

1/19/2021

ADDENDUM NO. 1

TO: ALL PROSPECTIVE OFFERORS

REFERENCE: RFP 2000003265

FOR: PreK-12 Library Databases and eBook Collections

CLOSING DATE/TIME: January 26, 2021 @ 2:30 p.m.

RFP MODIFICATIONS:

The referenced Request for Proposal is amended as follows:

1. 8.4.b has been modified to add "A minimum of three references should be provided."

RFP CLARIFICATIONS:

The following are responses to questions received via e-mail and at the Pre-proposal Conference held on January 7, 2021.

- Q1. For the BPOL, the form on page 6, Appendix B, is used to determine eligibility for the BPOL, is that correct?
- a. The Business, Professional and Occupational License form in Appendix B is for the Department of Tax Administration to determine your BPOL requirement prior to contract award.
- Q2. If we have more than more than 1 database that we are proposing, should we submit 2 Appendix C? Also, if we have a Ebook proposal and a database proposal, is a separate Appendix C required?
- a. Vendors interested in submitting multiple databases should submit a single Appendix C. A second Appendix C is only required if a proposal will include both databases and eBook Collections.
- Q3. Can the cost proposal be pricing typed up for the product in a Word or Excel document? Is the technical proposal simply the narrative responding to Appendix C?
- a. The types of files accepted for cost proposal has been changed to accept Word or Excel files. The Technical Proposal should include the narrative responses to Appendix C and all information requested in 8.1-8.5.
- Q4. Can you please confirm if vendors must submit one technical and one cost proposal for databases and a separate technical and cost proposal for eBooks?
- a. One technical proposal and one cost proposal should be submitted if a vendor is submitting database proposals and a separate technical proposal and cost proposal should be submitted if a vendor is submitting eBook Collection proposals.

- Q5. What is the requirement for the required list of titles?
- FCPS needs to be able to evaluate the breadth of the resources offered by the vendor. A link to a title list or description of where to find the title list in the trial product will suffice.
- Q6. Vendors with current sole source contracts, will they need to apply to continue service?
- All contracts for digital library resources, not set up via RFP, will be unable to be continued beyond their current term. This RFP is intended to replace current sole source contracts.
- Q7. Will Fairfax County Public Schools be willing to receive K-12 and government pricing and other pricing according for additional Appendix B to the pricing structure? We have concern that you want to offer K-12 prices to government and community colleges and others who do not fit our pricing model
- As a K-12 school district, FCPS should receive K-12 pricing. If there is pricing that should only be used by K-12 entities, that information must be included in the cost proposal.
- Q8. If sites participate, can a vendor require each to sign a separate license agreement, is this likely?
- Any license agreement signed centrally would be binding to all FCPS sites. Please submit any additional license agreements along with your technical proposal. FCPS will consider proposals that request per site license agreement.
- Q9. eBooks are offered as a subscription or as a purchase, is FCPS open to both options?
- FCPS is interested in receiving proposals that offer eBooks a subscription or as a single purchase.
- Q10. In the Special Provisions of the RFP, we are required to submit Financial Statements in section 8.4. We are concerned about uploading this proprietary information to a bid website. Can you please let us know exactly how to make sure this information is held confidential? If we include it on the proprietary information page and it is not in our redacted copy, will this be enough?
- FCPS is bound by the RFP to keep private, information marked as confidential. If FCPS receives a FOIA request that would include a vendor's proposal, FCPS will share the vendor's redacted copy which should exclude the proprietary information page in Appendix B. Bonfire is similarly bound by contract not to share information provided by vendors.
- Q11. FCPS has 196 schools listed in Special Provisions 5. Please list those schools.
- There are 142 elementary school, 22 middle schools, 25 high schools, 3 secondary schools (grades 7-12), and 4 alternative schools that have library programs. Additional alternative learning programs do not have a dedicated librarian, but those students also will have access to databases and ebook collections and are often dually enrolled in a base school. To see the complete listing of FCPS schools and programs, use this link: <https://www.fcps.edu/schools-centers>
- Q12. 8.1 refers to eBooks for research or use and eBook collections for leisure and informational reading. Appendix C refers to eBook collections intended for recreational reading. Can eBook submissions meet any one of these requirements?
- eBook submissions can meet any one of these requirements: eBook collections whose primary purpose is nonfiction research or reference with little likelihood students would choose to read cover to cover can be included with databases. eBooks that students would choose to read out of interest and recreational reading should be submitted under eBook collections.

