



301-279-3172



March 5, 2019

RFP Number: 4883.1  
Due Date: May 1, 2019  
Open Time: 2:00 p.m.

To: Prospective Respondents

The purpose of this Request for Proposal (RFP) is to solicit one or more established providers of evidence-based tier 3 literacy and math intervention programs to be used in Montgomery County Public Schools (MCPS) with a focus on one or more of the following: decoding, comprehension, and/or fluency. Tier III instruction is more explicit and skill focused. Students are given intensive instruction using strategies that have been proven through research to be effective.

A Pre-Proposal Conference for prospective offeror's will be held on April 23, 2019 from 1:00 – 2:30pm, at 45 W. Gude Dr., 3<sup>rd</sup> Floor Pine Conference Room, Rockville, Maryland 20850. Attendance at this conference is encouraged, but is not mandatory. Questions to this RFP are due by **4:00 p.m. on April 19, 2019**, so that responses can be prepared for distribution at the pre-proposal conference.

Please respond according to the instructions provided in the attached. Proposals must be received on or before 2:00 p.m., on Wednesday, May 1, 2019. Proposals received after this date and time will not be considered. Proposals shall be delivered in a sealed opaque envelope with the RFP number, opening date and opening time indicated in the lower left corner of the envelope. Proposals shall be delivered to Montgomery County Public Schools Procurement Unit, 45 West Gude Drive, Suite 3100, Rockville, Maryland 20850.

The contractor must submit one (1) original, one (1) redacted copy, one (1) electronic version on CD or flash drive and five (5) separate copies of the proposal. The proposal must be signed by an official having authority to contract with MCPS. The firm and official's name shall be used. This solicitation does not commit the district to pay any costs incurred in the submission of proposals or guarantee that an award will be made.

In the event of emergency closing of the MCPS Board of Education offices, this RFP will open at the same time on the next regular working day.

Sincerely,

for: Eugenia S. Dawson, Acting Director  
Department of Materials Management

ESD:amd  
Enclosure

Procurement Unit

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

**Request for Proposal No. 4883.1**  
**Literacy and Mathematics Intervention Materials for Middle School Grades 6-8**

**1.0 INTENT**

The purpose of this Request for Proposal (RFP) is to solicit one or more established providers of evidence-based tier 3 literacy and math intervention programs to be used in Montgomery County Public Schools (MCPS) with a focus on one or more of the following: decoding, comprehension, and/or fluency. Tier III instruction is more explicit and skill focused. Students are given intensive instruction using strategies that have been proven through research to be effective.

These literacy and math intervention programs, as well as staff training to support their effective use, are needed to support the instructional continuum for literacy and math. This RFP seeks providers (“Respondents” or “Offerors”) who share a vision for ensuring that all students have access to the highest quality interventions aligned to State Standards, to ultimately increase student achievement and ensure success in college and careers. The award may be made to more than one Respondent if it is in the best interest of MCPS to do so.

**2.0 BACKGROUND**

MCPS is the 14th largest school system in the United States, and the largest in the state of Maryland. During the 2018–2019 school year, it is projected that MCPS will serve more than 162,000 students from 157 countries speaking 150 languages. With a Fiscal Year (FY) 2019 Operating Budget of approximately \$2.59 billion, MCPS employs more than 23,300 employees.

The Montgomery County Board of Education on Tuesday (January 8) unanimously approved the purchase of prekindergarten through Grade 8 English Language Arts (ELA) and Mathematics curricular and instructional materials and resources and support for professional development. The awarded respondent will be providing a Tier 1 comprehensive ELA curriculum. For information on the newly awarded curriculum implementation, please visit:

<https://www.montgomeryschoolsmd.org/curriculum/curriculum-implementation.aspx>.

This RFP seeks evidence based literacy and math intervention programs to support students who may not be reached by the core curriculum including students with and without disabilities.

For more information on MCPS, please visit: <https://www.montgomeryschoolsmd.org>

### 3.0 SCOPE OF SERVICES

The following list of requirements, although extensive, is not exhaustive and is intended to provide interested Respondents with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential information. Proposals should address the entire scope of services requested. All proposals must include evidenced-based tier 3 interventions for students not meeting the learning standards or achieving below grade level, supplemental to the core curricula in one or more of the following areas.

#### **TIER 3 LITERACY**

##### **3.1 Decoding**

Tier 3 Literacy intervention for a decoding program must include the following components:

- Provide reading instructional materials/programs for students in grades 6–8 for students reading below grade level at 40 middle school campuses
- Monitoring student progress is ongoing and is used to determine where the current instructional and recommended needs to the students
- Lessons that address the foundational reading skills using a structured approach designed to improve decoding and fluent reading
- Program must be aligned to Maryland College and Career Readiness Standards
- Tools that build strong literacy foundations and help remediate the decoding issues of middle, and high school students
- Implementation guidelines are noted for the lesson and/or components of the lesson to assist with appropriate instructional pacing, grouping, and differentiation with preference for a 45 minute lesson sequence
- Progresses systematically from simple word types (e.g., consonant-vowel-consonant) and word lengths (e.g., number of phonemes) and word complexity (e.g., phonemes in the word, position of blends, stop sounds) to more complex words
- Features diagnostic assessments, a data-based grouping system, and evidence-based foundational literacy skills instruction
- Multiple assessments are provided: pre-assessment, formative, summative along with clear guidelines for their use and instructional interpretations and clear linkages to the standards
- Includes assessment screening to determine if the intervention is needed, and specific placement tests for different entry points
- Provides guidance to teachers on how to use assessment information to plan and differentiate instruction to include mechanisms for timely feedback
- Directions for teacher modeling, guided practice and independent practice and application, pre-teaching and re-teaching are clearly marked
- Program provides explicit instruction on modeling metacognition

