 2023.

11. **Question:** 8.1 ii. 'Qualifications of Offeror: The offeror shall have the capability and the capacity in all respects to fully satisfy all of the contractual requirements.' Is this specification satisfied by a form in the RFP? If not, can you elaborate on how we should meet this specification?

Answer: This is a requirement that the vendor is confirming by submitting a proposal. No additional information is required.

12. **Question:** 8.1.iv 'Provide a description of the offeror's facilities and warehouses, their locations and the product lines stocked at those locations.' If the vendor is a digital-only software-as-a-service, curriculum provider, with no warehouse facility, how should they satisfy this section of the proposal?

Answer: State location of any offices and number of employees to verify that volume and service can meet the needs our district.

13. **Question:** 8.1.v. 'State profit as a separate element of price, per example'. Since there are no contractual purchase volumes in this RFP, how should they satisfy this section of the proposal? Can a more detailed example be provided?

Answer: State profit. If a "bundle" is proposed- what is the profit on that bundle. State as a dollar amount or % of sales.

14. **Question:** Exhibit II. Samples of resources. If the vendors are a digital-only software-as-a-service, curriculum provider, how should samples be provided? Would screen-cast recordings,

showcasing materials as well as digital login access, be satisfactory? If yes, how should this be submitted? As a mailed thumb drive, or perhaps by email?

Answer:

Access to the materials online through a demo account with hard copy sample downloadable materials, examples, and screen shots would suffice.

15. **Question:** Does the district prefer to adopt the same program for all grade levels? Or would the district consider a program for Grade 6 only?

Answer:

The district will make the appropriate selections across instructional resources to meet the needs of our students in grades 6-12 for English language development. This may be satisfied by a single program option or through the selection of multiple options to meet the needs of our multilingual learners at various grade levels and proficiency levels.

16. **Question:** Does the district intend to award to this to a single vendor?

Answer: As stated in the evaluation and award criteria "The evaluation committee will review all proposals and make a recommendation to the school board for award to a responsive and responsible offeror(s) who submits the proposal that is in the best interest of the District."

Rachael Vejraska



Director Materials Management

Vendor Acknowledgement Signature

<p>Proposal responses must include a copy of this page, signed by the vendor, confirming receipt of same. We hope this information is helpful in developing your response and we appreciate your participation.</p>
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