

MAR 28 2017

ADDENDUM NO. 1

TO: ALL PROSPECTIVE OFFERORS

REFERENCE: RFP#2000002073

FOR: Mathematics Basal Resources (2017 Adoption)

CLOSING DATE/TIME: April 18, 2017 @ 2:00 p.m. Eastern

RFP MODIFICATIONS:

The referenced Request for Proposal is amended as follows:

1. Special Provisions Section 30.2 will be deleted in its entirety and replaced as below:
 - 30.2. For purposes of obtaining access to Student Records in connection with the performance of this contract, each employee or agent of the Offeror shall abide by the requirements of 30.3 and 30.4 below.
2. Special Provisions Section 24.5 is removed.
3. The third page of Attachment D, #1 which reads

Each resource has been thoroughly examined and reviewed by at least three qualified content experts for factual accuracy in the subject matter and the resources are free from any factual or editing errors. The credentials of the author(s) and/or editor(s) and content review experts are provided on the attached forms which must be completed and accompany the submitted proposal.

will be revised to read as below:

The credentials of the author(s) and/or editor(s) are provided on the attached form(s) (Attachment E) which must be completed and accompany the submitted proposal. Additionally, each resource has been thoroughly examined and reviewed by qualified content expert(s) for factual accuracy in the subject matter and the resources are free from any factual or editing errors. Information about the content review expert(s) should be included in the submitted proposal using the form found in Attachment E.

Bart
3/28/17

RFP CLARIFICATIONS:

The following are responses to questions received via e-mail and at the Pre-proposal Conference held on March 20, 2017.

Q1. With regard to the attached RFP, Solicitation 2000002073, are RFPs specifically for Special Education math curricula being accepted?

A1. No. The subject RFP is only soliciting proposals for basal resources. These resources are intended to be used and available by all students in FCPS mathematics courses.

Q2. Does FCPS have a policy for substitutions? If we release a new VA program after the April 18, 2017 deadline, do we have an opportunity to substitute it for the program we submitted?

A2. No. Resources to be considered must be submitted by the RFP closing date and time.

Q3. Would you provide guidance as we work on our pricing as it aligns with Special Provisions Section 9.2? Currently, we have a contract with one of the top 3 largest school districts in the United States, and we offer them a significant discount due to their legacy commitment in dollar amount and years, as well as, their size. We will not be able to offer this price to Fairfax, nor other school districts, but we can come very close. Would you please advise how we present pricing with this provision on our side?

A3. Offerors should provide the best possible pricing for a division the size of FCPS. The entire text of Code of Virginia §22.1-241 can be found here: <http://law.lis.virginia.gov/vacode/title22.1/chapter13/section22.1-241/>.

Q4. Will supplemental and instructional resources (such as games, learning materials and hands-on manipulatives) be part of this RFP, or is this bid solely for Basal print and digital resources? If solely for Basal type resources, will there be another RFP for hands-on materials and resources in the future?

A4. The subject RFP is only for basal materials and their ancillary resources. As stated in Special Provisions Section 1.1, basal resources "are those resources approved by the Fairfax County Public Schools School Board through a formal process for use in schools." It is unknown whether or not there will be an RFP for hands-on materials and resources in the future.

Q5. We would like to bid 2 different eBook platforms; one of the platforms won't be available until Fall 2018. If we could show you a sample of this, would it be acceptable to bid?

A5. No. The full platform proposed needs to be available for review by the Selection Advisory Committee, during the public review period, and for the School Board approved selection committee.

Q6. We have a new edition coming out of one of the books we would like to bid, but it won't be sampleable in time for the review. It will be published in March 2018. Would it be acceptable to bid both editions and provide a list of changes in the new edition?

A6. Please submit the currently available edition for evaluation. You may include a list of changes which will be part of the edition change as additional information in your submitted proposal; however the current

edition will be the one evaluated. Consideration of a newer edition of the same title can be part of the negotiation step of the adoption process, if the resource is selected to move forward to negotiation.

Q7. Will correlations be due on April 18th?

A7. Yes.

