

ADDENDUM 1

June 5, 2018

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT
Dr. Scott R. Muri, Ed.D. Superintendent of Schools

PURCHASING DEPARTMENT
1031 Witte Road, Building T-1A, Houston, Texas 77055-6016
Phone 713/251-1100 Fax 713/251-1115

Date: June 5, 2018

RICHARD L. GAY, CPPO, RSBO, RTSBA
Director of Purchasing Services

NOTICE TO OFFERORS

ADDENDUM TO COMPETITIVE SEALED PROPOSAL

DATE: June 5, 2018

This Addendum forms a part of and modifies the original Proposal Document, issued by the Spring Branch Independent School District.

Invitation to Proposal entitled: ANNUAL CONTRACT FOR College Access Programming for Underserved Students

Proposal Opening Date & Time: **JUNE 13, 2018 @ 11:00 AM**

ADDENDUM NO. 1

PROPOSAL NO. 12503P

Please make the following additions, revisions, and/or deletions to the Proposal Document:

See Questions and Answers below

The offeror shall acknowledge receipt of this addendum in the Proposal Form.

QUESTIONS AND ANSWERS

1. Does SBISD allows organizations to bid on specific parts of the contract? We have a lot of resources to help underserved students improve their chances of getting into college or the college of their choosing however we don't have any offerings for while they are in college to help them matriculate.

Yes, SBISD will evaluate all proposals submitted to determine which one offers the "Best Value" to the District.

2. Will there be awards for multiple vendors?

If a vendor provides one or more services within the scope of work, but not all of the services, will there be an opportunity for that vendor to provide the specific services and/or materials related to that portion of the scope of services?

Yes, multiple vendor awards is a possibility. Refer to question #1.

3. Will SBISD require a board resolution to accompany the bid?

Board does not need to sign. Whoever is authorized to sign can sign, no action unless Board requires it.

4. Does SBISD require the so-called "EDGAR Certifications" which are sometimes a series of certifications vendors sign when a district will be using federal funds on a given solicitation? If so, can SBISD supply those certifications for inclusion in the overall RFP submission?

Yes – part of the forms.

EDGAR is when a district is using federal funds (state or federal) – require all vendors to do so

Form page 45 – complete it in its entirety, and initial all of them even if it is NA

5. Is there a master service agreement or some sort or whether a vendor is supposed to proffer a contract for review.

The contract itself is the 'master service agreement'.

6. Should vendor include a W-9 with his submission?

Yes

7. Should vendor provide insurance “accord” certificates with his submission?

Yes

Form must include all of the requirements as listed in the RFP on page 22. Requirements are there.

8. If the vendor is a service provider as opposed to a product supplier, will vendor need to create a “services catalog” for this solicitation or to continue doing business in SBISD?

If vendor provides different services and a different pricing structure, vendor would need to provide it.

9. Is vendor required to submit any sort of data sharing agreement for this solicitation?

Yes, a data sharing agreement – separate from the contract – Is also required.

10. The awardee/vendor under this solicitation will have a 5-year term, with an additional four-year renewal period possible, correct? What will be required to remain in good standing for the duration of the term? Are there specific documents we will need to provide on an annual basis or other period of time?

Vendor performance evaluation would be based on the performance as a vendor. This is a procurement process, not the vendor (s) end of year report that they do with the department itself.

11. Section 4 and Section 5 – do we need to respond to all things?

No – we do not need to respond to the requirements. Sections 8 and 9 are the sections that require specific responses. For any sections that are not replicable, no response is required.