- Third party efficacy research must be available for review, especially through the What Works Clearinghouse database of research
- Any optional products such as online components, teacher resources, and home-access for students or extra materials must be quoted separately

### 3.2 Comprehension

Tier 3 Literacy intervention for a comprehension program must include the following components:

- Explicitly teaches critical reading comprehension strategies (e.g. main idea, literal, inferential, retell, prediction) by providing multiple examples.
- Provides guided practice in and systematic review of critical reading comprehension strategies.
- Explicitly teaches comprehension strategies with the aid of carefully designed examples and practice. This includes careful modeling, scaffolding, and application.
- Starts with the earlier prerequisite basic comprehension skills and strategies and builds to more complex skills and strategies with emphasis on informational text and text organization.
- Cumulatively builds a repertoire of skills and strategies that are applied, and integrated with appropriate texts for authentic purposes over the course of the year.
- Reading selections, including those read to students and those students read, are of high quality, interesting, motivational, culturally responsive and age-appropriate for students.
- Provide reading instructional materials/programs for students in grades 6–8 for students reading below grade level at 40 middle school campuses
- Monitoring student progress is ongoing and is used to determine where the current instructional and recommended needs to the students
- Implementation guidelines are noted for the lesson and/or components of the lesson to assist with appropriate instructional pacing, grouping, and differentiation with preference for a 45 minute lesson sequence
- Multiple assessments are provided: pre-assessment, formative, summative along with clear guidelines for their use and instructional interpretations and clear linkages to the standards
- Includes assessment screening to determine if the intervention is needed, and specific placement tests for different entry points
- Provides guidance to teachers on how to use assessment information to plan and differentiate instruction to include mechanisms for timely feedback
- Directions for teacher modeling, guided practice and independent practice and application, pre-teaching and reteaching are clearly marked
- Program provides explicit instruction on modeling metacognition
- Third party efficacy research must be available for review, especially through the What Works Clearinghouse database of research
- Any optional products such as online components, teacher resources

### 3.3 Fluency

Tier 3 Literacy intervention for a fluency program must include the following components:

- Provides oral fluency practice at the word level.
- Teaches explicit strategy to permit readers to move from reading oral words in lists to reading oral words in sentences and passages.
- Passages contain regular words comprised of letter-sounds, phonic elements, and word types that have been taught.
- Assesses oral fluency regularly.
- Provides clear instruction for strategies to build oral fluency including guided repeated reading and partner and independent rereading.
- Initial stories/passages composed of high percentage of regular words (minimum of 75-80% decodable words).
- Provide reading instructional materials/programs for students in grades 6–8 for students reading below grade level at 40 middle school campuses
- Monitoring student progress is ongoing and is used to determine where the current instructional and recommended needs to the students
- Implementation guidelines are noted for the lesson and/or components of the lesson to assist with appropriate instructional pacing, grouping, and differentiation with preference for a 45 minute lesson sequence
- Multiple assessments are provided: pre-assessment, formative, summative along with clear guidelines for their use and instructional interpretations and clear linkages to the standards
- Includes assessment screening to determine if the intervention is needed, and specific placement tests for different entry points
- Provides guidance to teachers on how to use assessment information to plan and differentiate instruction to include mechanisms for timely feedback
- Directions for teacher modeling, guided practice and independent practice and application, pre-teaching and reteaching are clearly marked
- Program provides explicit instruction on modeling metacognition
- Third party efficacy research must be available for review, especially through the What Works Clearinghouse database of research
- Any optional products such as online components, teacher resources

### Tier 3 Mathematics

### 3.4 Mathematics

Tier 3 Mathematics intervention must include the following components:

- Provide Mathematics instructional materials/programs for students in grades 6–8 for students at 40 middle school campuses

- The program must include a diagnostic assessment that should prescribe an individualized and appropriate targeted instructional plan for each student
- Provides progress monitoring tools throughout the intervention that help determine current levels and inform instruction
- The program should offer blended learning opportunities to supplement teacher core instruction
- Should incorporate instructional principles:
  - Explicit and direct Instruction
  - Instructional design that eases the learning challenge
  - A strong emphasis on conceptual understanding which aids students in making connection amongst concepts and procedures taught emphasizing problem-solving and thinking strategies
  - Multimodal instruction, with guided practice and opportunities for repeated practice to generalize skills
  - Engages students in mathematical discourse explicitly teaches vocabulary and use of precise mathematics language
  - Cumulative review as part of skill practice
  - Engaging materials which promotes self-regulation, attention to detail while problem-solving and self-reflection
- Focus interventions on the number system especially fractions, operations and algebraic thinking, proportional relationships, and procedural fluency.
- The program should explicitly focus on teaching essential reading and writing strategies that support solving word problems which helps students identify common underlying structures of various problem types
- The program must be directly aligned to Maryland College and Career Readiness Standards and the Standards for Mathematical Practice

#### **4.0 TECHNICAL REQUIREMENTS**

The Respondent's proposal shall identify and describe:

1. Applicable technical requirements and recommended configurations necessary to fully implement and utilize the digital or online intervention materials including but not exclusive to:
  - a. Hardware requirements;
  - b. Operating system requirements;
  - c. Software requirements;
  - d. Browser-specific requirements;
  - e. Network and security requirements;
  - f. Licensing models; or g. Copyright and fair use guidelines.
2. Processes and provisions regarding the automated exchange of data between the Respondent and MCPS student information and assessment systems.

