Notice of Addendum No. 1

Date of Addendum No. 1: February 22, 2022

Arlington Public Schools
Procurement Office

Request for Proposal 21FY22

Request for Proposal Title:	**English Language Arts (ELA) Resources for Grades K-5**
Request for Proposal Number:	**21FY22**
Request for Proposal Issue Date:	**February 04, 2022**
Pre-Proposal Conference:	**February 10, 2022 (Refer to Request Title Page 2)**
Proposal Due Date and Time:	**February 25, 2022, No Later Than 11:59 P.M. (EST)**
Procurement Office Representative:	**Kimberly Young, CPPB Senior Procurement Specialist (703) 228-7643, kimberly.young@apsva.us**

The following information is provided to help Offerors submit a Proposal in response to RFP 21FY22. Changes made to the RFP are indicated in red. Deletions made to the RFP are indicated in black strikethrough. All changes are reflected on the following pages.

DELETE Section IV. <u>Proposal Evaluation Process, Method of Contract Award and Proposal Evaluation Criteria</u> in its entirety.

REPLACE WITH Section IV. <u>Proposal Evaluation Process, Method of Contract Award and Proposal Evaluation Criteria.</u>

A. <u>Proposal Evaluation Process and Method of Contract Award</u>

A Selection Advisory Committee (SAC) will review and evaluate all responsive Proposals received by the Procurement Office. The SAC will rely only on the information contained in the Proposals submitted in selecting Offerors deemed to be fully qualified and best suited among those submitting Proposals. Therefore, Offerors must emphasize specific information considered pertinent to the Work and submit all information requested. The SAC may seek clarification of any aspect of the Proposal from an Offeror during the Initial Evaluation Stage.

The Offeror shall state any exceptions to any provision of the Contract Documents in writing in its Proposal as a part of Tab 5, identifying with specificity the provision to which exception is taken, the exception, the rationale for the exception, and the proposed alternative provision. The SAC may, but is not required to, negotiate as it deems necessary any exceptions so submitted, but no negotiations shall occur prior to the Negotiations Stage as defined below. An Offeror shall be deemed to have waived all objections to, and accepted, all provisions of the Contract Documents to which no exception is included in its submitted Proposal and in such event no exceptions shall be considered during the Negotiation Phase. Provided, however, if APS makes a material change to the RFP after the Proposal Due Date which if it had been made prior to the Proposal Due Date would have resulted in the Offeror including an exception in its submitted Proposal, the Offeror may within five (5) days following issuance by APS of the material change submit in writing any exception to the material change. Any exception to the material change not submitted to APS in writing within such five (5) day period shall be deemed to have been waived and shall not be considered further during the Negotiation Stage or otherwise. Any industry standard documents the Offeror requests to have included in any resulting Contract shall be included in the Offeror's submitted Proposal. Any document~~s~~ the Offeror asserts is an industry standard document~~s~~ not provided by the Offeror in its submitted Proposal shall not be considered during the Negotiation Stage or otherwise and shall not be a part of any Contract awarded.

1. After the SAC has completed its Initial Evaluations of the responsive Proposals received by the Procurement Office, when applicable, it will select Offerors to participate in Shortlist Interviews to provide information that will clarify Offerors' Proposals.

2. Upon completion of the Shortlist Interviews, but before making any decisions regarding which Offerors to consider further, the SAC may seek from any Offeror which participated in the Shortlist Interviews clarification of any aspect of the Proposal or of issues which arose during the Shortlist Interview. Selection shall be made of two (2) or more Offerors deemed to be fully qualified and best suited among those submitting Proposals, on the basis of the evaluation criteria stated in the RFP.

3. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. During the Negotiation Stage, individual members of the SAC may engage in discussions with any Offeror to gather information to assist the SAC in making its final determination regarding award of the Contract. Such individual information and discussions shall be shared with the entirety of the SAC.

4. After negotiations have been conducted with each Offeror so selected, APS shall select the Offeror which, in its opinion, has made the best Proposal and provides the best value, based on the evaluation criteria advertised in the RFP, and shall award the Contract to that Offeror. When the terms and conditions of multiple awards are so provided in the RFP, awards may be made to more than one Offeror. Should APS determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a Contract may be negotiated and awarded to that Offeror.

