

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

**August 28, 2018**

**NOTICE TO OFFERORS**

**The following are questions and responses regarding  
RFP 4475.1, English for Speakers of Other Languages (ESOL) Instructional Program Consultant**

**Question 1:** Detailed plan to comply with data sharing requirements from MCPS (see Article 18 of the MCPS General Contract Articles) as well as state and local requirements for administration of the program/services (for example, if the vendor is a private school institution, it must meet state requirements as an approved local education agency).

How detailed of a plan is required for the proposal? Article 18 is approximately five pages long. Does every point (e.g., A – J) in Article 18 need to be addressed, for example?

**Answer: You should provide as much information as you can that will demonstrate in detail how you intend to comply with the data sharing requirements.**

**Question 2:** Also included would be a communication plan and materials that thoroughly communicate the goals of MCPS' ESOL vision and its intentions via the MCPS' Strategic Priorities. Collaterals and other supplemental materials needed for communication and ongoing implementation.

Could you please elaborate as to what is meant by this piece? Is this suggesting the vendor would create materials for MCPS school board meetings? What is meant by the term "collaterals and other supplemental materials"? Who would the communication be with?

**Answer: Vendor in collaboration with MCPS' ESOL team may need to create materials for but not limited to the school board, school administrators, district staff and teachers. These materials may include but would not be limited to data supporting RFP goals and next steps based on findings. Collaterals and other supplemental materials refer to the materials used during training of teachers and other materials provided by vendor in support of accomplishing goals.**

**Question 3:** Can you provide a budget range for planning purposes?

**Answer: No, MCPS cannot provide a budget amount.**

**Question 4:** 8.1 Deliverables: "One-year teaching and learning plan to meet needs of ESOL students in identified schools." How many schools out of the district's 134 elementary schools will be involved in this project? How many staff members will be participating?

**Answer: Range of 20 to 30 schools. About 100 staff members would participate. Staff would be a combination of classroom, ESOL and Elementary ESOL curriculum specialists and supervisors.**

**Question 5:** The award will be announced in October 2018 and the contract term will be for a period of one year. When is this project expected to start and end (i.e., upon award in October 2018 through November 2019 [a calendar year] or possibly November 2018 through June 2019 [a school year])?

**Answer: The project cannot start until it is approved by the Board of Education which is anticipated in October. Once a contract is in place, it will be good for one year per section 4.0 of the RFP. MCPS reserves the right to extend the contract for up to three additional terms of one year each.**

**Question 6:** Can Early Release days (November 7 & 12-13, January 25, March 1, April 3, June 13) and Professional Development days (January 28, June 5, June 14) be used for trainings? Are the 4 hours of Supervisor DOT Drug and Alcohol Program training included in the 50 onsite hours or separate?

**Answer: No, those dates cannot be used for contractual reasons.**

**Question 7:** For the point-by-point response, to which sections of the RFP does that apply? Section 6.0, References and the rest of the bullets included in the list on p. 6?

**Answer: Please respond to each point of the RFP as indicated in 7.2 of the RFP. You may respond with “Understand and Comply” to indicate your understanding of the requirement.**

**Question 8:** For the Bidder Information forms included on pp. 12-13 of the RFP, where would you like those placed in the proposal response? They are not included in the list on p. 6

**Answer: This information can be included in your point by point response.**

**Question 9:** In our thinking, a Deliverable (RFP Section 8.1) is goods or services that will be provided upon the completion of a project. Do you want the one-year teaching and learning plan at the end of the project year?

**Answer: One proposal after initial analysis of instruction of English Learners (ELs) and an updated proposal at the end of the project year.**

**Question 10:** Scope of Services: For the “Provide an initial analysis of instruction of English Learners (ELs) using research based tools and provide areas for improvement and pathway to achieve said improvements for select schools” criterion, approximately how many teachers within how many schools does MCPS anticipate being included in this initial analysis?

**Answer: See question 4.**

**Question 11:** Scope of Services: For the “Examine current data structures and analyze the measure of impact of the contracted work” criterion, which data structures are being referred to? Is this in reference to MCPS’ existing data structures to assess progress, to WIDA data/reports, or the data structures that the offeror may propose and/or establish to externally evaluate the contracted services?

**Answer: Both. Examining current data structures refers to MCPS’ existing data structures to assess progress of ELLs including WIDA reports. Measurement of the impact of contracted work refers to data structures the vendor may propose and/or establish to evaluate the impact of the contracted services.**

**Question 12:** For planning purposes, please provide a maximum budget for this work.

**Answer: See question 3**

**Question 13:** Are there page limitations?

**Answer: No.**

**Question 14:** May we include appendix items?

**Answer: Yes.**

**Question 15:** Will all vendors who responded be notified of outcome after the contract has been awarded?

**Answer: Yes.**

**Question 16:** Is the district currently working with any vendors or partners on ESOL support? If yes, please share what vendors.

