



Notice of Information Item No. 1

Issue Date March 08, 2023

**Arlington Public Schools
Procurement Office**

Request for Proposal 87FY23

Request for Proposal Title: Secondary Spanish Resources

Request for Proposal Number: 87FY23

Request for Proposal Issue Date: February 08, 2023

Pre-Proposal Conference: February 15, 2023 (Refer to Request Title Page 2)

Proposal Due Date/Time: March 14, 2023, No Later than 11:59 P.M. (EST)

**Procurement Office Representative: Danielle Godfrey
Assistant Director of Procurement
(703) 228-6126, danielle.godfrey@apsva.us**

The following information is provided to help Offerors submit a Proposal in response to RFP 87FY23.

- Q1.** Given that wet signatures are required for the forms, will you accept the already signed forms that cover both sets of materials, as long as long as there are no other changes on the forms, aside from the modified titles of those forms?
- A1.** Yes, APS will accept signed forms that require One Completed Original to be Provided to Cover Both Resources. See Addendum No. 2.
- Q2.** Can the submission for Spanish 1-4 include AP references? For example, our price lists and Author/Content Reviewer documentation were completed before the issuance of Addendum 2 and include references to our AP materials. Would these documents need to be recreated if we are only submitting for Resource A Spanish 1-4?
- A2.** The Information requested in Tab 2 Part I and the Pricing Schedule are specific to each Resource, Creating Sub- Tabs, A and B is required. See Addendum No. 2.

Q3. Will a new Request for Proposal document be issued? It appears that Addendum 2 is a marked-up version of the original document. Should we use this document as the main document - meaning that our submission will include markups in red along with text that has been struck through?

A3. No, a new Request for Proposal will not be issued. Please see Addendum No. 2 and Addendum No. 3 for modifications to RFP 87FY23.

Q4. Is There appears to be a typo the updated Appendix C, which lists:
A Completed **Appendix A** is to be Included in Tab 1 of the Proposal (One Completed Original to be Provided to Cover Both Resources).

Should we modify this to reference Appendix A, leave as is, or wait for an updated RFP document that incorporates all changes?

A4. Yes, this was a typo. See Addendum No. 3

Q5. We were hoping you'd be able to provide a turnaround time on confirmation of submission. As the solicitation indicates that confirmation of submission is not automatically provided and that we should contact you via email or phone, to verify that our proposal has been received (and to give ourselves time to reattempt submission if it have not been) we are planning on submitting with enough time before the deadline to allow for a confirmation on receipt. For example, if we submitted on the morning of Friday, 10 March and contacted you by noon, would that allow enough time to receive a confirmation from you that it has been submitted?

A5. Yes, that would allow enough time to receive confirmation.

Q6. Can you clarify what is needed on the price schedule in reference to the following requirement written on page 57: **Must include a total dollar amount for the 7-year subscription at the bottom of the Pricing Schedule.**

A6. APS requests the Offeror to provide a seven (7) year subscription length in its Cost Proposal.

Q7. Does the district want vendors to quote just 7 year digital only or print/digital 7 year bundles for the total \$ amount? In particular, my company has 2 options when it comes to 7-year digital pricing: 1) Digital only 7 year and 2) Print with 7 year digital bundle. Does the district prefer one over the other?

A7. APS requests the Offeror to provide their best pricing for print and digital resources.

Q8. Are vendors expected to use the 2755 student enrollment numbers for Spanish 1-4 to calculate the total dollar amount?

A8. Yes, that is correct.

Q9. Additional Professional Learning services will vary in price depending on the options chosen by the vendor. can the total dollar amount be left blank or have N/A?

A9. Professional Learning Pricing Schedule must include a total dollar amount for the 7-year Subscription, any Additional Professional Learning provided outside of the 7-year Subscription cost must be listed as a line-item price. See Addendum No. 2.

Q10. Does the district have a baseline they want vendors to use when completing the updated pricing schedule(s)?

A10. No.

Issued By:

Danielle Godfrey
Assistant Director of Procurement
Telephone: (703) 228-6126
Email: danielle.godfrey@apsva.us