

RFP 17/18-3 K-8 Grade Student Assessment System

Questions; Answers; Clarification: Addendum #1

Question 1)

RFP page 6, section 1 specifies that questions are due on or before Friday, June 29 with the District posting answers by Monday, July 2. Proposals are then due the following day, July 3. This timeline does not allow sufficient time for bidders to review and incorporate any pertinent information from the QA or addendum into their proposals, as they would need to ship that same day to ensure timely arrival by the deadline.

Answer:

There is no change to the due date of questions and posting of answers, but we are changing the due date for submittal of proposals to July 5th at 2 p.m.

Question 2)

RFP page 4, section III, states that “vendors should limit the promotional materials submitted to a reasonable level no more than 35 pages total, including the bid response.” We’re concerned that this page restriction will limit our ability to present essential supporting information to the District, including report samples and relevant research. Please clarify whether or not the entire proposal, including any appendix items, must be 35 pages or less.

Answer:

We will strike the 35 page limit requirement. We prefer no more than 35 pages, but you can exceed without penalty.

Question 3)

RFP page 5:

- a. Bullet 1: Should the cover letter and company profile be combined in one document?

Answer:

Either way is fine.

- b. Bullet 2: Should personnel information be included as part of the cover letter and company profile? Or just under the company profile if that is to be provided as a separate chapter?

Answer:

Must be contained within your proposal.

- c. Bullet 3: Please clarify what is meant by “Your plan should address, at a minimum, terms and conditions.” Does this refer to the contractual terms and conditions provided in the RFP?

Answer:

No, your terms and conditions.

Question 4)

RFP page 5, second paragraph, states: “This RFP and its format should be incorporated into the actual response, using an electronic form of this RFP to organize the proposal.”

- a. Please provide the RFP in an editable Word format.

Answer:

Request for Proposal in pdf form was provided.

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- b. As the RFP document itself is 28 pages long, and given the section-specific and overall page limitations, please clarify how bidders can meet these page restrictions and still respond point-by-point on the RFP document.

Answer:

Unless specifically identified in the RFP in other sections, the forms in the RFP, Attachments B, C, and D are the documents for a proposer to have completed and incorporated within their response.

- c. Is there a specific font style, font size, and margin size preferred by the District to ensure consistency across proposals?

Answer:

No.

Question 5)

RFP page 8, paragraph 4.7:

- a. Will the District purchase all five years upfront in year 1, or will this be an annual purchase each year for five years?

Answer:

See section V.1 on page 9.

- b. Please confirm the number of sites and students in grades K-8 who will use the selected assessment, so that bidders may provide a specific price quote per year for five years.

Answer:

Twenty-four (24) sites and approximately 13,000 students.

- c. Please confirm the number of teachers who will participate in professional development.

Answer:

Approximately 525 teachers.

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- d. Does the District prefer a site-based (per school) or centralized (staff from multiple schools attending at a central District location) training model?

Answer:

The District prefers a site-based training model, but we have a few small schools that can be combined for training.

Question 6)

Please confirm that the only “Mandatory Requirement” is V.3. Insurance on page 9.

Answer:

The terms and conditions throughout the document are as stated.

Question 7)

RFP page 8, paragraph 4.7:

- a. Should bidders provide a point-by-point response to the criteria listed in Attachment A?

Answer:

No, attachment A is for information only.

- b. Please note that the “Specifications—20 Points” table is included twice.

Answer:

Disregard the extra table.

- c. In the “Instructional Content—20 Points” table, the RFP references access to a “personalized online pathway.” Should bidders include pricing for online instruction as a cost option, if it is not included in the assessment license fee?

Answer:

Yes.

END OF ADDENDUM