

**Office of Finance
Division of Procurement
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Suite 3100
Rockville, Maryland 20850**

April 3, 2025

NOTICE TO OFFERORS

**The following are questions and responses regarding
RFQ No. 1155.5, Online Digital Content Products (including Online Subscription Databases
and Electronic Library Resources) for the MDK12 Digital Library Consortium**

No.	Question	Answer
1.	<p>On page 2, Section 3.0 Scope of Services, Paragraph 2, which states that “a Respondent should not submit a single proposal that includes two or more different unique Digital Content Products,” we seek clarification on the following:</p> <p>If we submit a proposal for a single Digital Content Product in response to this RFQ, and are subsequently awarded a contract, will there be an opportunity to add additional, distinct Digital Content Products to the contract at a discounted rate, similar to our current contract which includes 28 products? We understand the RFQ requires separate proposals for each unique Digital Content Product during the initial submission phase, but we are inquiring about the potential for future expansion and discounting of our product suite after contract award.</p>	<p>After the initial submission phase, vendors can request to add additional products to the slate of pre-approved MDK12 products by submitting them as new responses to the RFQ.</p> <p>New responses should be submitted to Tina Booth once the initial awards have been made.</p>
2.	<p>We respectfully request a two-week extension on the submission deadline. Considering the mail-in requirement and that we will likely have several separate proposals to complete, by interface, we appreciate any extra time to get this together.</p>	<p>At this time the submission deadline may not be extended. The MDK12 Committee is convening to evaluate responses in late April. Responses not received by the due date stated in the RFQ will not be included in the initial slate of pre-approved MDK12 products.</p>

No.	Question	Answer
3.	Regarding section 3.2.11, the text appears to be cutoff. Can you please confirm?	An erratum will be issued to address the language.
4.	Regarding section 3.3.1, rostering capability is not applicable for our products (self-serve library databases). Please confirm the requirement can be waived in this case.	If rostering is not needed, then this requirement is not applicable.
5.	Regarding section 6.0, can you please confirm whether the “list of all current school district clients” required can be limited to school district clients in Maryland? An exhaustive list of all current school district clients is not available and by nature, our customer relationships are considered private.	You may limit this list to Maryland clients.
6.	Regarding section 7.3, we do not typically present pricing per user. Can you please confirm we can instead present pricing per building and school type (elementary, middle, high)?	We will accept any pricing form or method presented by Respondents, including pricing per student, school, school level, school size, or district.
7.	Regarding section 8.1, can you please confirm the requirement for “annual fiscal report” documents can be satisfied by including letters from independent auditors, attesting to the company’s financial stability? We do not typically share more sensitive financial documents, as a private, family-owned company, without execution of a NDA.	Yes, a letter from the auditor will suffice. However, MCPS reserves the right to make this request at a later date should the circumstances require it.
8.	<p>Currently we provide a package of multiple resources at one comprehensive price to MDK12 participating school systems. Each resource is a different platform/interface, but there is a link to navigate from each resource to the other subscribed resources.</p> <p>Can you please verify we are to submit separate proposals and separate pricing for each of the resources for this RFQ?</p> <p>This would potentially be 8 separate proposals. Could each submission be a separate section of a single Binder to?</p>	<p>Yes, you may submit separate proposals and separate pricing. If schools will have the option to purchase each product individually, please include proposals and pricing for each product.</p> <p>Yes, each submission can be a separate section in the binder.</p>

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9.	Can you please confirm if you would like 1 flash drive that has both the Original and redacted copy? Or a separate flash drive for each?	Confirmed. One flash drive that contains both the Original and redacted copy.
10.	Will MCPS accept digital DocuSign signatures for this and any other signatures required in the proposal?	Yes
11.	Will instructional curriculum resources be considered? For example, an instructional platform that focuses on student writing mastery. The instructional platform would offer some text excerpts and articles as attached to writing activities, but would not contain a searchable index nor an advanced search function focuses on content.	No, we will not be considering instructional resources. This RFQ is for online subscription databases and electronic library resources.
12.	How soon after we submit our initial response should we expect to see (if applicable) anything related to this on the website? Will we be notified when updates are made? Or should we be checking in every week?	We will confirm with you should there be any questions or follow-up. Unless a demonstration is requested, you should not expect to hear from us until after the demonstration period. You will be notified through a pre-award notification if your product(s) is selected.
13.	To clarify the language around Multi Agency Participation: are you seeking to offer MDK12 prices to any and all other agencies within (and outside of) the state of MD including agencies that are not K-12 such as community colleges, private universities, etc.?	This solicitation applies to all LEAs in the state of MD as part of the consortium. Other public agencies can use this contract if mutually agreed to with the vendor.
14.	Is there a quiet period? If so, when does it begin?	There is a quiet period with no direct contact regarding this RFQ until recommendations for award are made. All contact within this period shall only be through the Division of Procurement contact as stated in the RFQ.

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15.	You note that pricing is to be provided by the cost per LEA User. Is “user” defined as an entire LEA County District? or a student (per FTE)?	Please see the response to question 6.
16.	<p>We currently provide MDK12 schools with nearly 40 different products, but across less than 5 platforms. Can we submit pricing for these products under just 5 platform responses? Or would we need to provide responses for each of the different database products?</p> <p>In other words, can you please clarify whether multiple Digital Content Products which can be accessed through the same platform must be submitted as a) a single proposal, or b) one proposal per Digital Content Product?</p>	Please see the response to question 8.
17.	Can MDK12 sign one license for the content databases on behalf of all schools and/or LEAs?	No. Each LEA will have its’ own license(s).
18.	As it relates to 14.0 Addenda/Errata, how soon after we submit our initial response, and proposals should we expect to see (if applicable) anything related to this on the website? Should we just be checking in every week or is there an estimated timeframe of when this information would be posted, if anything comes up?	There will be only addenda or errata as required. Addenda or Errata are only issued should there need to be a revision or addition or clarifying language to the RFQ. Any Errata or Addenda will be posted to the MCPS open solicitation webpage and to EMMA.
19.	Under 3.2.11 request to NIMAC, the sentence seems to be incomplete. Can you please clarify this one?	Please see the response to question 3.
20.	What happens if a vendor is not able to agree to indemnification clause included in 7-910 COMAR 13a.06.05?	This would be evaluated by the committee as well as our Office of General Counsel.
21.	Due to the amount of content volume in our solutions it may be challenging to provide a NIMAS file within 30 days. Are we able to provide a NIMAS compliant file after a longer grace period?	This option can be considered by the evaluation committee.

No.	Question	Answer
22.	Will MDK12 review vendor terms and conditions submitted with our response?	Yes, but may not be considered if they conflict or contradict MCPS terms and conditions.
23.	Our product includes 12 individual databases, all of which can be accessed through a single interface. Am I reading 3.0 Scope of Services correctly, that we can submit a single proposal covering all 12 individual databases?	Please see the response to question 8.

Angela McIntosh-Davis, Director
Division of Procurement

Please indicate your receipt of this notice by signing below and returning with your proposal or under a separate cover.

Accepted: _____
Name and Title

Company Name: _____