



Addendum Item No.1

Date of Addendum No.1: April 13, 2023

Arlington Public Schools
Procurement Office

Request for Proposal 111FY23

Request for Proposal Title: Review of Specific Staffing Allocations
(also known as Planning Factors)

Request for Proposal Number: 111FY23

Request for Proposal Issue Date: March 23, 2023

Pre-Proposal Conference: March 30, 2023

Proposal Due Date and Time: April 17, 2023, No Later Than 11:59 P.M.
(Local Prevailing Time)

Procurement Office

Hamed Hameedi

Senior Procurement Specialist

Representative:

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- **Modification to the RFP:** The Minimum Qualifications (Section 4) of Technical Requirements, Executive Summary (Tab 2) and Offeror Information (Tab 3) of Proposal Requirements under Section E (Format and Content) for RFP 111FY23 are modified to change the minimum requirement for Offeror and the Offeror's Key staff assigned to the Project through Addendum No.01. Modifications are highlighted in **red for additions** and **black** for deletions.

IV. Minimum Qualifications

The following requirements must be met or exceeded for a Proposal to be considered for an award:

1. Offeror, **or the Offeror's Key staff assigned to the project**, must have completed or **be** currently engaged in a minimum of **one two (1 2)** projects of similar size and scope **within five (5) years** prior to Proposal Due Date. The services must be of a similar size and nature to the Scope of Work in this solicitation.
2. **It is preferred that** the Offeror **must** possess at least five (5) years of continual experience in delivering services that are similar to those being solicited, as of the Proposal Due Date.
3. The Offeror's Key staff must have a master's degree with a minimum **of three (3) years'** experience **of having completed or currently engaged in a minimum of one (1) in** projects

that ~~is are~~ similar to those being solicited, as of the Proposal Due Date. A bachelor's degree and ~~six four (6 4)~~ years' experience may be substituted for the master's degree ~~and three (3) years' experience.~~

Tab 2: Executive Summary

- Provide ~~two a minimum one (2 1)~~ projects-of similar size and scope the Offeror, ~~or the Offeror's Key staff assigned to the Project, has completed or be currently engaged provided within five (5) years of the prior to~~ Proposal Due Date. The services must be of a similar size and nature to the Scope of Work in this solicitation. Indicate organization name, contact name, telephone number and e-mail address of at least three a minimum of one reference. Please verify all information prior to submitting it.
- Address what factors differentiate the Offeror from other potential Offerors for this project.
- What is the Offeror's particular strength in the marketplace?
- What factors differentiate the Offeror from other potential Offerors for this project?
- Describe the Offeror's experience in providing similar services.
- How long has the Offeror been providing these specific services?
- Is the Offeror's business line solely providing services outlined in this solicitation? If not, what other services does the Offeror provide and what percentage of the Offeror's business lines is providing services outlined in this solicitation.

Tab 3: Offeror Information

- Describe the methodology of the Offeror in successfully providing Review of Specific Staffing Allocations (also known as Planning Factors). Fully describe the Offeror's plan to perform each of the requirements of the Scope of Work as outlined in Section II.
- Offerors shall describe in detail the design, quality, and appropriateness of how all tasks requested in the Scope of Work will be completed.
- 4. Offerors shall include resumes for staff proposed for this Contract. Key staff must have a master's degree with a minimum ~~of three (3) years'~~ experience of having completed or currently engaged in a minimum of one (1) in projects that ~~is are~~ similar to those being solicited, as of the Proposal Due Date. A bachelor's degree and ~~six four (6 4)~~ years' experience may be substituted for the master's degree ~~and three (3) years' experience.~~
- Describe the Offeror's staffing ratios to include consulting, support, sales and administrative and other.
- Fully describe the Offeror's plan to perform the requirements of the Scope of Work as outlined in Section II. The Offeror will detail how it intends to:
 - be based within the schools,
 - conduct a needs assessment, and
 - develop measurable outcomes.
- The Offeror shall also provide details on other services it is able to provide which are not identified in the RFP.

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 for Proposal- Title Page Two.

Name of Offeror: _____

Signature: _____

Name: _____

Title: _____

Date: _____

Issued By:

Hamed Hameedi

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