

**SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

Scott Muri, Ed.D, Superintendent of Schools

**PURCHASING DEPARTMENT**

1031 Witte Road, Bldg. T-A1, Houston, Texas 77055-6016

Phone (713) 251-1100 FAX (713) 251-1115

**BARBARA A. ROBILLARD**

Director of Purchasing

**NOTICE TO PROPOSERS**  
**ADDENDUM TO REQUEST FOR PROPOSAL**

DATE: March 31, 2017

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: “Professional Development Services 4.0”**

**Proposal Opening Date & Time: April 12, 2017 @ 11:00 AM**

**ADDENDUM NO. 1**

**PROPOSAL NO: 11237MAY**

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 on the Proposal Form.

**ADDENDUM NO. 1, PROPOSAL #11237MAY  
QUESTIONS AND ANSWERS**

**Question #1:** In Sections, 2.0 Scope of Proposal, 8.0 Specifications, 7.0 Instructions to Vendors (Submittals), Are there any particular requirements in terms of font, size, or word/page limit?

**Answer #1:** No, there are no particular requirements in terms of font, size, word, or page limits. However, SBISD will require that, all proposal forms and submittals requested and provided in the CSP, be whole and complete.

**Question #2:** Can part of the proposal be hand written and part of it be an attachment?

**Answer #2:** Per page 6, Section 2.0, Scope of the Proposal, it states

“An original and one (1) copy of the Proposal, typewritten or printed/written in ink, must be submitted.” Vendors, please submit all responses on the provided forms in the proposal. If additional space is needed, please include additionally printed/handwritten information.

**Question #3:** Is 8.6 the place where vendors are to provide the training model?

**Answer #3:** Vendors shall provide training models within the submitted proposal, at its discretion.

**Question #4:** On page 24 of the CSP, there is a section on insurance that stipulates that copies of our liability insurance are due within 14 days of “award”. However it was mentioned at the pre-proposal meeting that something having to do with insurance (page 25, third column) needed to be submitted WITH the proposal. Can you please clarify whether copies of our insurance is needed at this time, or later?

**Answer #4:** Per page 24, section 5.39.0, as it pertains to providing the certificate of insurance requirement, the Vendor is required to provide SBISD with copies of certificates of insurance, naming SBISD as additional insured's for Texas Workers Compensation and General Liability Insurance, within 14 business days of contract award and prior to the commencement of any work under this Contract. SBISD is requesting a copy of a certificate of insurance at the time the proposal is submitted, but it is not necessary for vendors to provide a copy of the certificate of Insurance with SBISD named as an additionally insured party at this time.

**Question #5:** What is meant by a process map in 9.5.0 a?

**Answer #5:** Process mapping refers to activities involved in defining what a business entity does, who is responsible, to what standard a business process should be completed, and how the success of a business process can be determined. Exact formatting will not be provided.

**ADDENDUM NO. 1, PROPOSAL #11237MAY  
QUESTIONS AND ANSWERS**

**Question #6:** Is there an example of a Summary Matrix in 9.6.0?

**Answer #6:** No, a Summary Matrix is will not be provided.

**Question #7:** Are vendors to check only **one** box and then answer the questions under that one box in 9.13.0?

**Answer #7:** Please check all that apply and answer applicable questions.

**Question #8:** In terms of putting the proposal together, should we compile the 52 pages and then put the answers to the questions at the back labeled as you have labeled them?

**Answer #8:** Vendors are not required to submit Instructional and Informational pages of this proposal. However, all forms and requested submittal documents are required.

**END OF ADDENDUM NO.1**