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

May 5, 2023

NOTICE TO BIDDERS

The following are questions and answers regarding
Supplemental RFP No. 4971.1B, Out of School Time Academic Support and Enrichment Programs

Question 1: **How will we determine how many kids from each school will be attending on the specific days so we can plan accordingly for staffing?**

Answer: Students will register.

Question 2: *The vendor will provide on-site and/or interactive web-based training to school district personnel as needed. Initial training for the first year will be provided to participating teachers, staff, or volunteers at no additional charge. Fee structures for more comprehensive professional development can be provided as part of the response to this RFP -* **What type of trainings will need to be given to educators? Is it the expectation that the teachers will be part of this program at the club?**

Answer: Training will not be needed unless a paraeducator or student are helping lead.

Question 3: **What is the range of ask for the partnership?**

Answer: The range will vary depending on what is offered.

Question 4: **It seems like you're looking for partners for days that the teachers are doing professional development meetings but it also sounded like there were opportunities for after school programs as well. Is this correct?**

Answer: There are opportunities for partners during the day. There might be after school program opportunities in the future.

Question 5: **Are the tutoring sessions in-person only or do you accept virtual tutoring as well?**

Answer: In-person only. Also, the day should have enrichment and can include tutoring. We are not looking for all-day tutoring for students.

Question 6: **How many of these days are there? and what parts of the year?**

Answer: November 10: High Schools
February 15: Middle Schools
May: Elementary

Question 7: **Is this a required school day for MCPS students or are students selecting to attend on these days?**

Answer: Required.

Question 8:   **How many students per group should we expect?**

   Answer: You can set the numbers, but a class would be ideal (max of 28 students).

Question 9:   **My organization works with youth ages 1-18---so has abilities in working with elem, middle and high school students. Should we pick one age range?**

   Answer: Yes, one each day.

Question 10:   **How many vendors are you hoping for/How many groups are you hoping a vendor works with at a time? Meaning, a whole school? a whole grade?**

   Answer: This is not set. Please be creative.

Question 11:   **Would you like us to be very specific to one targeted population albeit special needs, ESOL, Pre-K? or can we list a few options that we are uniquely skilled at?**

   Answer: Please list them all.

Question 12:   **I am assuming this is programming in the school buildings but if that's incorrect please let me know. Assuming that, is it safe to assume the schools provide lunch rather than the vendors?**

   Answer: In school is great. And yes, the schools will provide lunch.

Question 13:   **Would this run length of a school day? or longer or shorter?**

   Answer: All day is great but possibly open to rotations too.

Question 14:   **How many schools will be covered/serviced under Proposal #4971.1B?**

   Answer: 210

Question 15:   **Does the company need to be based in Maryland?**

   Answer: No.

Question 16:   **Is this Proposal #4971.1B open to Nonstock Corporations/Nonprofits that are not tax exempt?**

   Answer: Yes

Question 17:   **Is there a Price for Services Outline Requirement?**

   Answer: No.

Question 18:   **Based on students, class size for integration, after school considerations and other factors, what is the best method for criteria to submit this portion of the Proposal #4971.1B?**

   Answer: Not clear on what is being asked. Please refer to Sections 3.0 (Scope of Services) and 9.0 (Mandatory Submissions) of the RFP.

Question 19:   **Can this Proposal #4971.1B include sub-contracting companies?**

Answer: Per Section 3.5 of the RFP: 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).

Question 20:   **For the flash drive delivery, is it expected to be by hand or certified mail?**

Answer: Either is fine, as long as we receive it prior to the RFP deadline (2:00 p.m. on May 15, 2023). We recommend including it with your proposal package.

Question 21:   **Our company has the ability to provide Robotics and Drones. However, students would also need access to computers and Wi-Fi. Will the district provide computers (Please specify what types of Devices - Windows PC, Apples / Mac, or Chromebooks) and Wi-Fi?**

Answer: Chromebooks and Wifi

Question 22:   **In the RFP it says to provide a point-by-point response to each section, but I'm not entirely sure what that means. For example, should I write a section based on 1.0 Intent, and 2.0 Introduction, and so on? Or are there only specific sections that need to be addressed?**

Regarding the pricing proposal, is there a specific format you would like that in? Or specific information you are looking for?

Answer: There is no specific format. We just ask that you respond to all of the requirements (Section 3.0 Scope of Services); and for the other sections of the RFP that do not require written responses, please state that you 'understand and comply'. Also, please reference Section 9.0 Mandatory Submissions for guidance on what items to include in your proposal response, and how to submit your package.

Also, there is no specific format for the pricing proposal. We are just requesting a breakdown of your pricing (i.e., per student, per class, etc.).

Question 23:   **How many students does MCPS anticipate participating in the out of school time academic support? Elementary? Middle? High School?**

Answer: High School: 52,000
Middle School: 36,000
Elementary school: 74,000

Question 24:   **Can a program be catered to a specific school group? Ex: High school students? Middle? Or does a program need to meet all K-12 students?**

Answer: Yes

Question 25:   **Is there a % for what can be taught virtually and % of what needs to be taught in-person?**

Answer: No. It should all be in-person

Question 26:   **Does MCPS use Canvas as their main LMS? Is this the preferred way for learning? Or are web-based platforms acceptable?**

Answer: The learning should be in-person.

Question 27: **Is there an incumbent or is this a new contract? If there was an incumbent, what was the total cost of the contract?**

Answer: Incumbent

Question 28: **Do you have a maximum budget price for the year for this program?**

Answer: Yes, but this information cannot be disclosed at this time.

Question 29: **Through this solicitation, does MCPS intend to provide programs to students in its entire school district?**

Answer: Yes.

Question 30: **Does MCPS intend to select a single vendor to provide these programs to its students? Or, could numerous vendors be selected?**

Answer: Numerous.

Question 31: **Does MCPS want a single vendor to provide all of the services listed in this section? Or, could numerous vendors be selected?**

Answer: Numerous.

Question 32: **Does MCPS want the programs to be offered only on non-instructional full days? If so, how many non-instructional full days are anticipated? Or, does MCPS want the programs to be offered after school as well?**

Answer: Yes, the programs should be on non-instructional days. Please see answer #6.

Question 33: **How many hours should the program run on non-instructional full days?**

Answer: The program should run for 6 hours. We are open to rotations if you want to offer a 2-hour session instead.

Question 34: **Does MCPS expect that programs will be provided to every class in a given school?**

Answer: No.

Question 35: **Is the redacted version required? Does the District prefer the redacted copy be done on the computer?**

Answer: A redacted version is only necessary if you have confidential information that you would not want to be shared if we receive a request under the Maryland Public Information Act (MPIA). If you cannot redact using your software, then please mark each redacted page as "Confidential" or "Proprietary". Or you can attach a page indicating which sections of the proposal should be redacted. Please note, you cannot redact the entire proposal.

Question 36:   **This program is for out of school time on professional development days, right? So, 7 times (days) next school year? (Based on the SY23-24 Calendar)**

  Answer: Please see answer #6.

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: _____