Q8. Is the purpose of RFP 2000002073 to create a list of vendors for all courses? Or is Fairfax aiming to award a single vendor per course?

A8. As stated in Special Provisions Section 1.1, Fairfax County Public Schools (FCPS) "intends to award one basal resource for each of the courses listed in Attachment A Mathematics Course List." As mentioned in Special Provisions Section 1.3, "FCPS reserves the right to award contracts for multiple resources to meet the needs of a single course or for the use over several courses."

Q9. Is the district evaluating supplemental programs at this time? Or is Fairfax aiming to award only basal curricula?

A9. Please see A4.

Q10. Is the district interested in reviewing intervention/supplemental curricula at this time, or is this RFP limited to core mathematics curricula?

A10. Please see A1 and A4.

Q11. Will the district award to multiple vendors/programs per course (where schools would perhaps be using different programs in the district for a given grade/course)? Or will one program be used throughout the district per course?

A11. Schools will be using the same program throughout the district for courses listed in Attachment A Mathematics Course List Lines 1-14. The purchase of materials awarded for courses listed in Lines 15-24 of Attachment A Mathematics Course List will be decided by each school.

Q12. What is the allocated budget for this RFP (or approximate anticipated budget if it has not yet been determined)?

A12. This purchase is anticipated to be part of the FY 2019 budget which has not yet been established. In the FY 2017 approved budget there is not a central baseline budget for basal material adoptions. A Textbook Replacement reserve of \$9,339,368 is available for the purchase of mathematics basal materials as stated in the FY 2018 Proposed Budget. Additional required funding would have to be identified in the FY 2019 Approved Budget or FY 2018 quarterly budget reviews.

Q13. What constitutes a basal resource for the purposes of this RFP?

A13. Please see A4.

Q14. Do the outlined insurance provisions need to be in place for submission of proposal or can they be put in place at the time of the award?

A14. The outlined insurance provisions will need to be in place at or before the time of contract award.

Q15. Will login information be made public for the public review? If so, they will need to be marked as confidential for security purposes.

A15. All resources which are selected to move forward for review by the School Board approved committee will need to be made available, in both print and digital formats where available, for the public review period. Therefore, login information will need to be posted on a public FCPS website designated for the purpose of gathering public review input.

Q16. Can we submit pricing for a recommended gradual roll-out implementation in addition to other models such as full implementation? Can pricing for the first year of implementation vary from subsequent years to accommodate implementation training, virtual coaching and support to ensure fidelity of implementation?

A16. Offerors should include pricing for full implementation, including if the first year varies from subsequent years. As stated in Special Provisions Section 8.6, "Any other costs that may arise throughout the life of the contract should also be identified in the Cost Proposal."

Q17. Will the adoption committee consider a text that has Common Core standards labeling if it aligns to the VA standards)?

A17. Yes, but a correlation between the Common Core standards and the VA standards must be included as part of the proposal.

Q18. Is it possible to receive a copy of the course outline for Grade 7 Honors and the Computer Science Course?

A18. The computer science program of studies is included as Attachment A of the RFP. Additionally, as stated on page 44 (Attachment A Mathematics Course List), the Math 7 Honors course aligns to the VDOE Grade 8 standards.

Q19. What is the anticipated Award Date? Interim dates of preliminary evaluations and recommendations to SAC and the Board?

A19. The anticipated award date is Spring 2018. Evaluation by the Selection Advisory Committee will take place from mid-April 2017 to early-June 2017 followed by a 30-day public review period of the selected resources and review by the School Board approved committee in June and July 2017. Negotiations will take place in Fall 2017 which will be followed by a recommendation to the School Board during Winter 2017/2018.

Q20. May we submit preview copy or technical specifications for products that will be available by contract date but not currently in production?

A20. Please see A2.

Q21. Is there a particular format the district would prefer for showing the correlation from VA SOL to the program being proposed?

A21. No, there is no preferred format.

Q22. Special Provisions Item 13 Submission of Proposal – pg 8: Can the Technical and Cost proposal be in 1 document? This appears to differ in Item 6 and 8 where they should be separate.