Q13. Regarding 8.2, does each individual digital resource require submission in its own separate file? Should the 60-day trial access be included with these individual files? Are product descriptions, features and functionality, within the scope of 8.2.c1?

- a. All database should be submitted together, and all eBook Collections should be submitted together, maximum of two technical proposal files total. The 60 day trial should be included with the relevant database and set of eBooks submission. 8.2.c1 is asking vendors to briefly provide their understanding of the requirements of the RFP; product descriptions, features and functionality are requested in appendix C.

Q14. 8.4.b How many references are required/preferred?

- a. The references should be enough to understand a vendor is capable of performing the requirements of the contract. Special Provisions 8.4.b has been changed to require 3 references.

Q15. 8.4.d Financial Statements Can these be emailed separately, and to who, instead of submitted through Bonfire? Alternatively, can they be posted in the US Mail, and, if so, to whose attention?

- a. At this time, all files must be submitted through FCPS' Bonfire portal.

Q16. 11 Pricing. Is the submission of pricing for the initial year or is submitted pricing expected to extend for each of the years for the term of the contract? Does FCPS want to see extended pricing for the years after the first 365 days of the contract?

- a. FCPS would like to receive annual pricing for both individual schools and district-wide purchase. If the price will change annually, the pricing should explain how that will occur, percentage increase based on Consumer Price-Index, percent increase per year, etc.

Q17. 11 Pricing. May the Offeror submit one-time purchase pricing for eBook offerings, as applicable, or does the RFP require annual subscription pricing only?

- a. FCPS will accept one-time purchase pricing for eBook offerings. FCPS does not require annual subscription pricing only.

Q18. 11 Pricing. In the case of eBook collections, if titles/new content are added in years 2-5 of the agreement, does FCPS consider that fair and acceptable for a price increase of the eBook collections?

- a. Once a contract is created, if a vendor wants to increase the price, there will need to be a mutually signed amendment to the contract increasing the price.

Q19. 11 Pricing. Is pricing to be calculated per site/per building only or can per student/per classroom pricing also be submitted? If so, can FTE per grade and per site be supplied?

- a. Pricing can be by site license, site enrollment, or division-wide. FCPS can negotiate price but a full per pupil across the division price will likely price us out due to the quantity of students.

Q20. Appendix C, does site and enterprise level statistics mean school and district-level statistics, as applicable?

- a. Site and enterprise level statistics refers to school and district-level statistics.

Q21. Appendix C, Browsing search feature/topic guidance. Does this just refer to the availability of a subject browse feature?

- a. Browsing search feature/topic guidance does refer to subject browse feature but some products have a topic guidance feature that goes beyond subject.

Q22. Remote log in at enterprise level or with SSO/SAML. Is any form of SSO acceptable?

- a. All login at enterprise, site, and student levels must be appropriately secure, please describe SSO or SAML options to be used in the narrative section.
- Q23. Is it acceptable for a vendor to propose two different solution options in response to this RFP?
- a. Yes, vendors may submit solutions for both eBooks collections and databases. A vendor may submit any number of databases and any number of eBook collections.
- Q24. Will additional addendum be release?
- a. If more questions are received, FCPS will release an additional addendum.
- Q25. Will FCPS accept proposals from a UK company?
- a. FCPS will accept proposals from international companies.
- Q26. How can a company get a BPOL?
- a. Information about BPOL can be found at the link below.
<https://www.fairfaxcounty.gov/taxes/business/understanding-bpol-tax>
- Q27. Can a vendor submit on the behalf of other business?
- a. Vendors can submit databases or eBook collections that are operated by other businesses.
- Q28. Is there a recording available of the pre-bid conference from yesterday?
- a. There is not a recording available of the pre-proposal conference. All questions answered are contain within this addendum.
- Q29. When the list of schools will be provided in the addendum, will that include enrollment figures?
- a. The list of schools can be found below and includes enrollment figures. Be aware that centers are part of a base school and students in some alternative learning programs are also counted at a base school. Hayfield, Lake Braddock, and Robinson Secondary Schools are listed twice with a middle school and high school but are in fact one school with grades 7-12.
<http://schoolprofiles.fcps.edu/schlprfl/f?p=108%3A8>
- Q30. If approved on this contract, which will be for 8 years, if we publish additional database or ebook collection products, would these be considered part of this award and available for purchase by FCPS, or would we need to wait to submit on a future RFP release?
- a. If the additional databases or eBook collections are within the scope of this RFP, FCPS and the vendor will be able to add those products to the contract via a mutually signed amendment.
- Q31. Regarding 8.2.c, Understanding of the problem and technical approach, will a response be needed for this section if we are only submitting to the "Ebook" portion of this RFP? If a response is needed, can we please have more clarification on what is exactly being asked of us within this section?
- a. All vendors submitting must respond to 8.2.c. In 8.2.c.1 FCPS is looking to confirm the vendor understands the requirements of the RFP. In 8.2.c.2 FCPS is looking to understand the vendor's solution to those requirements in a broad overview. In 8.2.c.3 FCPS is looking to understand what challenges the vendor may face and how they will resolve them.
- Q32. In order to provide the financial information requested we are asking that the attached NDA be signed and returned. In conjunction with the signed NDA, we also plan on filling out the