3. Processes and provisions regarding the handling, use, storage, and retention of MCPS data and information to ensure the privacy of staff, students, and parents/guardians, consistent with the MCPS General Contract Articles and elsewhere in this RFP.
4. Processes and provisions to provide ongoing technical support to staff, students, and parents/guardians.
5. Examples of similarly completed projects, or projects in progress, that demonstrate the Respondent's expertise and capabilities in each of the above-listed areas. Examples might include, for example, detailed descriptions supported by screenshots, references, websites or apps for MCPS review.

**4.1 REQUIRED:** Intervention must meet the following technical requirements for digital or online components in order to be considered:

**4.1.1** Materials including associated data are available and accessible 24 hours a day, 7 days a week for MCPS staff, students, and parents/guardians as applicable.

**4.1.2** Materials in digital or online formats are accessible from any Internet-enabled device including but not exclusive to personal computers, laptop computers, Chromebooks, tablets, and smartphones.

**4.1.3** Materials in digital or online formats support single sign-on (SSO) using the Security Assertion Markup Language (SAML) protocol.

**4.1.4** Materials are compatible with all modern Internet browsers including but not exclusive to Internet Explorer, Chrome, and Safari using default installation settings and without additional system hardware or software components required on end-users' devices.

**4.1.5** Materials include student-facing and teacher-facing materials and resources with digital or online formats compatible with Google Suite for Education.

**4.1.6** Materials support integration with Canvas by Instructure, the district's Learning Management System (LMS), or alternative LMS that MCPS adopts at its sole discretion, via the Learning Tools Interoperability (LTI) specification, version 1.1 or higher. Respondent is required to remain current with the subsequent versions of the LTI open standard within a reasonable time period.

**4.1.7** Materials, in part or in whole, are in editable formats including but not exclusive to Google Docs and Microsoft Word, or are customizable within the platform, for the purposes of tailoring lessons on an as needed basis.

**4.1.8** Respondent includes centralized management of digital or online materials for all users that enables MCPS to establish, customize, and control levels of user access and can be managed by the district locally.

**4.1.9** Respondent shall provide MCPS with statistics regarding usage of online resources by MCPS and its authorized users according to the then current standards in the industry.

**4.1.10** Respondent shall conduct daily backups of MCPS data, either incremental or full, and must conduct full weekly backups. If the Respondent's products and services retains data for individual students, such data shall be retained in the Respondent's online system for a minimum of five years following the creation of each student account and one year following the graduation of each student, unless otherwise as specified or directed by MCPS.

**4.1.11** Respondent shall have the ability to configure a nightly (or more frequent) transfer of student data including but not exclusive to online activity and online assessment data to MCPS' data management system (Unify) or any updated, upgraded, or alternative systems that MCPS adopts in its sole discretion.

**4.1.12** For digital or online assessments, assessment systems shall have the capability to automate the transfer of student assessment data. If this cannot be done via direct connection, assessment data can be readily imported in at least one of the following file formats into Unify: .csv (comma delimited) or .tsv (tab delimited).

**4.1.13** By agreeing to deliver materials within this contract, and as per the Individuals with Disabilities Education Act (IDEA), the publisher shall prepare and submit, within 30 days of the contract start date, a National Instructional Materials Accessibility Standard (NIMAS) file set to the terms and procedures set forth by the National Instructional Materials Access Center (NIMAC). The files will be used for the production of specialized formats as permitted under the law for students with disabilities. The publisher also will submit to MCPS a Certification from NIMAC to demonstrate submission of the file.

**4.1.14** All materials must embed principles of Universal Design for Learning (UDL).

**4.1.15** Materials in digital or print formats including websites are required to meet current Section 508 compliance guidelines.

**4.1.16** Materials in digital or print formats are compatible with the district's accessibility tools for students including but not exclusive to



**Read & Write for Google** by TextHelp. All digital materials (including audio, video, PDF files and web pages) designed by the publisher are required to be interoperable with district's accessibility tools to provide the following accessibility features: (i) Screen Reader (ii) Text Reader (text to speech) (iii) Word Prediction (iv) Speech to text (v) Ability for students to type directly on the documents (vi) Math equation editor for mathematics documents, i.e., worksheets (vii) Highlighting tools (viii) Annotation tools (ix) Dictionary tools (x) Closed Captions and transcripts for video and audio materials (xi) Resizable text.

**4.2 PREFERRED:** MCPS prefers literacy and mathematics intervention programs that meet the following technical requirements:

**4.2.1** Reading and mathematics interventions programs meet the latest LTI standards, version 1.3 and LTI Advantage.

**4.2.2** Literacy and Mathematics intervention programs support and are in conformance with Common Cartridge version 1.3 or higher for the import and export of content.

