

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

**July 8, 2019**

**NOTICE TO BIDDERS**

**The following are questions and responses regarding  
RFP No. 4886.1, Boundary Analysis Consultant**

Question 1: Is it the intent of the RFP to clearly define the problem and issues for resolution? If yes, please further specify and define the points that the contractor is being retained to target.

**Answer: The RFP contains the scope of services and anticipated deliverables as currently intended.**

Question 2: Is it the intent of the RFP for this project to focus on “current” and “existing” boundaries and “adjacent schools and clusters?” If yes, the RFP should state that the study will be limited in scope to existing boundaries and that any potential revisions (to facilities services or transportation) explored be limited to “adjacent schools” and “adjacent clusters.”

**Answer: The RFP states that the analysis is to include an assessment of the current state of MCPS boundaries and their relationship to a range of factors. The RFP also states that the analysis is to consider potential opportunities for modifications, which could then be different than the current state. Adjacency of existing clusters and boundaries would necessarily be a component of the analysis but is not a specific constraint on the analysis.**

Question 3: Is it the intent of the RFP to include “cost” in impact analysis? If yes, how should this be done?

**Answer: The RFP does not anticipate that offerors would need to estimate a specific cost or amount for potential boundary modifications. However, potential cost impact could be included in the “analysis of any potential boundary modifications that are identified and presented” as outlined in the “Final report” element of the “Deliverables” section of Section 3.0.**

Question 4: Is it the intent of the RFP to include the effects of any possible boundary change on parent or family involvement in schools in the scope of the study? If yes, on page 7 in the section of scope devoted to “community schools,” the language should add “impact of boundary revision on parent or family participation”.

**Answer: The scope of services in the RFP will not be adjusted at this time. However, potential impact on parent or family involvement could be included in the “analysis of any potential boundary modifications that are identified and presented” as outlined in the “Final report” element of the “Deliverables” section of Section 3.0.**

Question 5: Is the intent of the RFP for the contractor to conduct its analysis utilizing time in the most effective manner possible? If yes, please extend the due date of the final study report past June and closer to the August 1, 2020 contract end date and adjust other timeline benchmarks accordingly.

**Answer: The RFP does expect offerors to conduct analysis in a time effective manner. The deadlines in the RFP will not be adjusted at this time and are consistent with the timeline stated in the January 8, 2019, Board of Education resolution approving this project.**

Question 6: Is the intent of the RFP to create more equity in student opportunity for college and/or career improvement? If yes, then an additional element of the scope of the study should be to analyze possible harms or benefits to achieving these goals (which are part of the MCPS stated Mission) resulting from boundary changes.

**Answer: This is not intended as a specific element of this project.**

Question 7: Is the intent of the RFP to find inequity in the distribution of resources? If yes, the RFP should request the contractor to provide quantitative data on these metrics as a deliverable.

**Answer: This is not intended as a specific element of this project.**

Question 8: In regard to outreach strategies in the Scope 3.0: A. Offeror will be expected to provide outreach strategies in multiple languages, and to employ both traditional and non-traditional outreach strategies and approaches to reaching communities. Which languages will the successful firm be required to translate all documents into?

**Answer: MCPS provides written translations of all systemwide documents in the following languages: Spanish, French, Amharic, Chinese, Vietnamese, and Korean. It is possible that not every document in this project would need written translation into each of these languages. However, a successful offeror will demonstrate capacity to provide translation and/or interpretation services in multiple languages that are relevant to the particular community engagement or systemwide communication element of the project.**

Question 9: Will Montgomery County Public Schools assign a Project Manager/Team to the project? If so, what level of engagement with this team would/could the consultant have (particularly re: data access, community engagement planning, and ultimately recommendations)?

**Answer: Yes, MCPS will assign a Project Manager and/or Team to this project. MCPS expects that the consultant would have significant and ongoing engagement and consultation with MCPS staff liaison(s) throughout the duration of the project. MCPS will provide access to data within legally permissible parameters. MCPS liaison(s) will consult in the project planning, community engagement planning, and other phases of the project.**

Question 10: Can Montgomery County Public Schools provide any budget guidance for the project?

**Answer: There is not a specific budget amount pre-determined for this project; however, neither are there unlimited fiscal resources available to fund the project. Offerors should demonstrate efficient use of resources necessary to complete the requirements of the scope of services in the timelines indicated and according to the specific proposal of the offeror.**

Question 11: We are respectfully requesting that the due date for the subject RFP be extended at least until Friday, July 13. As currently planned, there are only 3 business days between the pre-proposal meeting and the proposal due date which is very unusual and makes for a very difficult preparation timeline

**Answer: The RFP states that proposals are due by 2:00 pm on Monday, July 15, 2019.**

Question 12: Section 8.0 states “The selected provider(s) must have demonstrated experience in providing alternative programs for students to obtain a high school diploma (as defined in Section 3) in similar institutions (e.g., school districts, departments of education, etc.)” Is this statement intended for this RFP? If so, please provide additional context for its inclusion in the RFP as no other reference documents seem to reflect this statement.

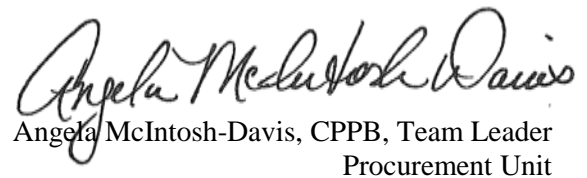
**Answer: An erratum will be issued to delete this paragraph in its entirety.**

Question 13: Section 7.4 requires that a price proposal be submitted. Is there a specific form or format for the price proposal? Does MCPS have any rate caps or limitations on overhead rates?

**Answer: There is not a specific format required nor are there specific caps on rates or cost elements.**

Question 14: Does MCPS have an order of magnitude budget for the project?

**Answer: There is not a specific budget amount pre-determined for this project; however, neither are there unlimited fiscal resources available to fund the project. Offerors should demonstrate efficient use of resources necessary to complete the requirements of the scope of services in the timelines indicated and according to the specific proposal of the offeror.**

  
Angela McIntosh-Davis, CPPB, 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: \_\_\_\_\_