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**Arlington Public Schools  
Purchasing Office**

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**NOTICE OF ADDENDUM NO. 1**

**Issued on March 17, 2017**

<b><u>RFP TITLE:</u></b>	<b>INTEGRATED STUDENT SUPPORTS FOR IDENTIFIED AT-RISK STUDENTS</b>
<b><u>RFP NUMBER:</u></b>	<b>49FY17</b>
<b><u>RFP ISSUE DATE:</u></b>	<b>DECEMBER 22, 2016</b>
<b><u>PROPOSAL DUE DATE AND TIME:</u></b>	<b>MARCH 31 2017, PRIOR TO 2:00 P.M. (LOCAL PREVAILING TIME)</b>

**PRE-PROPOSAL CONFERENCE:**

An additional pre-Proposal conference will be held for this procurement on **Wednesday, March 22, 2017, at 1:00 PM, in Room 101A/B**, located on the 1st floor at the APS Education Center, 1426 N. Quincy Street, Arlington, VA 22207, to discuss the general scope of services for the project and answer general questions. Attendance is not mandatory, but is encouraged. The APS Education Center is now a secure facility and Offerors may enter only through Door # 1 on the 1st Floor near the David M. Brown Planetarium. Offerors may be asked to sign in with the receptionist before being allowed to proceed to the 4th floor.

**ADDENDUM NO. 1**

**II. SCOPE OF SERVICES**

Revise paragraph A to read as follows:

- A. Arlington Public Schools (APS) is seeking the services of a Contractor to provide Integrated Student Supports (ISS) to at-risk, disadvantaged students and their families, from pre-K through high school at, ~~initially~~, four (4) of its schools. The ISS shall promote these identified students' academic success by developing or securing and coordinating supports that target academic and non-academic barriers to achievement.

Currently funding for two locations is provided by the Contractor. APS seeks to continue this type of arrangement; that is the Contractor will support the program by providing personnel and services for a minimum of two school sites.

**This Addendum No. 1 must be signed, dated and received in the Purchasing Office prior to the date and time stated above OR acknowledgment of receipt of this addendum may be noted on the Proposal (See page 2 of the RFP).**

**SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**ISSUED BY:**

**Joshua A. Makely, CPPB**

**Senior Buyer**

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## RESPONSES TO QUESTIONS

**The following questions and responses are provided to assist offerors with the assembly of their proposal response:**

- 1) Will any APS school-based staff be represented on the Selection Advisory Committee (SAC)?  
answer: Yes, however, these individuals will not be identified at this time.
- 2) What departments will be represented on the Selection Advisory Committee (SAC)?  
answer: The Department of Student Services and Special Education will be represented in its capacity.
- 3) Is there a current contract for these services?  
answer: Yes, Arlington Public Schools does have a current contract for the provision of these services. Refer to contract number 68FY16.

- 4) Regarding the following paragraph from Section II SCOPE OF SERVICES:

Arlington Public Schools (APS) is seeking the services of a Contractor to provide Integrated Student Supports (ISS) to at-risk, disadvantaged students and their families, from pre-K through high school at, *initially*, four (4) of its schools. The ISS shall promote these identified students' academic success by developing or securing and coordinating supports that target academic and non-academic barriers to achievement.

Please clarify the word "initially" found in this section?

answer: Refer to Addendum No. 1 for the revision to this section of the solicitation.

- 5) The RFP requests that applicants provide services to at-risk, disadvantaged students in four specific schools, but also alludes to the potential for expanding to more schools; could APS please clarify which and how many schools the successful applicant would/could partner with?  
answer: No expansion at this time. If expanded, it would be determined based upon identified needs like, absenteeism, at-risk for dropout, crisis/trauma referrals, etc.
- 6) There are five positions in the current staffing model; however, it was not clear whether APS would fund some of those positions directly, or whether APS would make a grant to the successful bidder to cover salary and benefits for those staff. Additional staff are funded by Commonwealth of Virginia grants and private donations, which appear to be raised by the Contractor. Is this essentially a match requirement, and if so, could you provide more specificity in regard to that part of the financing?  
answer: The Department of Student Services and Special Education does not have an answer for this question at this time.
- 7) Is SCC registration required in order to submit a response?  
answer: Offerors are advised to adhere to the instructions provided in the solicitation regarding this matter.

Under paragraph 9 of Section III, Instructions to Offerors and paragraph 34 of Section VI. Contract Terms and Conditions, the Virginia Public Procurement Act (VPPA) § 2.2 4311.2 requires the Offeror to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise by law. The Offeror shall include in its Proposal the identification number issued

to it by the State Corporation Commission (SCC). For more information on how the SCC can expedite a request for an identification number, please contact the SCC at (*www.scc.virginia.gov*) or the Clerk's office at 1-804-371-9733.

8) Is APS able to provide definitions to the SWAM identifiers listed in the solicitation contract documents?

answer: For more information on SWAM certifications please visit the following link:

<http://egov1.virginia.gov/swamcert.html>