**4.2.3** The Respondent supports and is in conformance with OneRoster version 1.1 or higher.

## **5.0 MATERIALS DELIVERY PROCESS**

The Respondent's proposal shall specify the method(s) of delivery by which materials will be provided to MCPS, including but not limited to the delivery of any hard-bound materials, access to downloadable materials for copy and use by MCPS, or the use of licenses or subscriptions to access online materials or software.

### **5.1 SAMPLE MATERIALS DELIVERY PROCESS**

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. This will occur no later than May 8, 2019. Direction on when and where to provide the sample(s) will be provided through a notification from the Procurement Unit.

If contacted, Respondents should not provide copies of all materials available. Rather, Respondents should provide a **representative sample only**. Respondents should provide a guide or overview with the materials that will assist evaluators in navigating sample materials and examining evidence relative to requirements of the RFP. If the respondent will be providing access to downloadable materials for copy and use by MCPS, or the use of licenses or subscriptions to access online materials or software, including accessibility via captions, this should be specified in the RFP submission.

## **6.0 PRICING**

The Respondent's proposal shall include a completed pricing sheet provided in Attachment E for each intervention that the Respondent is proposing under this RFP, including pricing for the various types of interventions offered by the Respondent.

## **7.0 TIMELINE FOR IMPLEMENTATION AND KEY STAFF**

Montgomery County Public Schools expects to implement each of the reading and mathematics intervention programs in 40 Middle Schools with a total of approximately 2,500 students.

**7.1** The Respondent's proposal shall include a plan and schedule for implementation in accordance with MCPS' implementation plan described above.

**7.2** After the Respondent has made the reading intervention program available to MCPS, MCPS shall have a period of thirty (30) days ("Acceptance Testing Period") from the date of availability to verify that the reading intervention program substantially performs to the specifications contained in the RFP. In the event that MCPS determines that the reading intervention program does not meet such specifications, MCPS shall notify the Respondent in writing, and Respondent shall modify or correct the program so that it meets these specifications, or MCPS may determine in its sole discretion to terminate the contract in accordance with the MCPS General Contract Articles referenced in Section 20.0.

**7.3** In addition, the proposal shall identify key staff members on the Respondent's project team, describe each team member's relevant experience and describe the role he or she would play in the project. Such key staff shall not be substituted with other personnel or reassigned to another project without MCPS' prior approval in accordance with the MCPS General Contract Articles.

## **8.0 DATA PRIVACY AND SECURITY**

As specified in more detail in the MCPS General Contract Articles and elsewhere in this RFP, the Respondent will comply with all federal, state, and local laws, regulations, and ordinances applicable to this project, including but not limited to the requirements of the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g, and its implementing regulations (34 C.F.R. part 99), the Children's Online Privacy Protection Act ("COPPA"), 15 U.S.C. § 6501-6505, and its implementing regulations (16 C.F.R. § 312, et seq.), the Protection of Pupil Rights Amendment, ("PPRA") 20 U.S.C. § 1232(h) and its implementing regulations (34 C.F.R. § 98.1 et seq.), the Maryland Student Privacy Act of 2015, Md. Ed. Code Ann., §4-131, Code of Maryland Regulations (COMAR) 13A.08, as well as applicable Board of Education policies and MCPS regulations, including but not limited to MCPS Regulation AFA-RA, Research and Other Data Collection Activities in Montgomery County Public Schools, MCPS

Regulation JOA-RA, Student Records, and MCPS Regulation JFF-RA, Federal Requirements for Use of Protected Student Information.

## **9.0 TRAINING**

The proposal shall describe the training necessary to implement, support, and use the proposed reading intervention program(s). Respondents shall also provide a training plan for each school year referenced in the MCPS implementation plan described in Section 7.0.

The professional development plan should be designed to supplement, not supplant, the district's existing approach to professional development that includes: development of school and district expertise and capacity to deliver training districtwide; a focus on equity and cultural proficiency; school-based embedded support from school and district staff; and development of blended professional learning models that include both face to face and virtual learning. Each Respondent's training and professional development digital or online web-based materials for MCPS personnel must be section 508 compliant and meet accessibility guidelines for our teachers with disabilities.

## **10.0 SELECTION PROCESS**

It is the intention to award to the most favorable Respondent(s) based on the evaluation criteria in Section 18.0. However, the Board of Education reserves the right to make awards according to the best option for MCPS. The selected Respondent(s) must have demonstrated experience in developing and implementing reading intervention program in middle schools grades 6-8.

This RFP may result in multiple awards for different components of the scope of services, or MCPS may choose to select an open educational resource in lieu of extending a contract award.

In determining the qualifications of an Offeror, MCPS will consider the Offeror's record and performance of any prior contracts with MCPS, federal departments or agencies, or other public bodies, including but not limited to the Offeror's record providing reading intervention programs to MCPS or other schools or school districts. MCPS expressly reserves the right to reject the proposal of any Offeror if the investigation discloses that the Offeror, in the opinion of MCPS, has not properly performed such prior contracts or has habitually and without just cause neglected the payment of bills or has otherwise disregarded its obligations to subcontractors or employees.