A22. The print original and four (4) copies of the Technical and Cost proposals must be separate. Five (5) total copies of the Technical proposal and five (5) total copies of the Cost proposal must be included in the submission. Similarly, the Technical and Cost proposals must be separate electronic files on the USB drive; however, they may be submitted on a single USB drive.

Q23. Special Provisions Item 13 Submission of Proposal – pg 8: Would a variance of basal resource be the inclusion of different items in a bundle dependent upon grade level?

A23. If the information in your technical proposal listed under Special Provisions Section 13.1.a.i-vii is valid for many or all of the resources your company is submitting, that information can be submitted on behalf of all of those resources.

Q24. Special Provisions Item 13 Submission of Proposal – pg 8: What is the definition of 'each basal resource proposed' – grade level? components in a bundle?

A24. A basal resource is one that aligns to a specific course and set of standards, as detailed in Attachment A Mathematics Course List.

Q25. Special Provisions Item 13 Submission of Proposal – pg 8: Should Item VIII of the technical proposal match the Cost Proposal item by item? Does this mean a separate pricing page for each resource or the resources just clearly defined on one pricing document?

A25. A separate pricing page may be used for each basal resource and its related materials or they can be clearly defined on one pricing document.

Q26. Item 16 (pg11)- What does proposals remaining valid for 1 year in length mean? The bid is binding for 90 days.

A26. The submitted proposal will need to remain valid from April 18, 2017-April 17, 2018. FCPS needs this length of time due to the many steps involved in the FCPS process for evaluation of basal resources. General Provisions Section 9 which states a binding of 90 calendar days is superseded by Special Provisions Section 16.

Q27. Item 17d (pg 11)– Our ancillary resources are print based, should we send a sample of these with the student basal resource?

A27. Yes. See also Special Provisions Section 6.6.

Q28. Item 22.2 and 22.3 (pg17) – Can invoicing be made based upon the PO or procurement card at time of order and sent to that PO identified attention line? Monthly reporting will provide information of purchases for the month?

A28. Invoices may be sent to FCPS as a result of a purchase order or procurement card purchase, rather than in a monthly invoice.

Q29. Item 28 (pg 19) Will FCPS provide data in a contractor specified format for upload into the contractors system? What type of maintenance requirements exist for data uploads, the technical requirements (item 10 for daily maintenance is desired but not required)?

A29. FCPS is interested in exploring all available automated account provisioning options and will then need to work out a plan for the data format and upload process. FCPS expects to work collaboratively with the awarded vendor regarding the selection of the automated strategy that best fits into the FCPS environment.

Q30. Item 32.1 (pg 20) the extension of this offer to other public bodies, with offeror approval, is for the agencies specifically listed in Appendix B (pg39)? The contractor must approve these agencies in the bid for the offer to these agencies to be allowed?

A30. As stated in Special Provisions Section 32.1, the awarded Contractor may extend the resultant contract to any other public body which is permitted to use it. Appendix B is a sample listing and should not be considered all-inclusive. We request that the Offeror complete and return the "Sample Listing of Local Public Bodies" document with their proposal; however, this document does not affect the Offeror's ability to extend to the resultant contract to other public bodies not listed on this sample listing.

Q31. Item 57 (pg29) of general contract terms indicates duplicate invoicing, contractor prefers to email invoices to the purchasing agent. Would this be acceptable?

A31. Yes. Invoices should be sent to the person who placed the original order. Emails are acceptable.

Q32. Appendix B – Pricing Schedule – what is 'UOM'?

A32. "UOM" stands for Unit of Measure, such as each, bundle, year, etc.

Q33. Attachment D –Quality Assurance and Editing Process – the 4th bullet indicates a 'review by outside content experts'. Please define this term, can they be employees of the company?

A33. If the person reviewing the resource is an employee of the company, please indicate that person's role within the company and why they are able to ensure freedom from bias in their review.

Q34. If a current vendor who is providing supplemental resources within FCPS currently is not awarded as a chosen solution within this RFP are they still able to provide services within the district?