**Answer: Yes, Tonya Ward Singer.**

**Question 17:** To what extent should a proposal plan on partnering with specific teams or departments (e.g., dept of elementary curriculum, school support and improvement) within the district in order to build long-term capacity?

**Answer: Vendor should plan on partnering with the Elementary Integrated Curriculum Team.**

**Question 18:** For forms like Attachment D: Is name and title of witness sufficient or is notarization required?

**Answer: Yes, notarization is not required.**

**Question 19:** There is no indication that signatures need to be wet or original. May an electronic or signature stamp be used?

**Answer: Yes, electronic signature or stamp is acceptable.**

**Question 20:** Could you please clarify 7.4 and the note that the pricing proposal should be submitted as a separate document outlining content, timeline for implementation, training, and professional development. Please clarify the separate document - sealed in a separate envelope or just apart from the rest of the proposal by a divider? Should the file be kept separate on the flashdrive? Please also elaborate on the requests for timeline, training and professional development.

**Answer: Please provide our pricing proposal in a sealed separate envelope.**

**Question 21:** We see the requirement to provide an individual response to each RFP specification, but are a bit confused about what this looks like in practice. Would we enter a response to a section like 4.0 on the contract term that seems just informational? And where do we describe further our proposal for the work. Would it be after 8.1.a - Deliverables?

**Answer: See question 7. You would further describe your proposal in 3.0 Scope of Services as well as 8.1.a.**

**Question 22:** Please clarify what constitutes evidence of maintaining a permanent place of business (8.1.b)?

**Answer: Evidence that demonstrates your business address.**

**Question 23:** Please clarify what it means to demonstrate adequate staff to perform the required services (8.1.b)?

**Answer: Provide information that outlines staff that would be utilized to perform the services you outline. If this is not applicable, please indicate.**

**Question 24:** There is a request that the page numbers in the TOC align. Is it OK if the attachments requested are not page numbered? Adding in files like W9s and financial statements as requested make it challenging to have every page in a final file in number alignment.

**Answer: Yes, the attachments may be included as appendices.**

**Question 25:** Is a redacted copy of the proposal necessary to submit if no confidential information is included in the proposal?

**Answer: No, but please indicate that a redacted copy is not being submitted as no information is considered confidential.**

**Question 26:** It is noted that the pricing proposal shall be submitted as a separate document. Are we to provide the same amount of copies as the technical (1 original, 3 copies, & 1 electronic version on USB)?

**Answer: Yes.**

**Question 27:** It is unclear how the proposal should be structured. The RFP mentions a point-by-point response to each section of the RFP however many sections (i.e. Intent, Introduction, etc.) are informational. Is it acceptable to include a blanket statement at the beginning of the proposal confirming that we understand and comply to all sections of the proposal that are informational with the required response sections (Scope, References, etc.) immediately following or do we need to list and respond to each every section from the RFP in the proposal (1.0 – 21.0)

**Answer: See question 7.**

**Question 28:** Approximately how many schools do you anticipate being involved in the coaching and PD support?

**Answer: See question 4.**

**Question 29:** For the schools served, what is the intensity or level of support that you are anticipating?

**Answer: Vendor should expect to visit schools to do analysis and coaching at least 3 times as well as provide professional development to participants.**

**Question 30:** Is there an estimated budget or maximum budget for the contract?

**Answer: See question 3.**


**Question 31:** The RFP lists the term for one year with a possibility of extension for 3 additional terms. Should we include proposed work plan and budget for additional years in our proposal?

**Answer: No, just for one year.**

**Question 32:** The RFP clearly states that one of the goals of the work is to examine student data to determine academic growth. Are we correct in assuming that you would like the selected vendor to examine existing administrative data? If so, I wonder if you could specify the type of data that you will be able to share. Will this data include:

- performance data for ELLs in reading and math?
- performance data for non-ELLs in reading and math (for the sake of comparison)?
- performance data for ELLs on the ACCESS 2.0?
- Will this data be longitudinal? If so, how many years' worth of data can you provide?
- Can you provide this data by cohort/grade?

**Answer: Yes, to all five bullet points. We will be able to provide 3 years of data.**

  
Angela McIntosh-Davis, Team Leader  
Procurement Unit

AMD

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

Accepted By: \_\_\_\_\_  
(Name & Title)

Name of Company: \_\_\_\_\_