MCPS may conduct any necessary investigation to determine the ability of the Offeror to perform the work, and the Offeror shall furnish to MCPS all such information and data requested, such as information about its reputation, past performance, business and financial capability and other factors that demonstrate that the provider is capable of

satisfying MCPS' needs and requirements for a specific contract. MCPS reserves the right to reject any proposal if the evidence submitted by the Offeror or investigation of such Offeror fails to satisfy MCPS that such Offeror is properly qualified to carry out the obligations of the contract and to complete all requirements contemplated therein. Consideration will be given to any previous performance with MCPS as to the quality and the acceptability of bidder's services.

All Offerors submitting a proposal shall include evidence that they maintain a permanent place of business. Copies of any appropriate licenses necessary to perform this work shall be submitted with each proposal. Offerors also shall demonstrate that they have adequate staff to perform the required services. Use of subcontractor(s) and/or third party providers, if any, must be specifically identified within the proposal. Subcontractor and/or third party provider roles shall be clearly expressed. MCPS reserves the right to accept or reject use of proposed subcontractor(s) and/or third party provider(s).

**MCPS reserves the right to add or delete Respondents, as well as literacy or math intervention program content and professional development, as needed or piloted, should its requirements change during the contract term. Also, nothing in this RFP precludes MCPS from utilizing other literacy or math intervention programs either developed by MCPS or otherwise at any point during the contract term.**

#### **11.0 CONTRACT TERM**

The initial term of contract shall be for three years. However, the contract may not begin until one day after approval by the Board of Education and will conclude as stated under the contract term. MCPS reserves the right to extend this contract at existing prices, terms, and conditions for up to three additional terms for one (1) year each. Written notice indicating MCPS' intention to pursue the extension of the contract will be issued to the successful Respondent(s) 90 days prior to the expiration of the original contract. The Respondent(s) shall have ten (10) days from the date of notification to return the notice acknowledging its intent to accept or reject the extension.

Once all responses are evaluated, MCPS staff may make a recommendation to the Board of Education to extend the contract or decide to rebid. If the contract is extended by the Board of Education, a contract amendment will be issued.

#### **12.0 CONTRACT TERMINATION**

MCPS reserves the right to cancel the contract in whole or in part at any time in accordance with Article 12 of the MCPS General Contract Articles. MCPS also reserves the right to cancel the contract with a Respondent for failure to comply or failure to fulfill the terms of this contract in accordance with Article 13 of the MCPS General Contract Articles.

**13.0 REFERENCES**

All Offerors shall include a list of a minimum of five references who use the Offeror’s services who can attest to their quality of work and, if possible, shall include school districts of comparable size to MCPS that have utilized the Respondents’ services. Include names of client, contact person, email address and phone number of all references. Also, as an attachment, Offerors shall include a list of all current school district clients.

References may or may not be reviewed or contacted at the discretion of MCPS. Typically, only references of the top ranked short listed Offerors are contacted. MCPS reserves the right to contact references other than, and/or in addition to, those furnished by an Offeror.

	<u>Company Name &amp; Address</u>	<u>Contact Person</u>	<u>Phone Number</u>
1.	_____		
	Email _____		
2.	_____		
	Email _____		
3.	_____		
	Email _____		
4.	_____		
	Email _____		
5.	_____		
	Email _____		

**14.0 FORMAT OF RESPONSE**

**14.0.1** Response to this RFP shall be submitted in the same order as the RFP and provide an individual response to each RFP specification.

**14.0.2** 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.

**14.0.3** A pricing proposal shall be submitted as a separate document outlining content, timeline for implementation, training, professional development, etc.

## **15.0 MANDATORY SUBMISSIONS**

Each Offeror must submit a complete proposal including all required information, attachments, and samples of the materials. The response shall address each paragraph in the same order as the RFP and provide an individual response to each RFP specification. All proposals must be presented using the same numbering sequence and order used in this RFP document or as otherwise specified by MCPS. Offerors may request via e-mail to Mrs. Angela McIntosh-Davis, Team Leader, MCPS Procurement Unit at [Angela\\_S\\_McIntosh-Davis@mcpsmd.org](mailto:Angela_S_McIntosh-Davis@mcpsmd.org), a Microsoft Word version to help them in preparing the response.

One (1) original and (5) copies, as well as one (1) electronic version on CD or flash drive of the response, and one (1) redacted copy, as well as one (1) electronic version on CD or flash drive of the redacted response must be sent by mail, courier or hand-delivery to the address below. Responses shall be in binders with tabs identifying each section. A table of contents should be included and all pages numbered as referenced in the Table of Contents. No faxes or electronic submission of proposals will be accepted. Proposals are to be received no later than 2:00 p.m. on May 1, 2019. Submit responses of the entire RFP proposal to:

Montgomery County Public Schools  
Procurement Unit  
45 West Gude Drive, Suite 3100  
Rockville, MD 20850

Submissions will become the property of MCPS.

The proposal must be signed by an official having authority to contract with MCPS. The firm and the official’s name shall be used in the contract process. MCPS reserves the right to make an award without further discussion of the proposals received. MCPS also may negotiate with the one Offeror who submits the best proposal or with two or more Offerors who are in the competitive range. Therefore, it is important that the Offeror’s proposal be submitted initially on the most favorable terms from both the technical and cost standpoints. After the submission and closure of proposals, no information will be released until after the award. It is understood that the Offeror’s proposal will become a part of the official file on this matter without obligation to MCPS.

