

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

January 23, 2023

NOTICE TO BIDDERS

**The following are questions and responses regarding
RFP No. 4971.1, Out of School Time Academic Support and Enrichment Programs**

Question 1: On page 6 of the RFP it states, "8.1 Response to this RFP shall be submitted in the same order as the RFP and provide an individual response to each RFP specification." Similarly, page 7 states, "Point-by-point Response to each section of the RFP".

Could you confirm which sections of the RFP you would like us to respond to? (e.g. 3.1, 3.2, 3.3., 7.0, etc.). Or should we respond to every section and subsection, using "Understand and comply," when appropriate?

Answer: Your proposal does not need to strictly follow the format, but should include responses to each requirement, specifically Section 3.0 Scope of Services, in which you would explain how you would meet each requirement. All other sections of the RFP that do not require specific responses, you can simply state "Understand and Comply."

Question 2: Is the MCPS considering fully online offerings under this RFP, or are in-person services the focus?

Answer: MCPS is considering both.

Question 3: In our pricing proposal, should we propose a price for a specific number of students and school sites? Or, just provide our per student and per school price?

Answer: Please submit a per student price.

Question 4: Is the district accepting proposals from virtual-only tutoring providers within this RFP? We do not provide in-person services; however, our hybrid model is used widely nationwide and relies on our virtual tutors working in tandem with school site personnel (i.e., para-professionals or long-term substitutes) to manage the classroom.

Answer: Please see response to Question 2.

Question 5: I am writing to inquire about the following in Attachment A of Request for Proposal #4971.1, Out of School Time Academic Support and Enrichment Programs:

No 5. Are you required to submit an annual compliance report as described in 41 CFR 60-1.7 (a)? () Yes () No

If the answer to "5" is yes, enclose a copy of your latest compliance report.

Is it possible for us to submit this copy of our latest compliance report if we are awarded the contract?

Answer: If this report is not included with your submission, then we may request it at a later date, if you are selected to move forward in the evaluation process. This is not a required document.

Question 6: Could you provide more information about the training request in Item 3.5?

Answer: Training is only required as needed. Ideally, MCPS staff training would not be needed and the vendor is responsible for training its own employees.

Question 7: Can you confirm that you require the RFP to be submitted in your attached template? If so, can you please provide a word version of the document?

Answer: Please see response to Question 1. Also, a Word version of the RFP will be made available upon request.

Question 8: I understand that you require 1 original and 5 copies as well as 1 redacted copy of the proposal. Do you require all 7 of these documents to be put in binders, or can just the original be put into a binder?

Answer: Just the original can be placed in a binder. However, please make sure all documents are well-organized, labeled as original, copy, or redacted; and bound in some way (i.e., binder clip, stapled, in a folder, etc.).

Question 9: What are the fingerprinting regulations for virtual service providers? For example, is there a way to leverage out-of-state virtual tutors via Fingerprinting through FieldPrint or Sterling services?

Answer: We have a process for obtaining fingerprinting and background checks for out-of-state providers. Detailed instructions will be provided to pre-awarded vendors.

Question 10: Our high-impact tutoring program uses district/school curriculum, benchmark and other assessments, and (often, unused) ancillary grade-level materials to ensure best possible alignment between tutoring and grade-level content/learning objectives, track measurable progress, and save districts money. For the academic support described in the RFP, is the district/school able to provide their curricular resources to make certain tutoring sessions extend the classroom and connect learning?

Answer: Yes

Question 11: So that we can understand volume, could you estimate an anticipated number of participating K-12 students in the academic support of your program?

Answer: We cannot estimate at this time. We intend to provide a variety of options for Out of School Time including but not limited to academic support.

Question 12: How many estimated tutors are needed for this opportunity?

Answer: Please see response to Question 11.

Question 13: Will tutoring services be offered to students with disabilities and/or multilingual students and/or other specialized student groups?

Answer: Yes

Question 14: What is the anticipated length of tutoring sessions? How many sessions/per student will be offered per week? What days/timeframes will tutoring most likely be needed—before, during, or after school?

Answer: Out of School Time sessions will range from a full day to a few hours after school or during the school day non-instructional time.

Question 15: For on-site training for school personnel referenced in the RFP, is this pertaining to implementation and overall successful running of the tutoring program? In our tutoring model, we provide training and professional development to tutors, and we met regularly with district/school stakeholders for partnership reviews. Can the district specify what other training they desire for an in-person tutoring program?

Answer: Please see response to question 6.

Question 16: Will the district be responsible for setting up program guidance and parameters for their schools (i.e., overall scheduling hours, establishing school-level point person, issuing POs, etc.)? In other words, will the district be involved in centralized decision-making for implementation efficiency and timeliness? Or will each school determine its own implementation structure, scheduling, timeline, budget, etc. and issue its own POs for services?

Answer: The Out of School Time program and offerings are centrally managed. Depending on the structure (full day, after school, etc.), schools may play a role in determining scheduling and timeline. Budget decisions will be central.

Question 17: How many students are expected to receive tutoring services (point B in the scope of services)?

Answer: Please see response to Question 11.

Question 18: How will students be selected and enrolled in tutoring services?

Answer: Any student will be eligible for Out of School time services

Question 19: Will the district accept exclusively virtual tutoring services?

Answer: Please see response to question 2.

Caleb L. Young, Buyer II
Division of Procurement

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: _____