

**Question & Answer Document
For RFQ 1155.4**

**Online Digital Content Products (including Online Subscription Databases and Electronic Library Resources) for the
MDK12 Digital Library Consortium**

1. **We would like to request an extension to the deadline.**
 - a. The RFQ timeline has changed to the following:
 - i. Due Date: March 26, 2019 at 2:00pm
 - ii. Demonstration: Week of April 8th, 2019
2. **Could you please provide a word version?**
 - a. Yes, the Microsoft Word version has been sent to everyone who has submitted a request. In addition the Word version has been posted to the Procurement Webpage.
3. **Could you please clarify the following: *Each proposal should contain only one unique Digital Content Product, which is defined as a distinct online subscription database and electronic library resources (e.g., programs, services, or platforms) applicable to the Maryland PreK-12 curriculum. A Respondent should not submit a single proposal that includes two or more different unique Digital Content Products. However, if more than one Digital Content Product can be accessed through one interface/platform, they can be submitted in one submission.***
 - a. If you have multiple Digital Content Products that can be accessed through a single interface/platform than one proposal will suffice. If you have multiple Digital Content Products that are accessed through different interfaces/platforms than each Digital Content Products will require a separate proposal.
4. **Can we submit packages of products as long as they are on the same platform?**
 - a. Yes, refer to question 3.
5. **Some of our database products offer the same content but can be provided in different platforms (i.e. Academic vs. K-12 users) can we put this information into one response if they are similar?**
 - a. A proposal should be submitted for each platform your company is offering. Each proposal shall detail the products utilized within the platform.
6. **Do we need to submit a trial? Per Page 7 – Respondents should not include sample materials at the time of submission. Per Page 8 – Complete Response Must Include: Credentials to temporarily access all components of the Digital Content Product proposed. Access will be used to complete the evaluation of the product.**
 - a. We are not requiring any hardcopy samples to be submitted with each proposal. We are requiring Credentials for online access to be used during the evaluation of responses.
7. **Is this an approved vendor bid, where our company will be approved to sell items to the 24 school districts and they can purchase what/when they want or will a central purchase be awarded from this contract?**
 - a. Yes, this Request for Qualifications will be used to prequalify Respondents to be able to sell their approved products to members of the MDK12 Consortium. Each district will place their own orders on an as needed basis. It is not the intent to make central purchases for all products.
8. **Term: Noted 4.0 the term is for 3 years, with an option for another 3 additional renewal years. Is the term of this contract for up to six years? Or is the 1st year with 3 additional years to be 4 years? Please confirm the term.**
 - a. The initial term of the prequalification award is for three years; i.e. June 1, 2019 through May 31, 2022. After the initial 3 year term we reserve the right to extend the prequalification award for up to three additional 1 year terms.
9. **6.0 Reference: It states that you would like a list of all current school district clients. Is this list for those within MDK12 that are using our products? We have over 15,000 schools using our products, first of all that would be**

a long list and we normally don't release customer information unless we have asked permission of that district based on a reference request, please advise.

- a. We will accept either a full list of all district clients or the clients that are within the State of Maryland.

10. 8.0 Submission: Redacted Copy, In the event that our submitted doesn't contain and confidential or proprietary information, do we still need to submit a redacted copy?

- a. If a Respondent's submission does not contain confidential or proprietary information, a redacted copy is not necessary. In your submission under sections 10.0 Proprietary and Confidential Information, please note the submission does not contain proprietary or confidential information and therefore a redacted copy is not necessary.

11. If a vendor does not participate in the MDK12 Digital Library Consortium, will vendors still have the option to sell resources to MDK12 Member Schools and Districts?

- a. Companies are strongly encouraged to submit a response to this RFQ for Digital Content Products that meet the terms of the RFQ. However, if your company does not respond it will be up to each LSS to determine how it will conduct business with your company in the future. Per Section 3.9 of the RFQ, entitled *Selection Process*, "Also, nothing in this RFQ precludes LSSs from utilizing other online service for educational support at any time during the prequalification award term."

12. If a vendor proposes some (but not all) of their resources to MDK12, can MDK12 members still purchase resources not submitted or listed for MDK12 pricing?

- a. Please refer to Question 11.

13. Can we receive a full list of MDK12 Member Districts and Schools? The RFQ sites 24 Local School Systems (LSSs) but we need to understand if private schools will also buy from the selected vendors. If yes, we would like a list of those schools.

<u><i>MDK12 Consortium Members</i></u>	<u><i>Current System Enrollment</i></u>
Allegany County Public Schools	73,700
Anne Arundel County Public Schools	83,000
Baltimore City Public Schools	79,297
Baltimore County Public Schools	113,814
Calvert County Public Schools	15,569
Caroline County Public Schools	5,787
Carroll County Public Schools	25,290
Cecil County Public Schools	15,364
Charles County Public Schools	25,290
Dorchester County Public Schools	4,767
Frederick County Public Schools	42,140
Garrett County Public Schools	3,811
Harford County Public Schools	37,780
Howard County Public Schools	56,784
Kent County Public Schools	1,993
Montgomery County Public Schools	162,680
Prince George's County Public Schools	132,322
Queen Anne's County Public Schools	7,778
Somerset County Public Schools	2,918
St. Mary's County Public Schools	18,053
Talbot County Public Schools	4,646
Washington County Public Schools	22,595

