

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

**NOTICE TO OFFERORS**

**The following are questions and responses in reference to:**

**RFP No. 4609.1, Literacy Intervention Materials for Secondary & Elementary School  
Grades PreK-12**

	<b>QUESTION</b>	<b>ANSWER</b>
<b>1.</b>	Is the district is accepting all-print options?	<b>Yes</b>
<b>2.</b>	We plan to respond in the Grades K-2 category. Can we also respond in the Grades 3-12 category even though we only offer a partial grade band (Grades 3-5)?	<b>Yes</b>
<b>3.</b>	<p>Page 12, Section 5.1 Sample Materials Delivery Process states,</p> <p>“The Respondents shall submit sample materials, after the close of the RFP and only if contacted by MCPS following the initial review of the submission.” Page 16, Section 15.0 Mandatory Submissions states, “Each Offeror must submit a complete proposal including all required information, attachments, and samples of materials.”</p> <p>Does MCPS want sample materials submitted with the proposal as indicated on page 16 or should we wait until they are requested per page 12?</p>	<b>The sample materials should only be submitted if contacted as indicated on page 12. An Erratum will be issued to correct this language.</b>
<b>4.</b>	<p>Page 17, Section 15. Mandatory Submissions states, “Provide a completed pricing sheet provided in Attachment E for each reading and/or mathematics intervention program...”</p> <p>Attachment E is a List of Data Elements form. I do not see a pricing sheet included in any of the RFP materials. Could you please provide the required pricing sheet or clarify whether the district prefers that vendors use their own pricing sheet for this RFP submission?</p>	<b>This is no separate pricing sheet to complete, that language was in error. Please provide your pricing your own pricing information for materials and professional development you are offering.</b>  <b>Complete the Data Elements Attachment E and provide with your submission.</b>
<b>5.</b>	Will the district consider programs that are print-only for students, with a robust online professional learning resource for teachers?	<b>Yes</b>

6.	<p>7.0 and the timeline for implementation. It references reading and math interventions at Middle and High Schools. Can you clarify please?</p> <p>“7.0 TIMELINE FOR IMPLEMENTATION AND KEY STAFF Montgomery County Public Schools expects to implement each of the reading and mathematics intervention programs in 42 Middle Schools and 25 High Schools, ranging from 2,000 to 4,000 total students across various groups.”</p>	<p><b>The language in reference to Middle and High Schools is incorrect.</b></p>
7.	<p>Is WCAG for student materials by Back to School is acceptable?</p>	<p><b>Web Content Accessibility Guidelines (WCAG) materials available by back-to-school time is acceptable.</b></p>
8.	<p>Approximately how many teachers/students will be utilizing the materials? Is it possible to narrow that number down by students per grade level as well?</p>	<p><b>Secondary = approx. 300 teachers (max). Secondary = approx. 5,500 students (approx. 1800 in grade 6 with declining numbers in each grade through grade 12)</b></p>
9.	<p>"Respondents shall include any and all statements and representations made within its proposal in the contract for services with the MCPS. This includes, but is not limited to, the Respondent's point-by-point response to this RFP. If the Respondent responds only "Understand and comply," it is assumed that the Respondent complies with MCPS' understanding of the requirement"</p> <p>Please confirm which sections need response -- If we are submitting only for K-2 Word Recognition/Spelling, are we only required to respond to Section 3.1?</p>	<p><b>Each section, starting with Intent, needs a response. For those sections where you do not have any detail as to how you will provide or implement the request, you respond with "Understand and Comply". If you do not make this statement, we assume that you comply with the request or requirement. If you are only submitting a response to a specified piece of the scope of work, please provide your offer there, for areas in which you are not responding or making an offer, please state that you are not providing an offer for these materials or services.</b></p>
10.	<p>Are we required to respond to questions under 4.0 in addition to 4.1 and 4.2? Section 10-12 response would just be 'understand and comply'? Section 16-27 same?</p>	<p><b>Yes, as stated under section 4.0, "the respondent's proposal shall identify and describe".</b></p> <p><b>Please how you will comply with these requirements.</b></p>

		<p><b>For sections 10-12 – You should respond that you understand and comply.</b></p> <p><b>For sections 16-27, You should respond “understand and comply”, if that is correct statement from you as the offeror.</b></p>
<b>11.</b>	The bid title is for secondary and elementary materials however the bid details reference use in middle and high school...can you please clarify?	<b>Same as above</b>
<b>12.</b>	"Responses shall be in binders with tabs identifying each section." Is a section defined as 3.0 Scope, 4.0 Technical Requirements, etc?	<b>Correct</b>
<b>13.</b>	"Qualifications, reputation, and experience of the Respondent relevant to the Scope of Services including specific experience in providing products and services to school districts of similar size, including the bidder's knowledge of best practices and educational research. Please clarify what you mean by best practices and educational research.	<b>The bidder should have a thorough knowledge of the current research around effective reading instruction and how that research translates into instructional practices.</b>
<b>14.</b>	Are you looking for teacher-led instruction for the interventions at the K-8 level?	<b>Yes</b>

Angela McIntosh Davis, Director  
Division of Procurement

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: \_\_\_\_\_