June 26, 2023

NOTICE TO BIDDERS

The following are questions and responses regarding
RFP No. 4978.1, K-12 Experiential Learning Opportunities for Students

Question 1: **Does the district plan to award multiple vendors?**

Answer: This is an open request for proposal. Submissions will be reviewed and evaluated for all requests. Awards may be given in part or as a whole.

Question 2: **On page 4, there is a list of teachers' materials. Is each bulleted item a mandatory requirement?**

Answer: These items are recommended based on similar curricular experiences and expectations. It is understood that each program proposal will have its own unique materials that may vary.

Question 3: **If we want to submit for year-long, semester-long, and summer programming services, do we need three separate plans and schedules for implementation?**

Answer: Yes, please list each submission in detail and priced accordingly.

Question 4: **Do vendors need to provide their own teaching staff?**

Answer: Vendors will work with the district, schools and MCPS teachers to deliver content and provide experiences. The need for additional staff varies by vendor and proposed experience.

Question 5: **Will Montgomery County give us schools to partner with or do we have to search for these partnerships ourselves if our bid is accepted?**

Answer: The district will work with the vendor to identify appropriate schools to participate.

Question 6: **For Section 3.2, are you looking for completed student projects? Or a project portfolio of our company's work?**

Answer: Either is fine.

Question 7: **What is the formatting for the cost proposal? Also, would you like this information in an excel sheet or table in a document? PDF file?**

Answer: Spreadsheet is preferred with each item itemized.

Question 8: **Do we need to have an active FERPA or COPPA certification?**

Answer: Vendors must demonstrate compliance with all federal and state guidelines for the safe handling of student data privacy.

Question 9:   **How do you want your pricing proposal to look considering it is a separate document? (i.e., excel, pdf, doc, etc.)**

    Answer: Please see Question 7.

Question 10:   **[Regarding the pricing proposal] Should it be itemized as well?**

    Answer: Yes, each item should be listed separately with cost and total price.

Question 11:   **Should the proposals address grade levels Pre-K- 8? If not, what grade levels should we focus on?**

    Answer: The proposal should address the K-12 pathway.

Question 12:   **How many professional development days will MCPS be willing to dedicate towards this project?**

    Answer: Professional development can be done virtually, after school and over the summer.

Question 13:   **Being that the fall school year is the end of August, I would like to clarify what are the training expectations? When would MCPS want them to start? How soon after the bid is accepted and awarded will the awardee be expected to implement the services.**

    Answer: The professional learning will be driven by program design and should not be done in isolation. Teachers will need PD for fall programs, so those need to be completed prior to implementation.

Question 14:   **After the bid is accepted and awarded, will there be any funds released upfront to cover the costs of any expenses associated with executing the curriculum?**

    Answer: No.

Question 15:   **How will the programs be funded? Will the school district, individual schools, or the parents/guardians pay for the programs?**

    Answer: The programs will be funded centrally by MCPS.

Question 16:   **What is the budget?**

    Answer: We do not disclose this information.

Question 17:   **Is there a sliding scale that we must provide?**

    Answer: We just ask that you please provide your business' pricing model(s).

Question 18:   **Is there a revenue share?**

    Answer: Based on your question, we are not given enough information to provide a response.

Question 19:   **When is the expected program start date?**

    Answer: TBD. Please see Question 13.

Question 20: **Will the district assign the vendor to service school sites, or will the vendor have to reach out to schools to offer services?**

Answer: The district will work with the vendor to identify appropriate schools to participate.

Question 21: **Is there an estimate on students to be served?**

Answer: No, but the more students that can have access to the resources the better.

Question 22: **Is there an estimate on schools to be served?**

Answer: Number of schools will be determined based on the cost of the programs (once they are scaled) and the budget.

Question 23: **Does the district require the vendor to provide lunch services?**

Answer: No.

Question 24: **Is the district seeking proposals for specific enrichment programs, or should the vendor provide information on all programs we offer?**

Answer: All programs offered that align with STEAM exploration.

Question 25: **Is there a budget associated with this RFP? If so, what is the budget range the district anticipates spending on this STEAM experiential learning project? This will allow us to customize our pricing to meet your budget requirements.**

Answer: Please see Question 16.

