



Department of Purchasing

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

January 21, 2026

To: Interested Parties

Re: RFP 1932-P, Addendum 1

The following changes and/or additions shall be made to the original Request for Proposal (RFP), Provide World Language Instructional Resources/Programs for Secondary Schools

1. Can the district provide current enrollment numbers by course and grade level?
Grade 7 FLEX languages - it would be nice to have materials for this class.

4 MS Spanish Teachers
12 HS Spanish Teachers

2 MS French Teachers
4 HS French Teachers

Marking Period 2 WL Enrollment 2025-26

Grades 8-12 (JFKMS does not offer Spanish in-person)

MS Spanish I - 249 students
MS Spanish II - 1 student
HS Spanish I - 279 students
HS Spanish II - 285 students
HS Spanish III - 256 students
HS Honors Spanish IV - 16 students
Pre IB Spanish II - 15 students
IB Spanish IV Standard Level - 18 students
IB Spanish V - 4 students

MS French I - 69 students
MS French II - 1 student
HS French I - 57 students
HS French II - 36 students
IIS French III - 57 students
HS Honors French IV - 1 student
Pre IB French II - 6 students
IB French IV Standard Level - 1 student
IB French V - 2 students

2. If enrollment information can be provided, would the district like pricing quotes based on that enrollment included within the RFP response? **Yes, with price breaks if any**
3. If the Virginia Standards of Learning correlation documentation exceeds the RFP page limit, may publishers provide a link to the full correlation document while including a summary within the proposal? Or will the correlations not be counted towards the proposal. I can also attach these files separately online. **A link may be provided**
4. Attachment 2: Please confirm that the sample list outlined will not be requested until the second week of April 2026. **Samples may be requested earlier**
5. Does the page limit of 25 pages apply if we are submitting proposals for two separate world language courses? **25 pages may be allowed for each language**
6. Could you please provide current enrollments per course for Spanish 1-4 and French 1-4, including the number of teachers? **See above**
7. Will all materials be purchased in Year 1 of the adoption, or will a PO be submitted annually for recurring costs (digital licenses and consumable workbooks)? **This depends on available budget**
8. Section II Item C states, "Shipping shall be included in the cost proposal." May shipping be quoted as a separate line item in the cost proposal? **Yes**
9. Can you please provide enrollment numbers per grade level so we can give you a specific cost proposal? **See above** .What is the anticipated contract length of this work?
Approximately 6-7 years
10. Confirming that Suffolk would like one (1) set only of student texts, teacher editions, and ancillary materials for grades 6-12 to be submitted at the same time as the proposal. Are the samples due to schools listed in Attachment 2 required at a later stage? **They will be due at a later date upon request**
11. Regarding the request to provide a list of schools currently using our proposed World Language instructional resources/program: does Suffolk want an exhaustive list of these schools or will 3-5 references with the required info be sufficient? **3-5 will be sufficient**
12. Can the district provide an estimated number of students in each level for Spanish? **See above**
13. We understand the total requested length of the RFP is 25 pages. Would this include all other components, forms and even correlations? **No**
14. We want to ensure a comprehensive response. Would the district allow for an appendix for any supplemental information that does not fit within the 25-page limit? **Yes**
15. Does Suffolk have a Curriculum Framework for World Languages? **We follow the VDOE guidelines**
16. I have a question regarding the 25-page limit for responses. I see this limit does not included corrections but do pricing pages and forms count towards the 25 page limit? **No**
17. The requirement notes on Page 4 in the Teacher Edition section, #5 "*The teacher materials shall include a World Language center component.*" Could you share a bit more about what the district means by this? For example, are you envisioning a physical classroom center, a digital resource hub, or something else? **Usually this is a link or digital access**

Addendum 1 Acknowledged:

Date _____

Sent by:



Linda Bates, NIGP-CPP, VCO, VCA
Coordinator of Purchasing