The proposal must be complete and comply with all aspects of these specifications. Marketing or promotional verbiage will likely overshadow the Offeror’s qualifications and expertise. MCPS urges the Offeror to be specific and brief in their responses.

MCPS shall not be responsible or liable for any costs incurred by the Offeror in the preparation and submission of their proposals and pricing.

**Complete Response must include:**

- Point-by-point Response to each section of the RFP, including but not limited to each subsection and bulleted list in Section 3.0.
- Pricing Proposal. Provide a completed pricing sheet provided in Attachment E for each reading and/or mathematics intervention program that the Respondent proposes, including (i) details regarding the components covered by the unit price per student; and (ii) pricing for the various types of reading and/or mathematics intervention program offered by the Respondent.
- References, See 13.0 References
- List of all current school district clients, See 13.0 References
- Respondent's annual fiscal report in order to demonstrate the Respondent's financial stability (If desired, the Respondent also may include any other financial documents that the Respondent wishes to include regarding Respondent's financial condition).
- Equal Opportunities Certification (Attachment A)
- Certification of Non-segregated Facilities (Attachment B)
- Minority Business Enterprise (Attachment C)
- Non-Debarment Acknowledgement (Attachment D)
- Mid-Atlantic Purchasing Team Rider Clause
- Current Form W-9
- A list of any allowable variances from, or objections to this RFP or the terms and conditions of the MCPS General Contract Articles, as well as a justification for any such variances or objections (a list of non-negotiable terms and conditions are provided in Section 27.0 of this RFP.)
- A redacted copy of the Respondent's proposal as specified in Sections 15.0 and 17.0.

**16.0 TREATMENT OF TECHNICAL DATA IN PROPOSAL**

The proposal submitted in response to this RFP may contain technical data which the Offeror does not want used or disclosed for any purpose other than evaluation of the proposal. The use and disclosure of any such technical data, subject to the provisions of the Maryland Public Information Act ("MPIA"), may be so restricted:

Provided, that Offeror marks the cover sheet of the proposal with the following legend, specifying the pages of the proposal which are to be restricted in accordance with the conditions of the legend: "Technical data contained in pages \_\_\_ of this proposal shall not be used or disclosed, except for evaluation purposes."

Provided, that if a contract is awarded to this Offeror as a result of or in connection with the submission of this proposal, MCPS shall have the right to use or disclose these technical data to the extent provided in the contract.

This restriction does not limit the right of MCPS to use or disclose technical data obtained from another source without restriction.

MCPS assumes no liability for disclosure or use of unmarked technical data or products and may use or disclose the data for any purpose and may consider that the proposal was not submitted in confidence and therefore is releasable. Price and cost data concerning salaries, overhead, and general and administrative expenses are considered proprietary information and will not be disclosed, if marked in accordance with the instructions in Section 10.0.

## **17.0 PROPRIETARY AND CONFIDENTIAL INFORMATION**

Offerors are notified that MCPS has unlimited data rights regarding proposals submitted in response to this solicitation. Unlimited data rights means that MCPS has the right to use, disclose, reproduce, prepare derivative works, distribute copies to the public, or perform publicly and display publicly any information submitted by the Offeror in response to this or any solicitation issued by MCPS. However, MCPS will exempt information that is confidential, commercial, or financial information of an Offeror, as defined by the Maryland Public Information Act, State Government Article, Section 10-617, from disclosure. It is the responsibility of the Offeror to clearly identify each part of its proposal that is confidential, commercial, or financial information by stamping the **bottom right-hand corner** of each pertinent page with one-inch bold face letters stating the words “**confidential**” or “**proprietary**.” The Offeror agrees that any portion of the proposal that is not stamped as proprietary or confidential is not proprietary or confidential. As a condition for MCPS keeping the information confidential, the Offeror must agree to defend and hold MCPS harmless if any information is inadvertently released. Each Offeror must submit a proprietary and confidential redacted copy of its proposal to be used in responding to MPIA requests.

## **18.0 EVALUATION CRITERIA**

MCPS reserves the right to ask clarifying questions about submitted proposals. Offerors also may ask questions that they may have related to this RFP prior to submitting their responses. See Section 19.0, Schedule of Events. Only proposals received by the deadline will be considered.

MCPS reserves the right to convene a meeting with the top qualified Offeror(s) prior to awarding a contract. The purpose of the meeting will be to afford both parties an opportunity to discuss any aspects of the requirements and services that will be performed and clarify any issues. Issues raised during the meeting, which cannot be resolved to the satisfaction of MCPS, shall be cause to reject the proposal.

In addition, if necessary, Respondents shall be prepared to provide a products and services demonstration of the reading intervention program(s), providing an overview of the proposed products and services at no cost to MCPS. As appropriate, the Respondent shall be responsible for the installation of the proposed products and services and any third party software at the MCPS designated demonstration facility before the demonstration, as necessary. If requested by MCPS, the top qualified Offeror(s) shall provide MCPS with an opportunity to access and



review the Respondent's system as in operation at that time, via the Internet from a MCPS computer, to ensure conformity to the requirements of this RFP as well as for the quality and ease of the user interface.