A34. Yes. Any current supplement resource contract is unaffected by this basal resource RFP since those materials are not considered basal.

Q35. Should submitted proposals align with the recently standards adopted by VDOE?

A35. Yes.

Q36. If the resource is cloud-based, how should we complete Part II of Attachment B Technical Requirements?

A36. If the functionality of the cloud-based resource is the same for all submitted resources, then only one set of responses to Part II of Attachment B Technical Requirements is required as part of the Technical Proposal.

Q37. If the Author/Editor is the same for all grade levels, for examples grades K-6, how should we complete Attachment E?

A37. If the information is the same for each basal resource, you may include identical copies of Attachment E for each basal resource submitted, as detailed in Special Provisions Section 13.1.a.vii.B.

Q38. On page 9, how long do the log in and password information need to be valid?

A38. It is preferred that the log in and password information be valid for at least 60 days.

Q39. Where should we send the print version of the student-facing basal materials or any other materials to accompany our proposal?

A39. The student-facing basal materials should be sent to the address listed in Special Provisions Section 13.3 and can be sent to the attention of the contract administrator, Tina Smith.

Q40. Special Provisions Section 6.6 talks about submitting electronic teacher resources. If we also have printed teacher resources, should we submit those as well even though the electronic is preferred?

A40. Yes. Please include anything in your proposal that you would like to be considered during the evaluation process.

Q41. Is FCPS planning to purchase print student textbooks at all?

A41. FCPS is looking at a variety of resources to meet the needs of teachers and students. The format and types of products ultimately purchased will be decided upon after review of all materials.

Q42. If the student online resources are exactly the same as the print book, do we need to submit a print student book?

A42. Yes. As stated in Special Provisions Section 13.1.a.viii.D, one copy of the student-facing basal material should accompany your proposal if it is available.

Q43. Because of the three renewal option years, is the offeror expected to hold the one year pricing for use seven years into the contract? Can we proposal 8- or 10-year subscription pricing options?

A43. FCPS anticipates going through another mathematics adoption in seven years and the renewal options are included as a back-up measure. As stated in Special Provisions Section 9, FCPS is seeking a firm-fixed price agreement. Because this is an RFP, the Offeror is welcome to propose alternatives such as an 8- or 10-year subscription. If pricing for a one year subscription will be different in future years of the contract, please include that information as part of your submitted Cost Proposal.

Q44. There are many formats the correlation can take. How detailed do we need to go?

A44. The resource should correlate to the standard. There is no specific format that FCPS is looking for.

Q45. Have the FCPS program of studies been finalized for these courses?

A45. No. FCPS is in the process of updating the program of studies for these courses. The state standards have been finalized and resources proposed should align to the state standards.

Q46. Do we need to include two references for each basal resource?

A46. No. Two total references should be included in the Technical Proposal per Special Provisions Section 6.3.b.

Q47. If manipulatives are part of our student ancillaries, should we submit them as well?

A47. Yes. Please include anything in your proposal that you would like to be considered during the evaluation process.

Q48. Technology changes significantly over the course of seven years. Is this to be a static contract? How do you plan to handle changes from Flash to HTML5, for example?

A48. This is not to be a static contract. FCPS recognizes and welcomes new information and technology throughout the life of the awarded contract; however, any significant changes in technology may need to go through a technology assessment by the FCPS Department of Information Technology prior to being used by FCPS. The result of that technology assessment will determine if FCPS is able to implement those technology changes. FCPS requests to be, at the minimum, notified of changes in technology as they arise. See also Special Provisions Section 24.3

Q49. It was mentioned at the pre-proposal conference that the resource reviewed through this process needs to be the same as the one purchased in 2018. We upload new information nightly to our resource. Will that disqualify our submission?

A49. No. Since this is an RFP, we are open to a variety of solutions. Please include information in your proposal which describes how your system is updated and how process, such as nightly uploads, may affect the use of the resource by our students, teachers and staff.

Q50. Should we include navigation guides in our proposal to describe how to use our online resources?