Wicomico County Public Schools	14,953
Worcester County Public Schools	6,684

- 14. I have some questions regarding this RFQ, specifically as they relate to an individual publisher such as us. Is it possible for us to communicate by telephone for a very brief discussion?**
- No, all questions were due in writing by 4:00pm on Friday, March 1, 2019. Phone calls to discuss RFQ information are not acceptable.
- 15. Section 8.1, first bullet point- Should a separate response be sent for each Digital Content Product or each different platform?**
- Please refer to Question 3.
- 16. If we offer different products that have unique URLs for access, but all are hosted on the same platform and managed on same account management system, are separate responses required for each individual “product” i.e. or each individual URL?**
- Please refer to Question 3.
- 17. Do you know when Answers will be posted?**
- Please see question 1 as the timeline for the RFQ has been extended.
- 18. If MDK12 already has our products approved for purchase do we need to include them in this RFQ? Or just include any new products?**
- Yes, all products need to be included in the submission, even if they have previously been approved by MDK12. Your submission may include new products for consideration as well. If a product is not included in the submission it will not be considered for the upcoming contract term.
- 19. What is meant by “redacted” document? What specifically do you want us to redact?**
- A redacted copy is a copy of your RFQ submission in which you have removed any confidential or proprietary information you do not wish for the public to view. In the event that we receive a Freedom of Information Act or Maryland Public Information Act request we will share the submitted redacted copy to protect your private information. Please see sections 9 and 10 of the RFQ for additional information.
- 20. Section 3.2.9- We only retain data max 2 years after expiration date, although an admin may extract data at any time during the service period. Is this acceptable?**
- 3.2.9 indicates a minimum of 5 years retention
- 21. Section 3.2.11- NIMAS only applies to print materials not digital content and therefore would be inapplicable.**
- If the product is available in hard copy format then Requirement 3.2.11 will apply.
- 22. Section 3.1 General Requirements- If requirements in section 3.1 are not applicable to our product will the product be considered ineligible for consideration?**
- Please reference section 3.0 Scope of Services, paragraph 1.
- 23. Are there particular products you are most interested in? We provide a digital platform that holds all your digital materials – including e-books, databases, digital audiobooks, and streaming video. Would you be interest in all of these digital content types?**
- No, we are not providing preference to any particular products as this is a new RFQ. All Digital Content Products will be evaluated.
- 24. Section 6.0 References, you request “a list of all current school district clients”. We work with thousands of school districts, are you interested in just those that purchase digital content or all the districts we work with?**
- We would like a list of current school district clients that utilize your Digital Content Products.

- 25. Section 3.2.11- our platform provides content from thousands of different publishers, available for purchase from our customers. Would this section be applicable as we do not create the content?**
- a. Please refer to Question 21.
- 26. What type of items would you like to see in our demo? Any preferences?**
- a. If Respondents are invited for demonstrations of more than one Digital Content Product, the invitation will specify the Digital Content Products that we would like to see.
- 27. Regarding Pricing Section 7.3- does pricing need to listed by LSS (total price for district) or by individual student user?**
- a. It is not the intent for each member school system to make central purchases for all products, therefore, it would be recommended that pricing be broken down by student user or school building. We will consider, as part of the selection process, any pricing methodology that is presented by Respondents.
- 28. Can you provide a list of current enrollment per district?**
- a. Please refer to Question 13.
- 29. Based on the evaluation criteria provided in section 11.0, is there an order or hierarchy to how you will evaluate—that is, which criteria is most important? Is pricing also part of the evaluation criteria? Will you be assigning points to the criteria and if yes, can you share the evaluation scoring system?**
- Based on section 11.0 Evaluation Criteria, there is no hierarchy to the required criteria. Pricing is not included as part of the initial evaluation pursuant to Section 11.0, but MCPS, on behalf of the Consortium, reserves the right to negotiate pricing terms with selected Respondents.
- 30. Regarding Section 3.1.7- What do you mean by inclusion or exclusion of resources? Can you further expand on why districts would need control over inclusion or exclusion of resources?**
- a. We are asking for Digital Content Products appropriate for grades K-12 with the capability to include or exclude resources based on grade level approval determined by each LSS.
- 31. Regarding Section 3.2.6- Is this requirement optional? Does this requirement apply to content that is provided online?**
- a. Integration with commonly utilized school system learning management systems is required. It will be at the discretion of each school system to determine the integration process for each Digital Content Product.
- 32. What is the expected start date of this contract?**
- a. The expected start date of this contract is June 1, 2019
- 33. How many elementary, middle, and high schools would be covered under this bid? By our account we have 895 elementary schools from all the districts covered. Is this your current total?**
- a. Please refer to Question 13 for a list of school system that are member of the MDK12 Consortium and their current enrollment. This RFQ is to prequalify Digital Content Products and does not guarantee purchases from any school systems or individual schools. In addition more information can be found in RFQ section 1, Intent.
- 34. Are Private Schools covered as well? It seems only those in the LSS are covered.**
- a. Private schools will be covered if they are part of the MDK12 Consortium.
- 35. Is this something my company needs to submit in order to continue to do business with your schools?**
- a. Please refer to Question 11.
- 36. Is this something my company needs to submit in order to potentially establish a district partnership?**
- a. Please refer to Question 11.