



Notice of Information Item No. 1

Issue Date: February 27, 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 and Time:	March 10, 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 RFP87FY23.

Q1. In response to your terms and conditions in Appendix H, Marketing and Advertising, 4.2 states:

The provider may not use Data to target individual students with directed advertisements and may never directly collect personal information from students under the age of 13. Our software does collect personal information (answers to questions) from students who may be under 13. Can you add “except information required for Approved Purposes”?

A1. 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.

Q2. On page 12 of the RFP, one of the requirements is listed as: f. Financial Statements

The Offeror shall provide an income statement and balance sheet from the most recent reporting period. We are a privately-owned company and does not publicly report this information. When this requirement has come up in other Virginia RFPs, we have been able to submit a letter from our bank detailing the long-standing relationship and a general statement of deposits, loans, and creditworthiness without providing specific numbers. Would this be acceptable in lieu of an income statement and balance sheet?

A2. APS will treat any financial information provided in the Proposal as proprietary and confidential, and it will not be subject to public disclosure. To demonstrate the Offeror's ability to generate sufficient income to meet its operating expenses and financial obligations the Offeror shall provide their most recently filed income statement and balance sheet form the most recent annual reporting period.

Q3. On page 2 of the RFP, under Pre-Proposal Conference, there is a reference to "two RFPs." Is this a typo? Or is there another related RFP?

A3. Yes, that is a typo. The Conference discussed the Work and answered general questions concerning RFP 87FY23.

Q4. In Appendix G, it requires screenshots, excerpts, and images, but some line items require documents, such as correlations; would you like the entire documents submitted?

A4. A Word document to include screenshots, excerpts, charts and/or images as it applies to the example. For example, an Integrated Performance Task might require the entire document whereas screen shots of interpersonal communicative activities shall suffice.

Q5. In what format do you want the evidence for Appendix G submitted (example: in a table, in a Word document)?

A5. A Word document to include screenshots, excerpts, charts and/or images as it applies to the example.

Q6. How do you want evidence of the following items from Appendix G presented?

- a. Alignment to VDOE proficiency goals by mode of communication
- b. Alignment to ACTFL Can Do statements
- c. Inclusion of ACTFL's 5 C's
- d. Inclusion of VA 5 C's graduation requirements

A6. The Offeror shall include screenshots, excerpts, charts and/or images from the Resource to illustrate or explain how the proposed Resource meets or exceeds the mandatory or desired requirements in Appendix G.

Q7. Please verify that you do not want any print samples, unless we have been shortlisted.

A7. Correct. Offerors who are selected to attend the Shortlist Interviews will be asked to submit at no cost to APS print versions of the Proposed Resource.

Q8. On p.12 Item 3C and 3D, please explain the distinction of who you want included for each item. We think you want anyone working on our response to the RFP to be included in 3C, but you want the staff and consultants who will be working directly with the district listed in 3D.

A8. The Statement of Qualifications must include a description of organizational and staff experience, and resumes of proposed staff;

- a. 3c. shall include full-time and part-time staff and proposed consultants who may be assigned direct work on this project. Information is required which will show the composition of the task or work group, its specific qualifications, and recent relevant experience.
- b. 3d. shall include Resumes of staff and proposed consultants which indicate education, background, recent relevant experience with the subject matter of the project.

Q9. Because the district already has an active contract and DPA, we will assume that all terms and conditions will remain in effect with any new adoptions. If not, we will have to renegotiate the previous terms and conditions for programs already in use. Will you simply sign on to the pre-existing terms and conditions?

A9. Any Contract awarded as a result of RFP87FY23 will incorporate the final negotiated terms and conditions between APS and the successful Offeror. Any pre-existing terms and conditions in place under any contracts with APS will not be considered.

Q10. During the Pre-Proposal Conference it was stated that digital signatures will not be accepted. Can you please confirm that this also includes secure digital signatures? We normally use Adobe Sign, which is considered more secure than sending scanned wet signatures electronically, as it's a secure PDF document which includes a verification page listing the audit trail in addition to the signature.

A10. Correct, digital signatures will not be accepted. APS will only accept original signatures that are scanned.

Q11. We are currently developing a response to APS' RFP #87FY23, Secondary Spanish Resources. We noted that APS requested information in advance regarding aspects of our insurance program that differ from the requirements set forth in the RFP.

A11. 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.

Q12. Would you accept a fully online resource without a paper-based textbook?

A12. No, RFP87FY23 must include print resources to be considered.

Q13. We have had our insurance provider compare the provided insurance checklist to our current policy. We are compatible on every item with the exception of Cyber Liability. We have \$5,000,000.00 of the requested \$6,000,000.00 but we do have an \$8,000,000.00 umbrella policy. Will this satisfy that requirement?

A13. 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.

Q14. The question deadline for the Secondary Spanish RFP #87FY23 is February 20 at 4:00 PM. Since that is a holiday, we are wondering if you would consider receiving questions on February 21?

A14. The deadline to submit questions regarding RFP 87FY23 was Monday, February 20, 2023, by 4:00pm (EST).

Q15. Please note that the instructions to submit on Appendix L are distorted on the document I downloaded. Also, I will need an invite to be able to use the submission link because it asks me only for my email and it does not recognize it.

A15. Appendix L appears to be clear and legible. The submission link was updated, and APS received confirmation that it is working properly.

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