5. If at any time it is discovered that an Offeror's Proposal does not satisfy any mandatory requirement of this RFP or that the Offeror has misstated its minimum qualifications or experience, even if the Proposal initially appeared to satisfy such mandatory requirement or requirements or qualifications or experience, the Proposal may be deemed to be nonresponsive and if deemed nonresponsive shall not be considered further.

B. Proposal Evaluation Criteria

The evaluation process involves three (3) stages. The first stage is the Initial Evaluation of all responsive Proposals submitted by responsible Offerors ("Initial Evaluation Stage"). The second stage is the evaluation of those Offerors selected for interviews ("Shortlist Interviews Stage"). The third stage is negotiations with those Offerors selected for negotiations ("Negotiations Stage"). The Evaluation Criteria set forth below will be used for purposes of scoring Proposals at each stage of the evaluation process. Scores from the Initial Evaluations will determine the Offerors to be selected for Shortlist Interviews, if Shortlist Interviews are conducted. When Shortlist Interviews are conducted, Offerors interviewed will be rescored based on the Shortlist Interviews Evaluation Criteria identified herein. Only scores resulting from the Shortlist Interviews Evaluation Criteria will determine the ranking of Proposals whereby APS will enter into negotiations as described in Section A above. Only scores resulting from the Negotiations Stage will determine the ranking of Offerors for purposes of Contract award. Although there may be overlap between the Initial Evaluation Criteria, the Shortlist Interview Evaluation Criteria, and the Negotiations Stage Evaluation Criteria, each stage of the evaluation process is intended to be a separate score and only that score will be used to determine the consequence of that evaluation stage. The Shortlist Interviews Evaluations and the Negotiations Stage Evaluations are, however, the result of cumulative impressions from all preceding stages.

Initial Evaluations Criteria:

	Initial Evaluation Criteria	Weight
1	Offeror's ability to meet and/or exceed the Functional Requirements.	45
2	Offeror's alignment to VDOE Standards of Learning.	10
3	Quality of Offeror's Information Technology Service Management	10
4	Offeror's methodology and approach ~~for delivery of professional learning by August 25, 2022~~ to guarantee: • Receipt of digital Resources by no later than June 17, 2022 • Receipt of print Resources by no later than July 22, 2022 • Completion of initial training by no later than August 25, 2022	15
5	Fees.	20

	Total	**100**

If Shortlist Interviews are conducted, Offerors selected will be asked to provide information that serves to clarify the Offeror's Proposal. The Shortlist Interviews may include a presentation, a product/service demonstration, and a question-and-answer session. Offerors selected for Shortlist Interviews will be evaluated in accordance with the evaluation criteria listed below:

Shortlist Interviews Evaluation Criteria:

	Shortlist -Interview Evaluation Criteria	Weight
1	Quality and content of the curriculum Resources being proposed	30%
2	Thoroughness of presentation / demonstration in addressing the points of clarification identified by APS.	10%
3	Quality of Offeror's Information Technology Service Management	10%
4	~~Ability to provide the proposed professional learning as it aligns to APS school and division needs by August 25, 2022~~. Offeror's methodology and approach to guarantee: • Receipt of digital Resources by no later than June 17, 2022 • Receipt of print Resources by no later than July 22, 2022 • Completion of initial training by no later than August 25, 2022	15%
5	Fees.	20%
6	Evaluation of the Technical Advisory Committee on the preceding one through three Evaluation Criteria.	15%
	Total	**100%**

References will only be checked for Offerors selected for Shortlist Interviews. Information supplied by references on capabilities and past performance of on Offeror will be used in the scoring the Shortlist Interviews Evaluation Criteria

Negotiations Stage Evaluation Criteria:

The Negotiations Stage is for the purpose of further clarification of the selected Offerors' understanding of the performance requirements, its intended approaches to performance, and related information, and for negotiating with each selected Offeror the terms of any Contract award. The following Negotiation Stage Evaluation Criteria will be used in reviewing and evaluating the Proposals and the results of the negotiations for ranking Offerors for purposes of Contract award. Only scores resulting from the Negotiation Stage Evaluation Criteria will determine the ranking of Proposals whereby APS will determine to which Offeror to award the Contract.

