



Department of Purchasing

100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762 Fax (757) 925-6763

February 4, 2022

To All Interested Parties:

**Subject: Addendum #1,
Request for Proposals – Provide English/Language Arts Textbooks/Program for Grades:
PreK, PreK-1, K-2, 3-5, PreK-5, K-5**

QUESTIONS AND ANSWERS RECEIVED AS OF 02/04/2022:

QUESTION: Is the district interested in adopting one program with all components listed in the scope of work?

ANSWER: We reserve the right to adopt program or programs to fit the needs of Suffolk Public Schools.

QUESTION: Would you also be interested in supplemental resources that align with the core?

ANSWER: We would reserve the right to review supplemental materials as well. However, the award may come at a time after the primary award.

QUESTION: Are you interested in digital programs only?

ANSWER: Not necessarily; however, we would need to have a digital component in at least one of the programs we would adopt. Should a proposer offer a digital and print component that meets our needs, we would likely prefer a consistency in the programming.

QUESTION: Will the district accept a comprehensive ELA program that is only for Pre-K students?

ANSWER: Yes; we reserve the right to award a contract or contracts that meet our stated needs.

QUESTION: The reading program shall include a set of ancillary materials at no additional cost for every teacher (including special education, resource, etc.) during the initial year of adoption.” Can you please define what is meant by ancillary materials?

ANSWER: Should the proposer provide a consumable workbook with no other digital option, it is expected that the consumable be provided for at least the first year of adoption. If the workbook is digital and can be used for each user, then such materials will not have to be provided.

QUESTION: Regarding samples that are due in February, are those required to be print and digital versions or one or the other?

ANSWER: Digital only for the deadline in February. If a digital version doesn't exist, please indicate that in your response and we may request a printed version

QUESTION: A previous version of the our reading program was approved by the state during the last ELA adoption. Are we allowed to submit the newest version for this RFP?

ANSWER: You may respond to the RFP in any manner you want provided that it meets the requirements found in the RFP.

QUESTION: The structure of our grade-specific classroom packages does not lend itself to the pricing structures outlined for free material(s). Is there any potential for revisions in some of these requirements?

ANSWER: To provide greater clarity to this requirement. Should you firm only offer printed consumable versions, we are requesting to have this provided by the vendor in year one of this adoption. Should this be offered in a digital version for the length of the adoption, then this requirement is no longer needed. This requirement is to allow for the large initial outlay to include all aspects of the program and to allow for adequate budgeting for subsequent years. We will accept your proposal regardless of your pricing structure, however, it is preferred that the consumables not be an ongoing expense.

QUESTION: Can you please clarify if you are looking for comprehensive only, supplemental or both types of instructional materials?

ANSWER: We will accept all proposals that meet the requirements in the RFP. A comprehensive program that meets all of our needs will be preferred, however, we reserve the right to review and award supplemental awards should it meet the needs of Suffolk Public Schools.

QUESTION: Can you clarify that you only want digital samples with submission?

ANSWER: At this point, we will accept digital submissions addressing the major points that are found in the RFP. However, once the proposals have been reviewed and the proposal meets the requirements, we will request paper copies, if necessary, for the adoption committee to review. A digital copy would allow for us to distribute without proposers having to pay for shipping large amounts of material unnecessarily.

QUESTION: Can you clarify if you need both physical and digital submission documents?

ANSWER: Digital through the EVA submission portal OR delivery physical documents either by drop off or courier is fine.

QUESTION: With a 25-page limit, what is the district's expectation regarding response to scope and evaluation? Do responses to the requirements count towards the 25-page limit, or can they be included in an Appendix?

ANSWER: The requirement is not including any additional supporting documentation that you wish to provide. However, the 25 pages plus the correlations needs to answer the major review points found in the RFP. A proposal will not be disqualified due to exceeding the page limit, however, it is asked that proposers provide a concise response to the RFP that demonstrates capacity and capability to move to full adoption review.

QUESTION: Please confirm that you want us to submit the Textbook Publisher's Certification Form.

ANSWER: Yes. This submission is needed as it is outlined in the VDOE guidance

QUESTION: Quality Assurance and Editing: Does the 3-page or less requirement count towards the 25-page limit?

ANSWER: No; neither does the Textbook Publisher's Certification Form or the correlations.

QUESTION: In lieu of being required to submit one copy of our submission electronically through the eVA portal (or USB), will the district consider only digital submissions?

ANSWER: No; I will not consider only digital submissions. Proposers that wish to participate by delivering their proposals using methods found in the RFP should be allowed to do so. Only allowing digital submissions may create a barrier for participation

QUESTION: Would you please clarify if you want print samples at this time, and if not would you please clarify what we need to do concerning Attachment 2?

ANSWER: Printed versions are not required at this point. Should the steering committee in their review find that your proposal and program is to go to the full adoption committee, the printed materials may need to be provided at that time. Attachment 2 is provided as a reference at this point.

QUESTION:

Page 5: Section C, would you please clarify the following?

- a. What components of the program does the district want to receive for free and for how long in the adoption?
- b. What components are you wanting in print vs. digital?

ANSWER:

- a. Should your program provide a consumable printed workbook, it is expected that, at a minimum, the first year of such consumable be included. In past adoptions, many providers have provided these type of consumables for the life of such adoption
- b. Suffolk Public Schools will accept these in both digital and print versions. However, any digital components must meet the stated requirements in the RFP. Digital components are preferred as students use Chromebooks more in their daily instruction. However, it is good to have the choice should we need a printed version to meet the individual student's need.

QUESTION: Can you clarify if you are looking for a comprehensive PreK system or just ELA/reading/handwriting for PreK?

ANSWER: We will accept proposals for both. However, a comprehensive program that meets/exceeds our needs will likely be preferred to the adoption committee.

QUESTION: Are we allowed to also submit a keyboarding program along with other ELA materials?

ANSWER: Provided that your submission is in conjunction with the handwriting program, then you may submit a keyboarding component.

DEADLINE FOR QUESTIONS:

The deadline for questions will be February 11, 2022 at 5:00 PM

CLARIFICATION

Any digital components being provided must follow the following guidelines. A failure to do so may lead to your proposal not being considered:

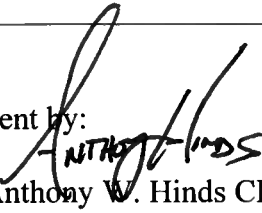
All software, to include but not be limited to the teacher resources and test generators, must be web-based. Software must be 100% compatible with Chromebooks (100% compatible with Chrome OS and Chrome browsers using current versions) for staff and student use. A virtual desktop is not considered 100% compatible regardless of hosting status. Any deviation from this 100% compatibility may lead to your proposal not being considered. If data integration is utilized the SPS Data Sharing Agreement must be signed. Data can be integrated via Clever or SFTP CSV automated file upload (data cannot be shared via end users uploads). Any software/web-based application must be made available during the RFP process for Technology to review compatibility. User authentication must be Google SSO or SAML.

Please email Anthony Hinds at anthonyhinds@spsk12.net if you have any additional questions and sign below to acknowledge receipt of the addendum and include with your proposal.

Addendum 1 Acknowledged:

Date _____

Sent by:


Anthony W. Hinds CPPB
Purchasing Manager