All Offerors are advised that in the event of receipt of an adequate number of proposals, which, in the opinion of MCPS require no clarification and/or supplementary information, such proposals may be evaluated without further discussions. Therefore, proposals should be submitted initially on the most complete and favorable terms and conditions. Should proposals submitted require additional clarification and/or supplementary information, Offerors should be prepared to submit such additional clarification and/or supplementary information, in a timely manner, when requested.

Proposals meeting all requisite criteria will be evaluated. Those who do not meet requisite criteria will not be evaluated further. The determination of those that are qualified, interested, and available, and MCPS' choice of the best qualified will be based on the following criteria:

- 18.1** Completeness of response.
- 18.2** Ability to perform and meet MCPS' needs (based on the criteria set forth in this RFP, including but not limited to Section 3.0, Scope of Services).
- 18.3** 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.
- 18.4** Qualifications, reputation, and experience of key staff that will be responsible for this contract.
- 18.5** Past performance as determined by recent and relevant contracts. Evaluation will be based on information obtained from references provided by the bidder as well as other relevant past performance information obtained from other sources known to MCPS.
- 18.6** Pricing proposal and fee structure.

A selection committee comprised of MCPS staff and potentially outside stakeholders will evaluate proposals based on these criteria.

## **19.0 SCHEDULE OF EVENTS**

The anticipated schedule of activities related to this RFP is as follows:

<b>RFP issued:</b>	<b>April 5, 2019</b>
<b>Questions Due:</b>	<b>April 19, 2019</b>
<b>Answers Posted:</b>	<b>April 22, 2019</b>
<b>Pre-Proposal Conference:</b>	<b>April 23, 2019</b>
<b>Proposals Due:</b>	<b>May 1, 2019, 2:00pm</b>
<b>Anticipated award date:</b>	<b>June 2019</b>

All dates are subject to change at the discretion of MCPS.

## 20.0 PRE-PROPOSAL CONFERENCE

**A Pre-Proposal Conference for prospective offeror's will be held on April 23, 2019 from 1:00 – 2:30pm, at 45 W. Gude Dr., 3<sup>rd</sup> Floor Pine Conference Room, Rockville, Maryland 20850.** Attendance at this conference is encouraged, but is not mandatory. Questions to this RFP are due by **4:00 p.m. on April 19, 2019**, so that responses can be prepared for distribution at the pre-proposal conference. The purpose of the pre-proposal conference will be to allow prospective firms the opportunity to obtain clarification of the RFP and ask questions directly of MCPS staff to assist them in the preparation of their proposal responses. Attendees to the pre-submission conference should come to the 3<sup>rd</sup> floor and check in at the Procurement Office in Suite 3100.

Firms shall provide the names of the persons who will attend the pre-proposal conference. Please send no more than two representatives. Send the names to Angela McIntosh-Davis, CPPB, Team Leader, fax number 301-279-3173, or e-mail [Angela S McIntosh-Davis@mcpsmd.org](mailto:Angela_S_McIntosh-Davis@mcpsmd.org) no later than April 19, 2019.

The following information is provided for vendors who wish to call into the pre-submission conference:

<p><b>1. You must use a touch-tone phone to participate in an Instant Meeting conference.</b></p> <p><b>2. Dial the appropriate access number.</b></p> <p><b>Participants: Enter your numeric participant passcode followed by a # sign.</b></p>
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<b>Toll Free :</b>	<b>USA 877-973-0884</b>
<b>Participant Passcode:</b>	<b>6489354</b>

## 21.0 ADDENDA/ERRATA

Changes and addenda to a solicitation may occur prior to the solicitation opening date and time. It is the Offeror's responsibility to check the MCPS website under "Event Calendar" <https://www.montgomeryschoolsmd.org/calendar/mcpsbids.aspx> or contact the Procurement Unit at 301-279-3555 to verify whether addenda/errata have been issued.

In the event that MCPS issues addenda/errata, all terms and conditions will remain in effect unless they are specifically and explicitly changed by the addenda/errata. Offerors must acknowledge receipt of such addenda/errata by returning one signed copy of each of the

addenda/errata with its proposal. Failure to provide the signed acknowledgement of the addenda/errata may result in a proposal being deemed non-responsive.

## **22.0 eMARYLAND MARKETPLACE**

Maryland law requires local and state agencies to post solicitations on eMaryland Marketplace. Registration with eMaryland Marketplace is free. It is recommended that any interested supplier register at [www.eMarylandMarketplace.com](http://www.eMarylandMarketplace.com), regardless of the award outcome for this procurement as it is a valuable resource for upcoming bid notifications for municipalities throughout Maryland.

## **23.0 MULTI-AGENCY PARTICIPATION**

MCPS reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not be limited to private schools, parochial schools, nonpublic schools such as charter schools, special districts, intermediate units, nonprofit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that require these goods, commodities and/or services. Use of this solicitation by other agencies may be dependent on special local/state requirements attached to and made a part of the solicitation at the time of contracting. The supplier/contractor agrees to notify the issuing agency of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested. A copy of the contract pricing and the bid requirements incorporated in this contract will be supplied to requesting agencies. Each participating jurisdiction or agency shall enter into its own contract with the Award Offeror(s) and this contract shall be binding only upon the appropriate approved signature of such an agreement. Invoices shall be submitted “directly” to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Award Offeror. MCPS assumes no authority, liability, or obligation on behalf of any other public or nonpublic entity that may use any contract resulting from this bid. MCPS pricing is based on the specifications provided in this solicitation.

