

December 21, 2023

ERRATUM/ADDENDUM #2

Request For Proposal #4940.1, Spanish Literacy Textbooks

Please note the following changes to above-mentioned bid Request For Proposal #4940.1, Spanish Literacy Textbooks

- The pre-proposal conference previously scheduled for Wednesday, January 10, 2024 is **cancelled**.
- The following sentence is hereby removed from section 3.4 Sample Materials Delivery Process
 - This will occur no later than XXX.
- The following language hereby replaces in its entirety inserted under section 3.0 Scope of Services, 3.2 Technical Requirements and Vendor Experience.

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;
 - 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.

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

Vendor provides a comprehensive Accessibility Compliance Report (ACR) based on the March 2022 revision of the Voluntary Product Accessibility Template (VPAT 2.4Rev WCAG) provided by the Information Technology Industry Council (ITI). The ACR should include a review for each unique digital component of the Vendor's product and identify whether the document was completed by internal staff or a named third-party contractor.

- Platform is available 24 hours a day, 7 days a week for MCPS staff, students, and parents/guardians as applicable.
- Platform is accessible from any Internet-enabled device including but not exclusive to personal computers, laptop computers, Chromebooks, tablets, and smartphones. A comparison of features or functionality that vary across device types should be provided as applicable (ex. web-based experience v. mobile application).
- Platform is compatible with all modern Internet browsers including but not exclusive to Microsoft Edge, Google Chrome, and Safari using default installation settings and without additional system hardware or software components required on end-users' devices.
- The Respondent supports single sign-on (SSO) for staff and students. District-supported options for SSO include Microsoft Azure/AD (now called Entra ID), Google SAML, and Clever SSO.
- The Respondent provides automated processes for the provisioning and management of user accounts. District-supported processes for account provisioning and management include Secure File Transfer Protocol (SFTP), OneRoster, and Clever rostering.
- Platform supports 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.
- 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. AND in platform customizations must also adhere to WCAG accessibility standards.
- The Respondent includes centralized management of the platform for all users that enables MCPS to establish, customize, and control levels of user access and can be managed by the district locally.
- The 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.
- The 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 retain 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.
- The Respondent shall have the ability to configure a nightly (or more frequent) transfer of system data to MCPS' Student Information System (SIS) or any updated, upgraded, or alternative systems that MCPS adopts at its sole discretion.

- Platform includes district level and site level reporting options.
- 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).
- 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.
- All materials must embed principles of Universal Design for Learning (UDL).
- Student facing materials in digital formats including websites must be able to be easily downloaded into a Braille Ready File (BRF) format for the timely conversion to Braille and printable for the timely conversion to enlarged print (paper format).
- 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.

PREFERRED: MCPS prefers platforms or programs that meet the following technical requirements:

- Platform integration with Learning Management Systems meet the latest LTI standards, version 1.3 and LTI Advantage.
- The Respondent supports and is in conformance with OneRoster version 1.1 or higher.
- The Respondent provides programmatic access to system resources via a REST API for accessing or modifying data and configurations externally from the main application to support the district's need for customization.

MONTGOMERY COUNTY PUBLIC SCHOOLS

Expanding Opportunity and Unleashing Potential

DIVISION OF PROCUREMENT

All other terms and conditions remain the same.



Angela McIntosh-Davis, CPPB
Director, Division of Procurement

AMD:rvw

Please indicate your receipt of this notice by signing below and return with your bid or under separate cover.

Accepted: _____
Name and Title

Name of Company: _____