A50. Yes. Any information which provides guidance into the ideal use of your resource is helpful and should be included as part of your proposal.

Q51. Will the offerors have a chance to do presentations at some point in the evaluation process?

A51. A presentation by the offeror is a part of the School Board approved committee evaluation.

Q52. If our resources are selected to move forward to the public review and School Board approved committee step, when will we be notified?

A52. Offerors who have resources that are selected to move forward for the public review and subsequent School Board approved committee review will be notified by mid-June 2017.

Q53. If a contract is ultimately not awarded for our resources, will we get a chance to find out the reasons why it was not selected?

A53. Yes. FCPS will notify all offerors of the contract awards from this RFP. At that time, as a courtesy, FCPS offers offerors the opportunity to have a debrief meeting or phone call to discuss the strengths and weaknesses of their submitted proposal.

Q54. What kind of professional development is FCPS looking for?

A54. FCPS invites the offerors to include information about whatever methods of professional development are available and their suggestions for our school district. This can be a combination of in person, online train-the-trainer, and others formats.

Q55. The RFP states that FCPS "intends" to adopt one resource per course but reserve the right to have multiple resources per course. Who will be the ultimate decision maker(s)? Will it be a district purchase or will it be site-based?

A55. The School Board approved committee will make recommendations to the Selection Advisory Committee, who will make final recommendations for award to the School Board. It is anticipated that the purchase of materials awarded for courses listed in Lines 1-14 of Attachment A Mathematics Course List will be centrally purchased, and courses listed in Lines 15-24 will be decided by each school and will be site-based purchases.

Q56. Once the review period by all stakeholders has ended and the basal resource is adopted, may we add additional standards-aligned content to the resource?

A56. Yes, but the proposal needs to make it clear how the offeror will ensure that the new contract will continue to align with the standards of learning.

Q57. As an out of state bidder, does this RFP require us to have a State Corporate Commission ID Number while submitting the bid or can it be secured once awarded? Are we also required to obtain the BPOL number now or at any time?

A57. The SCC number and BPOL will need to be in place (or proof of application) prior to contract award.

Q58. Virginia DOE is moving forward with review of mathematics materials. Does that affect this RFP?

A58. No. VDOE will not complete their review until March 2018. Because of the multi-step FCPS adoption process, it would be too late to start the evaluation and review at that time.

Q59. Is the offeror required to be IMS compliant?

A59. No. Per Part II of Attachment B, Item 16, the offeror's ability "to conform to and deliver access to content via IMS Global Learning Tools Interoperability v1.1 (or higher) standard" is a desired functionality, not a required one.

Q60. We offeror books in a series for grades 6-8. The RFP states that K-6 and 7-8 are preferred to be in series. Should we submit just 7-8 in a series or the entire 6-8 series?

A60. Most FCPS elementary schools are K-6 with middle/secondary schools beginning with grade 7; however, a few middle schools do begin with grade 6. It is recommended that you submit the whole grades 6-8 series for consideration but FCPS does reserve the right to only select part of that series to move forward for consideration.

Q61. Would samples for the April 18th deadline need to be fully aligned to the 2016 standards, or would a version aligned to the previous standards be permissible for 4/18 with the understanding a version aligned to the new standards would be built by back to school time?

A61. Please see A2.

Q62. As far as digital and print, my understanding is that both will be accepted but print was not necessarily required. As far as print, do you know if the district would be looking at class sets of print or one book per student?

A62. The quantity or proportion of print based materials to be purchased is unknown at this time.

Q63. I understand that this is a "digital first" adoption with digital content being the primary content delivery format. During recent adoptions, Fairfax has elected to purchase a digital license per student and also obtain class sets of the print texts. Do you know if class sets of the print text will be a part of this adoption? If so, will the committee consider a student consumable (write-in) text?

A63. Please see A62. As for the student consumable texts, please include anything in your proposal that you would like to be considered during the evaluation process.

All other terms and conditions remain unchanged.



Laila Sultan
Supervisor

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

Name of Offeror

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.