During the Negotiations Stage, an Offeror's flexibility and cooperativeness will be evaluated, and an Offeror's participation during this Stage will be assigned a value up to 20% of the total score

that it can receive in this final Stage. Those Offerors who do not submit any exceptions to either the Contract requirements and/or its terms and conditions will inherently be assigned the maximum value of 20% for the Negotiations Evaluation Criteria of flexibility and cooperativeness.

	Negotiations Evaluation Criteria	Weight
~~1~~	~~The ability of the Offeror to deliver the curriculum Resources to the schools and district office by July 22, 2022.~~	~~30%~~
~~2~~1	Offeror's methodology and approach to guarantee ~~to successfully deliver the Professional Learning according to timeframe(s) preferred by APS to include initial training completed by August 25, 2022, and ongoing support through first year of implementation.~~ • Receipt of digital Resources by no later than June 17, 2022 • Receipt of print Resources by no later than July 22, 2022 • Completion of initial training by no later than August 25, 2022	~~2~~50%
~~3~~2	Flexibility and cooperativeness in negotiating Contract requirements, terms and conditions.	20%
~~4~~3	Fees.	20%
~~5~~4	Evaluation of the Technical Advisory Committee on the preceding one through three Evaluation Criteria.	~~5~~10%
	Total	**100%**

DELETE Appendix D – Insurance Checklist in its entirety

REPLACE WITH Appendix D – Insurance Checklist

Coverages Required			Limits (Figures Denote Minimums)		
Offeror Use	**APS Use**				
Coverage Present (Place an X in the Box if coverage is present)	**Confirmed Coverage Present (Place an X in the Box if coverage is present)**	**Number**	**Coverage Type**	**Coverage Limit Per Occurrence**	**Coverage Aggregate Limit**
Commercial General Liability					
		1	Premises / Operations	$2,000,000	$4,000,000
		2	Completed Products / Operations	$2,000,000	$4,000,000
Subcontractors Commercial General Liability Insurance					
		3	Subcontractors General Liability	$2,000,000	$4,000,000
Worker's Compensation & Employer's Liability Insurance					
		4	Worker's Compensation	Statutory Limit	Statutory Limit
		5	Employer's Liability	$100,000	$100,000
Commercial Automobile Liability Insurance					
		6	Owned	$1,000,000	$2,000,000
		7	Non-Owned / Hired		
Cyber Liability Insurance					
		8	Cyber Liability	~~$10,000,000~~ $3,000,000	~~$12,000,000~~ $6,000,000
Umbrella / Excess Insurance					
		9	Umbrella Liability	TBD	TBD
		10	Excess Liability	TBD	TBD
All other Risk Management Items of Note					
		11	All insurance carriers AM Best Ratings are an A- or better or its equivalent		
		12	All deductibles and or self-insurance component have been submitted to Arlington Public Schools for review.		
		13	Notice of Cancellation, nonrenewal or material change in coverage shall be provided to APS at least forty-five (45) days prior to action		
		14	APS has been added as an Additional Insured (via endorsement of the insurance policy) on all policies except Workers Compensation & Cyber Liability.		
		15	All of the Certificates of Insurance show the Contract Number and Title		
		16	If Claims Made Coverage is Approved, does it meet stipulations 1 or 2 stipulated in Section G of the Insurance Requirements, of the Contract Terms and Conditions		

		17	Indemnification (Refer to Section 25 of the Contract Terms and Conditions)

Insurance Agent's Statement:

I have reviewed the above requirements with the Offeror named below and have advised the Offeror of required coverages not provided through this agency.

Agency Name	
Auth. Signature	
Date	

Offeror's Statement:

If awarded the Contract, I will comply with Contract insurance requirements.

Offeror Name	
Auth. Signature	
Date	

DELETE <u>Special Provisions Sections C.3. of the Scope of Work and E.4. of the Special Provisions</u>

REPLACE WITH <u>Special Provisions Sections C.3. of the Scope of Work and E.4. of the Special Provisions</u>

By agreeing to deliver the materials marked with "NIMAS" on this Contract or purchase order, the publisher agrees to prepare and submit on or before August 1, 2022 a NIMAS fileset to the NIMAC that complies with the terms and procedures set forth by the National Instructional Materials Access Center (NIMAC) (IDEA Title I, Part D, sec 674(e)).

