

January 12, 2021

**ADDENDUM 1**

To: All Prospective Offerors  
From: Scott Bachtell, Supervisor of Purchasing  
Reference: Bid 2021-18 Elementary Math Core Resource

**Proposal Due Date & Time: January 26, 2021 by 11:00 AM EST**

This addendum is being issued to provide additions, corrections, clarifications and answers to certain questions raised referencing the original RFP packages and any resultant contracts for the above bid.

**Questions:**

1. Question: Would the district consider supplemental online solutions for this bid?

**Answer: No, WCPS is not interested in supplemental resources. The solution must be a comprehensive core resource.**

2. Question: We were hoping to confirm with you if supplemental, hands-on materials that support a core resource would be considered under this RFP 2021-18 (Elementary Math Core Resource), from vendors who do not offer a comprehensive core resource.

**Answer: No, WCPS is not interested in supplemental resources. The solution must be a comprehensive core resource.**

3. Question: If our math curricula is designed specifically for students participating in alternate assessments is it an appropriate submission to meet the majority of criteria for this rfp?

**Answer: WCPS is seeking a comprehensive, core resource for Tier 1 instruction for all learners and will use the rubric provided to evaluate and prioritize vendors for presentation to the selection committee.**

4. Question: My company has new materials that will not be completed until late Spring/Summer of 2021. I have submitted with other districts but not a formal RFP but a signed document saying we will participate. The materials are in the final Beta pilot phase. I can submit all of the Beta units for each grade that we have available electronically. This is in a Beta format which the current pilot districts are using. I can also submit a sampler of the final version of the first unit for each grade level. At this time, I do not have final correlations, pricing, EdReports, etc.

**Answer: WCPS will require enough content to evaluate the product using the rubric provided. Pricing must be provided in order for WCPS to make a decision.**

5. Question: Can you provide clarification on the requirement, “The awarded vendor will be required to provide six (6) hours of virtual professional development for each teacher. The dates and times will be determined by WCPS.” Is this requirement in addition to an initial Getting Started workshop?

**Answer: The 6 hours is a minimum to be included in the Price Proposal Form (Attachment A). The vendor will work with WCPS to determine the nature/content of the professional development.**

6. Question: Our standard freight and handling charge is 7%. Can we assume this is allowed as long as we include

it as part of the initial quote and don't charge extra for delivery by school? See 14d and 16c.

**Answer: Any freight charges need to be included in the Unit Price listed on Price Proposal Form (Attachment A). This price will be the final price to Washington County Public Schools and no additional charges will be paid.**

7. **Question:** The PDF lists the following timeline for presentations, "Presentations of highest ranked proposals to teacher selection committee: Monday, February 8 and Wednesday, February 10, 2021, 4:00 - 6:00 pm. Snow Date: Thursday, February 11, 2021, 4:00 - 6:00 pm." Is the expectation that this be in-person or can it be remote?

**Answer: It can be virtual as long as the teacher selection committee has all necessary physical resource(s) to fully engage with the presentation.**

8. **Question:** Regarding the February 2 review: When will vendors be notified? Will Washington County want materials for pilots starting on Feb 11? We would need to know February 3 or earlier, otherwise this may be challenging.

**Answer: Selected vendors will be notified by no later than February 3rd.**

9. **Question:** Can you clarify the request to provide tracking information, outlined on page 1 of the RFP? Is this only for the actual proposal, or are you also requesting tracking information for the samples?

**Answer: The tracking information is for the hard copy proposal and any samples.**

10. **Question:** Can you confirm that as long as our proposal submission is mailed on or before 1/26, and tracking information is provided via email prior to 11am on 1/26, that we are in compliance with your requirement?

**Answer: That is correct. Please include the tracking information in the body of the email submission.**

11. **Question:** Pg. 19 of the RFP document states that WCPS retains the right to pilot a classroom set of 30 core resources until the end of the school year, without charge. Does this imply that only one set of 30 core resources will be required free of charge, or is it one free set per grade level? Section V of the RFP document (pg. 23) states that teachers on selection committee will pilot use of curricular resources and materials in their classrooms. How many teachers are on the selection committee? Must all teachers receive free materials?

**Answer: The supervisor/content specialist will make an evaluation of all submissions and rank the submissions. WCPS will then contact the finalists and at that time retains the right to request (free of charge):**

- **One classroom set of 30 core student resources**
- **Each teacher on the selection committee must receive one set of grade level appropriate teacher resources and one set of grade level appropriate student resources to evaluate.**

**About 30-35 teachers total will be on the selection committee. This includes approximately 3-4 teachers per grade level, plus representation from other groups (special education, EL, GATE, etc.).**

**Section II, Number 7. will now read as follows:**

**WCPS retains the right to review a classroom set of 30 core student resources, including print or digital materials, until the end of the school year without charge at its discretion. Any exceptions to this plan must be disclosed in the proposal. Part of the selection process will include presentations by vendors who are selected as finalists.**

12. **Question:** Do the Technology-Based Instructional Products accessibility requirements on pg. 8 apply only to student-facing digital products or to teacher-facing digital products as well?

