



**Notice of Information Item No. 1**

**Issue Date December 1, 2021**

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**Arlington Public Schools  
Procurement Office**

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**Request for Proposal 23FY22**

**Request for Proposal Title:** Performance and Accountability Monitoring and Consulting Services for Office of English Learners

**Request for Proposal Number:** 23FY22

**Request for Proposal Issue Date:** November 10, 2021

**Pre-Proposal Conference:** November 12, 2021 (Refer to Request Title Page 2)

**Proposal Due Date and Time:** December 10, No Later Than 11:59 P.M. (Local Prevailing Time)

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The following information is provided to help Offerors submit a Proposal in response to RFP 23FY22:

- Q1.** On page 4 of the RFP, the third sentence of the second paragraph of the Ethics in Public Contracting/Certification of Non-Disclosure section states “Sign in blue ink and type or print requested information.” Since the proposal is being submitted electronically, is an electronic signature, instead of an ink signature, acceptable?
- A1.** Yes, an electronic signature will be accepted in lieu of blue ink.
- Q2.** On page 10 of the RFP, Section II. Technical Requirements, B. Minimum Qualifications and Experience, paragraph 1 requires at least two projects of similar size and scope which (a) demonstrate ... knowledge of ELs and resulting needs ...and (b) demonstrate ... experience and ability to include Spanish and additional language speakers... Two questions: first, must each project included in the

proposal address both of those criteria or could a project address just one of the requirements? Second, is there a maximum number of projects that can be included in this section?

**A2.** The requirements under subpoints a) and b) in this section are applicable to a single project reference. The project reference must meet both of these criteria to meet the minimum qualifications in this section. As stated in the solicitation, the Offeror shall provide a **minimum** of two (2) projects, so there is no maximum number of projects that can be provided in response to this requirement.

**Q3.** In the pre-proposal conference, it was stated that applicants should pay attention to format and page limitations and on page 16 of the RFP, Section IV. Proposal Requirements, A. General Requirements, there is the statement “The Offeror’s Proposal shall address the below areas, not exceeding the stated page limitations.” However, there are no page limits listed for any of the sections. Are there any page limits for the response?

**A3.** Even though my records do not indicate the format and page limitations were covered during the pre-Proposal conference, Section IV. B., Proposal Requirements, states: “If a page limit is not noted within the section below there is no page limit.” There are no page limits for the Proposal.

**Q4.** On page 17 of the RFP, Section IV. Proposal Requirements, E. Format and Content, lays out the structure of the proposal. However, there is no reference to a cover letter or transmittal letter. Is it permissible to include a Transmittal/Cover letter prior to Tab 1?

**A4.** Yes.

**Q5.** On page 18 of the RFP, Section IV. Proposal Requirements, the second bullet under Tab 4: Fees for Services states “Travel expenses shall not be reimbursed unless travel is outside the states of Virginia, Maryland and the District of Columbia. In these circumstances, travel expenses will be reimbursed in accordance with the GSA Per Diem Rates for Arlington County, Virginia.” Does this restriction [allow] for reimbursement to Arlington, VA from outside Virginia, Maryland and the District of Columbia?

**A5.** Yes, travel from outside Virginia, Maryland, and the District of Columbia would be reimbursable in accordance with the Contract provision set forth therein.

**Q6.** On page 52 of the RFP, Section XII. Appendix F, Fee Schedule includes a table for hours, hourly rates and extended price by deliverable. Will the contractor be paid based on the hours delivered at the hourly rate proposed for each deliverable, or the extended price for each deliverable?

**A6.** Payment for deliverables will be made based on the extended price for each deliverable. The hourly rates and the estimated level of effort for each deliverable are designed to provide transparency in how the extended price was calculated. Ad hoc tasks would entail use of the hourly rates as part of the Contract to determine the payment for any ad hoc tasks performed by the Contractor.

**Q7.** On page 53 of the RFP, Section XII. Appendix F, Fee Schedule includes a table for labor category hourly rates to be used for performance of ad hoc tasks. Is it acceptable to list rates by individual years (initial term, renewal terms 1 through 4), or is only 1 rate for each labor category allowed?

**A7.** Offerors may include hourly rates for Renewal Contract Terms 1 through 4 for the Hourly Rates provided in this section. All rates provided in this section will be subject to negotiation during the Negotiations Stage of the RFP.

- Q8.** Can additional documentation and [academic] citations be included in the proposal as appendices or attachments?
- A8.** For the purpose of providing greater context and clarity on the past field research and project deliverables the Offeror has done academic citations and/or links may be included in the Proposal as an Appendix(ces).

Issued By:

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