Should the Contractor be a distributor of the materials and not the publisher, the distributor agrees

to immediately notify the publisher of its obligation to submit NIMAS filesets of the purchased materials to the NIMAC. The files will be used for the production of accessible formats as permitted under the law for eligible students (IDEA Title I, Part B, sec. 612(a)).

The following questions were received regarding RFP 21FY22. The responses can be found below.

Q1. Will the district accept electronic signatures on Proposal forms or are wet signatures necessary?
A1. Yes. Electronic signatures are acceptable.

Q2. Could we provide bios instead of resumes?
A2. Yes. Bios can be provided instead of resumes. However, the same level of information required to be provided in the resume must be included in the Bio. Section 3. D. of Special Provisions refers.

Q3. Thank you for providing the number of students per grade level. Can you please provide the number of teachers per grade level?
A3. Kindergarten approximately 185; 1st grade approximately 180; 2nd grade approximately 180; 3rd grade approximately 175; 4th grade approximately 185; 5th grade approximately 185.

Q4. For Tab 2 of the Technical Response does Tab 2 include Section E #1-6 and the confirmation statement requested in Section F? If not where are vendors to include the responses for Section E #4-6 and the confirmation statement requested in Section F?"
A4. Offerors are to provide the information requested in Section #1-6 of the Special Provisions in Tab 2 of the Proposal.

Q5. Can Arlington provide Appendix F from the PDF in an Excel spreadsheet so vendors can easily complete the pricing? If not, are vendors allowed to replicate Appendix F in Excel?
A5. Yes. An Excel version of Appendix F is attached and **must** be completed and provided as part of the Offeror's Proposal. Offerors who do not submit the Excel version of Appendix F will have their Proposals considered non-responsive and will not be considered for Contract award.

Q6. On page 18 – "blue ink" is noted. Would you confirm electronic signatures?
A6. Yes. Electronic signatures are acceptable.

Q7. How many samples will be requested if selected for short list?
A7. Four (4) samples will be requested if invited to the Shortlist Interviews.

Q8. Our materials are aligned to the Common Core Standards. Is a correlation document to the VA SOLs acceptable?
A8. Yes, that is acceptable.

Q9. Is your preference for onboarding professional learning to have it in-person or virtual?
A9. APS would like a combination of both virtual and in person professional learning.

Q10. Will the district consider a program that is not 100% aligned to the Standards of Learning?

A10. Yes. Alignment to the Virginia SOLs is one area of consideration. The other areas of evaluation can be found in the Appendix G Part 1 Functional Requirements. We are looking for the standards to be adequately addressed and realize that may be a "crosswalk" document in the resources to Virginia specific SOLs.

Q11. When you say "The literacy resource shall align with the 2017 Virginia Standards of Learning for English and allows students to develop multiple Language Arts skills simultaneously" (pg. 55) would vendors have to have alignments completed by the date of submission? Again, if so, for which grade levels?

A11. Proposals should include a demonstration of the Virginia SOL standards that are addressed in certain lessons and grade levels. An alignment document should be available at time of shortlist interviews.

Q12. When you say "The writing resource shall align with the 2017 Virginia Standards of Learning for English and allows students to develop multiple Language Arts skills simultaneously" (pg. 55) would vendors have to have alignments completed by the date of submission? Again, if so, for which grade levels?

A12. Proposals should include a demonstration of the Virginia SOL standards that are addressed in certain lessons and grade levels. An alignment document should be available at time of shortlist interviews.

Q13. I noticed the insurance limits on Form D do not match those specified in the RFP text. The cyber liability (p. 39 of RFP) specifies $3,000,000 / $6,000,000 but Form D specifies $10,000,000 / $12,000,000? Can you please clarify which limits are correct for RFP 21FY22?

A13. The insurance limit for cyber liability is $3,000,000 / $6,000,000.

Addendum No. 1 must be signed, dated and submitted via the secure cloud-based file sharing platform specified in the RFP prior to the Proposal Due Date and Time stated above OR acknowledgment of receipt of this Addendum may be noted on the Request.

Name of Offeror: _____

Signature: _____

Name: _____

Title: _____

Date: _____

Issued By:
Kimberly Young, CPPB
Senior Procurement Specialist
(703) 228-7643,
kimberly.young@apsva.us