

October 8, 2020

ADDENDUM NO. 3

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP# 2000003156
FOR: Social Emotional Learning Universal Screener
CLOSING DATE/TIME: October 13th, 2020 @ 2 pm eastern

RFP CLARIFICATIONS:

The following are responses to questions received via e-mail after the posting of Addendum 2.

Q1. On the Bonfire portal submission page, there is a sub-heading which reads “# Files: Multiple” for each section (please see screenshot below for Section 1). Does the County prefer that each document in the section (Cover Letter, DPMM32 Sheet, etc.) be uploaded as a separate file, or is it acceptable to combine the Section 1 documents into one PDF before uploading?

A1. It is acceptable to combine the Section 1 documents into on PDF before uploading.

Q2. There are a few instances where it would be helpful to include supplementary materials to our response in an appendix. For example, when completing Section 2 (Functional Requirements), we would like to attach sample reports and excerpts from our screener’s technical manual to support our responses. Is it acceptable to include things like sample reports in an appendix? If so, is it preferred that we upload the appendix as a separate document (i.e., titled, “Section 2 Appendix”)?

A2. It is acceptable to include sample reports in the appendix. There is no preference for how these sample reports are uploaded, however we ask the vendor to use its best judgement to present a clear proposal.

Q3. In the Special Provisions document (page 3), the listed documents to attach in Section 1 include a “Reference Form” and “Business Classification” form. The reference form is already listed as part of Section 4. The Business Classification form does not request any signature or response from us. Should those documents still be included in the submission within Section 1?

A3. If a form does not require a signature, it does not need to be included in Section 1. Please use Appendix C to input references.

Q4. The Special Provisions document (page 6) states that the submission shall consist of, “One (1) electronic copy of the Technical and Cost proposals with redactions consistent with the requirements of the RFP.” Since we are uploading the sections separately, should two versions of each section be uploaded in the portal (one original and one redacted)? Should two versions be uploaded for each section even if we are requesting *no redaction* in a given section?

A4. If there are no redactions, a second upload is not required. If there are redactions, please upload two separate files: one original and one with redactions.

Addendum No. 3
RFP# 2000003156
Page 3 of 3

All other terms and conditions remain unchanged.



Laila Sultan
Coordinator

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