

**Department of Materials Management
Procurement Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Suite 3100
Rockville, Maryland 20850**

May 1, 2017

NOTICE TO BIDDERS

**The following are questions submitted and responses regarding
RFP No. 4403.1, STEM Programs**

Question 1: The key RFP response points identify that services be targeted to middle school students, faculty and families. The general scope description includes a broader range. Are services to elementary and / or high school student's faculty and families being sought as well?

Answer: For FY18, the scope of services will focus on middle school students and staff. However, proposals are welcome to include elements that may involve other levels and/or families.

Question 2: Section 11 and section 20 mention online services / online digital curriculum provider - are online service requirements applicable to this proposal

Answer: Disregard, typo.

Question 3: How will offered services be evaluated, and will there be an expectation on the behalf of the offeror that independent / external evaluation services be retained over the course of the contract?

Answer: MCPS will conduct its own evaluation of the effectiveness of the program, using district data and other evaluation methods. The vendor agrees to provide participation and other program data to MCPS in accordance with Section 3.4 Data Privacy and Security above.

The proposal can include plans to evaluate the effectiveness of the program through an independent evaluation. An evaluation should address the stated goals in Section 1.0 Intent, with methodology approved in advance by MCPS. The vendor agrees not to publish or disseminate the results of any evaluation or assessment of the program without prior consultation with and approval by MCPS and will provide copies of any reports or results to MCPS.

Question 4: Is there a targeted number of student seat hours per week / term / school year - outside of the 1000 student service target?

Answer: Proposals can include their own unique structure for programming and for units and number of seat hours per week, term, year, etc.

Question 5: Will out-of-school / after school hours include break and / or summer learning periods?

Answer: Proposals should focus on the academic year but are welcome to include summer learning opportunities.

Question 6: Professional development is mentioned in the RFP. Is MCPS looking to train teachers on implementation of special events outside the classroom, or on everyday teaching strategies and resources related to STEM?

Answer: No. This refers to training that may be needed to supervise/support students while engaging in activities outside the classroom, and making connections to the MCPS/NGSS curriculum.

Question 7: One of the objectives in the RFP is student interest and access to STEM outside the traditional classroom and traditional school day, and the scope lists a requirement for experiences during the school day and for "curriculum structure." Can you clarify what is being requested? What type of experiences during the school day would be examples of what MCPS is seeking? IS MCPS seeking STEM-related curricular products such as textbooks?

Answer: MCPS is not seeking curricular products such as textbooks. MCPS is seeking opportunities for students to engage in hands-on, STEM-related experiences outside of the classroom.

Question 8: The RFP states that STEM is focused on elementary, middle, and high school students, but this RFP talks strictly about middle school students. Please confirm that the intent is to only reach middle school students. Is there any requirement for some interaction with elementary or high school students and/or educators during this project?

Answer: See #1.

Question 9: The RFP states that the work is to reach 1000 students each year. This number represents only 3% of the middle schoolers in Montgomery County, especially if

the experiences are both in-school and out-of-school settings. If a proposed initiative can reach a larger population of students, will this be reviewed favorably?

Answer: Proposals are welcome to go above the target number.

Question 10: We have a wide variety of ideas to propose, some of which include equipment. Could you provide some boundary conditions on budget to advise our scope?

Answer: FY18 budget is up to \$60,000.

Question 11: In addition to the overall budget, should we expect budget to remain constant on an annual basis or front loaded to account for planning and buildup of the program?

Answer: The budget should not be assumed to be front loaded for planning and build up.

Question 12: Is the total district budget the responsibility of the consultant to manage or will some of the expenditures (e.g., transportation or teacher stipends) be addressed by the district? Should these costs be included in the proposed budget?

Answer: Transportation, teacher stipends, and substitutes will be managed by MCPS.

Question 13: The RFP talks about "local partners" to conduct the work. Our organization has an office in Baltimore, but staff across the US who would be utilized for this program. We want to assure this still meets the requirement for a local partner if key personnel are utilized from other locations?

Answer: Yes, keeping in mind that the RFP seeks proposals that would involve transporting students efficiently to an offsite locations and see Question 10 for the FY18 budget.

Question 14: Are there any other eligibility criteria for this bid? We assume this is open to both for-profit and non-profit organizations?

Answer: Yes?

Question 15: What is the expected balance of in/out of school activity? Is there a preference for more focus on one than the other?

Answer: That is up to the vendor.

Question 16: How will the 1000 students be determined? We would like to propose some criteria, but please advise if these students will be identified by the district.


Answer: Students will be identified by the district, but proposals are welcome to include criteria or practices to include traditionally underrepresented students.

Question 17: Does the district have an assessment plan in mind for this program or should this be included in our proposal/costs?

Answer: See #3.

Question 18: Is there any further guidance or template for the pricing proposal? The RFP indicates that the pricing proposal should include pricing per student, per year, or other unit. Is there any requirement to include pricing per student, or is this optional?

Answer: MCPS is interested in seeing the pricing structure per unit, as opposed to a blanket amount. Vendors are welcome to use different pricing methods.



Barbara Regalia, CPPB, Team Leader, Procurement Unit

Please indicate your acceptance of this notice by signing below and returning with your RFP or under separate cover.

Accepted: _____
Name and Title

Company Name