## **24.0 INQUIRIES**

Inquiries regarding this solicitation must be submitted in writing to Mrs. Angela McIntosh-Davis, Team Leader, MCPS Procurement Unit, 45 W. Gude Drive, Suite 3100, Rockville, MD 20850, via fax at 301-279-3173 or email to [Angela\\_S\\_Mcintosh-Davis@mcpsmd.org](mailto:Angela_S_Mcintosh-Davis@mcpsmd.org). Questions are due 4:00 p.m. on April 19, 2019. Responses will be posted on eMaryland Marketplace and on MCPS’ Procurement website on April 22, 2019. The Board of Education will not be responsible for any oral or telephone explanation or interpretation by any agent or employee of MCPS. Any binding information given to an Offeror in response to a request will be furnished to all Offerors as addenda/errata, if such information is deemed necessary for the preparation of proposals, or if the lack of such information would be detrimental to the

uninformed Offerors. Only such addenda/errata, when issued by MCPS, will be considered binding on MCPS.

**Contact by Offerors with any other MCPS employee regarding this solicitation until the contract is awarded by MCPS will be considered by MCPS as an attempt to obtain an unfair advantage and result in non-consideration of its RFP response.** In addition, MCPS expects all Offerors to review and assure compliance throughout the RFP process with Board Policy BBB, Ethics, and MCPS Regulation GCA-RA, Employee Conflict of Interest

The MCPS Procurement website address is  
[www.montgomeryschoolsmd.org/departments/procurement/](http://www.montgomeryschoolsmd.org/departments/procurement/).

## **25.0 UNNECESSARILY ELABORATE BROCHURES**

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the Offeror's lack of cost consciousness. Elaborate art work and expensive visual and other presentation aids are neither necessary nor wanted.

## **26.0 BID PROTESTS**

Any bid protests, including appeals, will be governed by the applicable MCPS Procurement Unit Regulations. The burden of production of all relevant evidence, data and documents and the burden of persuasion to support the protest is on the Offeror making the protest.

## **27.0 CONTRACT**

MCPS plans to enter a contractual agreement with Respondent(s) to whom the award is made and intends to make MCPS General Contract Articles, attached hereto and incorporated herein as Appendix A, part of the contractual agreement, except and unless modified by MCPS. Proposals must clearly identify any variances from or objections to the specifications in this RFP and the terms and conditions of the MCPS General Contract Articles. Lacking any response to the contrary, MCPS will infer that the Respondent agrees to the specifications of this RFP and each term and condition of the MCPS General Contract Articles. Respondents should note that any variance may provide a basis for MCPS to reject the proposal. **In particular, the provisions set forth in Articles 5, 12-14, 16-18, 21-24, 26, 28, and 29 of the MCPS General Contract Articles are non-negotiable.**

As a note of clarification, Article 19 of the MCPS General Contract Articles applies to any products or services that the Respondent develops specifically for MCPS pursuant to this RFP, not to the Respondent's existing off-the-shelf products and services. MCPS understands and acknowledges that the Respondent retains all intellectual property rights to its existing off-the-shelf products and services and that MCPS will be granted licenses to utilize such products and services.

**28.0 NOTICE TO OFFERORS**

**The appropriate items below must be completed as part of the RFP. Failure to comply may disqualify your bid. Type or print legibly in ink.**

**I. OFFEROR INFORMATION:** As appropriate, check and/or complete one of the items below.

- 1. Legal name (as shown on your income tax return) \_\_\_\_\_
- 2. Business Name (if different from above) \_\_\_\_\_
- 3. Tax Identification Number \_\_\_\_\_

**A copy of your W-9 must be submitted with this bid response.**

**II. OFFEROR’S CONTACT INFORMATION:** This will be filed as your permanent contact information.

- 1. Company Name \_\_\_\_\_
- 2. Address \_\_\_\_\_
- 3. Bid Representative’s Name \_\_\_\_\_
- 4. Phone Number/Extension \_\_\_\_\_
- 5. Fax Number \_\_\_\_\_
- 6. Toll Free Number \_\_\_\_\_
- 7. Email Address \_\_\_\_\_
- 8. Website \_\_\_\_\_

**III. OFFEROR’S CERTIFICATION:** Upon notification of award, this document in its entirety is the awarded Offeror’s contract with MCPS. By signing below, the undersigned acknowledges that he/she is entering into a contract with MCPS.

- A. The undersigned proposes to furnish and deliver supplies, equipment, or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. This certifies that this bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same supplies, materials, or equipment, and is in all respects fair and without collusion or fraud.
- B. I hereby certify that I am authorized to sign for the bidder and that all statements, representations, and information provided in this response to the Request for Proposals, including but not limited to the Non-Debarment Acknowledgement, are accurate.

By (Signature) \_\_\_\_\_  
 Name and Title \_\_\_\_\_  
 Witness Name and Title \_\_\_\_\_