**Answer: The products must meet the Federal Rehabilitation Act.**

13. Question: Due to circumstances surrounding the COVID-19 pandemic, will WCPS accept an email-only submission?

**Answer: Please review the Coversheet and Section I, Number 9, Letter b. A hard copy submission is required to be sent prior to the due date of the RFP. Tracking information for that shipment must be included in the body of the email with your electronic submission attached.**

14. Question: Due to circumstances surrounding the COVID-19 pandemic, will WCPS accept digital signatures?

**Answer: Yes, but WCPS Purchasing staff reserves the right to ask for paperwork to be signed with wet signature at later date.**

15. Question: Is there a file size limit for the emailed file(s)?

**Answer: WCPS can only accept files that are 36MB or less. A conformation email will be sent by WCPS staff upon receiving email submissions from vendors. Please feel free to follow up on email submissions if you have not received a conformation email from WCPS.**

16. Question: Given recent closures due to the pandemic, will there be somebody there to receive hardcopy submission on the deadline? If not, should bidder's submit final proposals by email only?

**Answer: Yes, someone will be present to receive hardcopy submissions. WCPS is not working remotely, our building is just closed to non-essential visitors. Please review the Coversheet and Section I, Number 9, Letter b. A Hard copy submission is required to be sent prior to the due date of the RFP. Tracking information for that shipment must be included in the body of the email with your electronic submission attached.**

17. Question: If print samples are required, by what date will the District notify publishers of the deadline to submit all hard copy samples and the quantity needed?

**Answer: See answer to question 8**

18. Question: How many committee members does the District anticipate including on the review team?

**Answer: About 30-35 teachers total will be on the selection committee. This includes approximately 3-4 teachers per grade level, plus representation from other groups (special education, EL, GATE, etc.).**

19. Question: Price is one of the listed evaluation criteria to be used by the Evaluation and Selection Committee. For the committee to evaluate vendors bidding on the same scope of work, please confirm:

If bidders should include Professional Development cost for all 5 years in line 36 of Attachment A?

**Answer: A minimum of six (6) hours for Professional Development aligned to product implementation. If the awarded vendor recommends more than six (6) hours of implementation training, please include any additional hours in "Additional Resources" section of the Price Proposal.**

If bidders should include the entire PD cost for all teachers/grades under one row (line 36 of Attachment A)?

**Answer: Yes**

If the price found in the Attachment A, line 38 Subtotal will be the price the committee will use to evaluate bids of the same scope of work?

**Answer: Sections I and II will be utilized when comparing price for each vendor. The Award of this bid will be made based upon "best value" considering price, conformance to specifications primarily curriculum alignment, past performance on similar orders, and ability to deliver the proposed products**

**and services.**

If the District chooses not to purchase any additional resources listed, will those items be removed from Attachment A, line 47 Total Cost prior to evaluation across submissions?

**Answer: Section III items may be selected by WCPS will select the Additional Resources that are in the best interest of WCPS and the extended price will be added to the total purchase once final section has been made.**

20. **Question:** Per page 17 of the RFP, Section II, Scope of Services (# 2. Elementary School Mathematic Courses, “District Core Resource Purchase”), the student/teacher numbers appear to be switched. Please confirm the correct quantities to use for the student/teacher counts (Column G) and provide a revised Attachment A.

**Answer: Attachment A – Price Proposal as been updated. Vendors must use the updated Price Proposal in their submission.**

21. **Question:** Per page 17 of the RFP (Section II, Scope of Services), # 1. Overview), Washington County Public Schools is soliciting proposals at this time for a comprehensive, core resource for all elementary school mathematics courses, grades PK-5, from the 2021-2022 school year through the 2025-2026 school year. Please confirm the correct years that should be covered in column H.

**Answer: The correct years are 2021-2022 to 2025-2026. Attachment A – Price Proposal has been updated. Vendors must use the updated Price Proposal in their submission.**

22. **Question:** The formula in the Price Proposal cells appear to calculate an annual price versus a 5-year price. Please confirm:

If bidders should include pricing for all 5 years in Column I-J (Extended Price) or should the Extended Price be an annual/one-year price?

**Answer: Attachment A – Price Proposal has been updated. Vendors must use the updated Price Proposal in their submission.**

If the District will consider purchasing and paying all costs upfront for all 5 years or will purchases/payments be made annually?

**Answer: WCPS anticipates paying all costs upfront for all 5 years.**

23. **Question:** We require 3 PD touchpoints for a year 1 core implementation to ensure a solid foundation for the long-term implementation of our proposed program solution. Please confirm:

What is the role of the Curriculum Writing Teams in terms of implementation?

**Answer: The WCPS Curriculum Writing Teams will work to incorporate the core resource into the WCPS Essential Curriculum for implementation in all classrooms to begin in Fall 2021.**

Are there dates for Professional Development for the 2021-2022 implementation year that are still “to be scheduled” and therefore not indicated on the RFP timeline?

**Answer: The RFP includes approximate timeline for professional development for summer of 2021 only. Professional development dates for the 2021-2022 school year are yet to be determined and can be arranged between WCPS and the awarded vendor at a later date.**

24. **Question:** Because the County is a 1:1 district is WCPS seeking only a digital option?

**Answer: WCPS is asking vendors to submit their one best option which may include digital, print texts, consumables, or a combine of any/all of those options.**

Thank you for your interest in bidding with Washington County Public Schools and we apologize for any inconvenience this may have caused.

Sincerely,

*Scott Bachtell*

Scott Bachtell  
Supervisor of Purchasing

cc: Amy Seylar, Supervisor of Mathematics and Science

**This Addendum is Five (5) pages and an updated Attachment A – Price Proposal**