Question 26: **Is it the district's intention to select one vendor for this RFP? Or will this RFP result in an 'approved vendor list' whereas the district has the option to work with any/all vendors on this list for future projects?**

Answer: This is an open request for proposal. Submissions will be reviewed and evaluated for all requests. Awards may be given in part or as a whole.

Question 27: **Will this RFP result in a centralized district purchase? Or will the awarded vendor list be shared with schools for individual purchases as they see fit?**

Answer: The programs will be funded centrally by MCPS.

Question 28: **Is this RFP, and subsequent purchase/implementations, looking for K-12 materials/services? Or only Elementary and Middle School? Page 1, Section 1: Intent indicates an Elementary/Middle school focus, but the full K-12 scope is referenced throughout the RFP. Can you please clarify the desired scope of materials/services?**

Answer: While the focus in on elementary and middle school, the idea is to think about the trajectory and the pathway…how will the exposure in ES and MS benefit students in HS.

Question 29: **Can you please provide an approximate number of students per grade band that you anticipate using these materials/services?**

Answer: It will depend on the program structure, program cost, and funding.

Question 30: **Can you please provide an approximate number of teachers per grade band that you anticipate using these materials/services?**

Answer: Please see Question 29.

Question 31: **Page 4, Under Teacher Materials says "Purchase structure will allow for full courses, rather than seats, to be purchased or leased" Can you please elaborate on what this means? Do you mean that any teacher materials must be sold by the course instead of priced at an individual teacher price? Does this requirement have any impact on the way the district expects the student facing materials to be priced (i.e. per school cost, per student cost, etc.)?**

Answer: Yes, per course (each course will be assigned a teacher). Per classroom cost.

Question 32: **Scope of Services: There are approximately 36 requirements listed on page 2/3 under "Academic enrichment programming with demonstrated positive impact on students in one or more of the following areas" and approximately 21 requirements listed on page 4/5 under teacher materials.**

(a) **Is it the district's desire that each response covers all/each of the requirements? Or is this list intended to show a general overview of the expectations and the respondent can select the areas their solutions support?**

Answer: General overview of expectations for similar programs.

(b) **Page 8, Section 8.1 says "Response to this RFP shall be submitted in the same order as the RFP and provide individual response to each RFP specification." Does this mean MCPS would like a separate answer to each of the respective 36 student and 21 teacher related bullet points listed on pages 2-5? Or would the district be open to responses that address all the criteria without a point by point answer, as many of our features address more than one requirement at the same time.**

Answer: A point by point answer is not required. However, submissions will be scored on a rubric created from the RFP specifications. Addressing all of the criteria in one format is acceptable.

Question 33: **Training and Performance: Does the district have an ideal professional learning delivery model they would like responses to consider? For example, does MCPS tend to deliver system wide training in a cohort model? School-based training, etc.? Any additional details around the professional learning expectations would be valuable in allowing us to craft the most relevant recommended plan.**

Answer: We are a large district so we need to think about meeting the needs of a large number of teachers. There should be various models and they should be designed to meet the needs of the programs being delivered.

Question 34: **References: Our organization has done business with MCPS for several years. Is MCPS allowed as one of the 5 required references? Or does the evaluation committee prefer non-district references?**

Answer: MCPS references are acceptable.

Question 35: **References: Page 7 says, "Offerors shall include a list of all current school district clients". For privacy and contractual purposes, this client list is not publicly shared. How does not sharing this list impact a vendor's evaluation? Would MCPS be open to receiving an active and confidential client list if/when our organization is selected for award as opposed to including in our initial publicly available RFP response?**

Answer: Please include this information in your proposal, as it will only be viewed by the evaluation committee. If this list is considered confidential, please redact it in your redacted proposal copy in case we receive a request under the Maryland Public Information Act (MPIA).

Question 36: **Will there be a pre-proposal conference as mentioned on page 12, Section 18? If so, can you please share that information so we can attend?**

Answer: No, there will not be a pre-proposal conference for this solicitation. Please excuse this error.

Question 37: **Page 12, Section 18 indicates "contact by offers 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 their RFP response."**

Our organization is a current partner of MCPS supporting a variety of initiatives, including STEAM related instruction. To deliver on existing contractual obligations, we are in constant contact with MCPS staff relating to curriculum, instruction, technology, etc. I assume we are able to continue servicing existing contracts & conversations as long as there is NO mention of this specific RFP, correct?

Answer: Yes, this is correct.

Caleb Young, Buyer
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: _____