appropriate form on Appendix B. Also, would you be able to provide the best email address in which to send our financial information, we will not be able to submit it through the portal.

- a. All FCPS personnel are required to sign an NDA regarding all documents, including confidential documents, received through the RFP. Portions of a vendor's proposal that are confidential should be marked as such in the proposal. Only specified FCPS employees have access to the Bonfire portal and those employees all must sign the NDA regarding proposal information. At this time, FCPS is not accepting financial information via email.

Q33. Does a question-based, adaptive learning platform providing a comprehensive set of curriculum-based drills and courses fit within the definition of a library database?

- a. If a platform is able to fulfil all the requirements of Appendix C, it would be able to be classified as a library database. If is not also an informational-based research tool, it will not qualify.

Q34. Since there is not a place to upload our final, signed "Appendix A" in the Bonfire portal, should we upload it with Appendix B, since it allows "multiple files?"

- a. By signing the DPMM Cover Sheet, the vendor is agreeing to the terms of Appendix A and other documents of the RFP. Appendix A does not need to be separately signed.

Q35. Please clarify where we are to upload our insurance COI. May we include it with Appendix B, since it allows for multiple files to be uploaded?

- a. The Certificate of Insurance may be uploaded with Appendix B. However, vendors are not required to submit a Certificate of Insurance until they are awarded a contract.

Q36. Can you specify details you require for staff resumes?

- a. FCPS is looking to have a broad understanding of the qualifications of the personnel that will be fulfilling the requirements of the RFP. There are not specific requirements for the staff resumes.

Q37. 8.4a. Organizational and staff experience pertains to the organization, correct?

- a. 8.4.a pertains primarily to the organizational experience but should include staff experience as necessary to express organizational ability to fulfil the requirements.

Q38. We are bidding 7 databases plus ebooks and databased that are add-ons, which includes segments. Does each database need to be on a separate file? And if so, does the "following information" mean section 8.2 a, b, and c?

- a. All databases proposed should be submitted in a single file. And all eBook collections should be submitted in a separate file. Two technical proposal files at maximum.

Q39. In 8.2c, can you define "problem" to assist in reply to this statement? "I'm not sure what the problem is so I'm not sure I can answer what our technical approach would be."

- a. The problem is the need for databases and eBook collections that meet the requirements in Appendix C.

Q40. What section of the RFP would you like the trial information given?

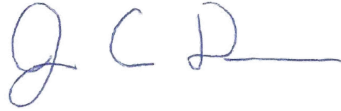
- a. Please include the trial information with the technical proposal.

Q41. Can you tell me if you will accept e-signatures due to pandemic and our office working from home?

- a. FCPS will accept e-signatures.

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All other terms and conditions remain unchanged.

A handwritten signature in blue ink, appearing to read 'JCD', followed by a horizontal line.

Jon Damron
Contracts Supervisor

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL:

Name of Firm

(Signature)

(Date)

RETURN A SIGNED ORIGINAL AND COPIES AS REQUESTED IN THE SOLICITATION.

Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED