



**Notice of Information Item No. 1**

**Issue Date February 22, 2022**

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**Arlington Public Schools  
Procurement Office**

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**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/Time:** February 25, 2022, No Later than 11:59 P.M. (EST)

**Procurement Office Representative:** Kimberly Young, CPPB  
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The following information is provided to help Offerors submit a Proposal in response to RFP 21FY22.

- Q1.** Will the district accept electronic signatures on Proposal forms or are wet signatures necessary?  
**A1.** Yes. See Addendum No. 1.
- Q2.** Could we provide bios instead of resumes?  
**A2.** Yes. See Addendum No. 1
- Q3.** Thank you for providing the number of students per grade level. Can you please provide the number of teachers per grade level?  
**A3.** Yes. See Addendum No. 1
- Q4.** Is the RFP for core only or is the district interested in supplemental programs for intervention (standalone from core)?

- A4.** APS is primarily looking for core resources for K-5.
- Q5.** 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?"
- A5.** Offerors are to provide the information requested in Section #1-6 of the Special Provisions in Tab 2 of the Proposal. See Addendum No. 1.
- Q6.** Print samples are not required at this time but during the Shortlist stage, correct?
- A6.** Correct. Print samples are not required at this time but will be required during the Shortlist Interview stage. Section H of the Special Provisions refers.
- Q7.** In which tab are the exceptions to any Terms and Conditions to the RFP to be cited in the response?
- A7.** Tab 5.
- Q8.** If a company only offers ELA resources for K-Grade 3, would they automatically be disqualified? Or would you consider awarding this Contract to more than one provider?
- A8.** APS will only award a single Contract for grade-levels K-5 in response to RFP 21FY22. APS is looking for a vertical line for K-5.
- Q9.** 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?
- A9.** Yes. See Addendum No. 1.
- Q10.** Do we need to submit for all sections in Appendix G?
- A10.** No. Only respond to items relevant to items you are offering.
- Q11.** Will presentations (interviews) be in person or virtual?
- A11.** It is anticipated that the presentations (interviews) will be held virtually.
- Q12.** On page 18 – “blue ink” is noted. Would you confirm electronic signatures?
- A12.** Yes. See Addendum No. 1.
- Q13.** How many samples will be requested if selected for short list?
- A13.** Four (4) samples will be requested if invited to Shortlist Interviews. See Addendum No. 1.
- Q14.** Do you want references?
- A14.** Yes. References are requested. Section 3.b. of the Special Provisions refers.
- Q15.** On page 18 I don't see a page limit. Want to check that I am not missing it.
- A15.** There is not a page limit. However, unnecessary elaborate responses are not encouraged. Section B of Proposal Requirements refers.
- Q16.** Our materials are aligned to the Common Core Standards. Is a correlation document to the VA SOLs acceptable?
- A16.** Yes. See Addendum No. 1.

- Q17.** For K-5 are you requesting one resource, or can we submit for one of those components such as just the handwriting option?  
**A17.** APS will only award a single Contract for grade-levels K-5 in response to RFP 21FY22.
- Q18.** For pricing can we include options?  
**A18.** No. Option pricing will not be considered. Offerors must complete the attached Excel version of Appendix F Pricing Schedule.
- Q19.** Samples – do you want to receive samples with submission or just in the Shortlist stage? If so, is there an address to send.  
**A19.** Print samples are required during the Shortlist Interview stage. The address where to send them will be provided with the request. Section H of the Special Provisions refers.
- Q20.** Are you looking for Spanish literacy resources for your immersion schools?  
**A20.** No. Spanish literacy resources for immersion schools will have a separate RFP.
- Q21.** We are a supplemental intervention software for reading and writing. Can we submit to this RFP?  
**A21.** Supplemental intervention reading software is not being considered.
- Q22.** Do the VA SOLs have to be actually listed on the TG resources? Or is an alignment, okay?  
**A22.** VA SOLs do not have to be referenced in the Teacher Guides. An Alignment would be sufficient.
- Q23.** Does type of business disqualify us if we don't qualify for minority or women-owned business?  
**A23.** No. The type of business of the Offeror will not be cause for disqualification.
- Q24.** In our review of RFP 21FY22, we were wondering if the district would consider a Proposal for K-2 literacy resources?  
**A24.** APS will only award a single Contract for grade-levels K-5 in response to RFP 21FY22. APS is looking for a vertical line for K-5.
- Q25.** For RFP 21FY22, are you looking for one resource that meets all six of the resource requirements? For example, we are a handwriting company and would qualify for section E, Handwriting resources. Would we be considered if we did not meet the other Criteria for an ELA resource?  
**A25.** APS will only award a single Contract for grade-levels K-5 in response to RFP 21FY22. APS is looking for a vertical line for K-5.
- Q26.** Is the RFP seeking core curriculum only or would supplemental products also be considered?  
**A26.** APS is primarily looking for core resources for K-5.
- Q27.** Is the district seeking and accepting proposals for stand-alone ELA curriculum Professional Development programs? Or only Professional Development related to proposed ELA materials.  
**A27.** For grade-levels K-5, Professional Learning is only related to the ELA materials.

- Q28.** Currently, we offer a comprehensive K-2 program. This program will extend to grades 3-5 in the 2023-24 school year. Would the district consider a staggered start to its adoption (K-2 in the 22-23 SY, and 3-5 in the 23-24 SY)?
- A28.** No. APS is looking to implement K-5 resources in the 22-23SY.
- Q29.** We publish a curriculum that is authored by an entire company. Would it be acceptable to provide company background/history of them? What is the best way to address this appendix?
- A29.** Yes. Information should be provided in Tab 2.
- Q30.** For RFP 21FY22 is the district's preference to adopt a comprehensive ELA resource/solution or multiple supplemental ELA resources?
- A30.** Yes, a comprehensive ELA resource that addresses both reading and writing standards simultaneously.
- Q31.** Can you please confirm what samples we are required to submit with the initial Proposal and what samples are required after you narrow down the list of vendors?
- A31.** Samples are not required at this time but will be required during the Shortlist Interview stage. Section H of the Special Provisions refers.
- Q32.** For the pricing document are you just looking for our standard unit pricing per grade level? In RFP 21FY22 you have provided student counts per grade. Are we also required to submit pricing based on those counts?
- A32.** Offerors are not required to provide pricing based on the student counts. Offerors may choose to provide an approximate price per student for digital licensing as well as print materials.
- Q33.** For Appendix G, parts 1 and 2, do you want the vendor to put a deeper explanation and/or screenshot for each question in a separately attached document, since the final response column in each survey is rather small, or can we use the final column?
- A33.** Yes. It is acceptable to provide a deeper explanation and/or screenshot for each question in a separately attached document.
- Q34.** Can you please explain your vision of what it means for a curriculum to be aligned to the Science of Reading? Does your district have a list of criteria it follows to affirm alignment?
- A34.** The curriculum should demonstrate an approach to building knowledge, vocabulary and word recognition to promote reading comprehension. Resources should be based around some of the conceptual models that research has shown how the brain learns to read. The Simple View of Reading created by Gough and Tumer, Scarborough's Reading Rope created by Dr. Hollis Scarborough, Nancy Young's Ladder of Reading and Ehri's Phases of Word Development are a few components of the research base that we are attending to. We do not want "balanced literacy" mentioned in the text. Reading materials should not be labeled with F/P levels. There should be no reference to MSV cueing systems as error or miscue analysis.
- Q35.** Can you provide the approximate number of classrooms from the 26 elementary schools that would receive this curriculum?
- A35.** The approximate number of classrooms for kindergarten is 185; 1st grade approximately 180; 2nd grade approximately 180; 3rd grade approximately 175; 4th grade approximately 185; 5th grade approximately 185.

- Q36.** Is your preference for onboarding professional learning to have it in-person or virtual?  
**A36.** APS would like a combination of both virtual and in person professional learning. See Addendum No. 1.
- Q37.** Regarding acknowledgement of addenda – if we sign each addendum and include it with our bid, then we do not need to check or mark boxes on page 2 of the solicitation, correct?  
**A37.** Correct.
- Q38.** I heard on the call that no samples are required for the initial submission, but in the RFP, it states on page 11: “Ancillary resources to support teacher and student use of the submitted instructional materials should be submitted as part of the Technical Proposal and should be clearly labeled. All ancillary resources to be reviewed should be submitted as part of the original Proposal submission in order to be considered at any point during the evaluation process.” Should we ignore this language, or do we have to send samples of ancillary resources with the initial submission?  
**A38.** Samples are not required at this time but will be required during the Shortlist Interview stage, Section H of the Special Provisions refers.
- Q39.** Will the district consider a program that is not 100% aligned to the Standards of Learning?  
**A39.** Yes. See Addendum No. 1
- Q40.** Is the district only considering proposals for full, core programs, or will you consider a phonics/phonemic awareness solution?  
**A40.** APS is considering full core programs for reading comprehension and writing instruction.
- Q41.** Does "the literacy resource must be evidence-based and aligned with the science of reading" mean that vendors must be ESSA approved for a certain tier? (pg. 54)  
**A41.** No. The Offeror does not need to have ESSA approval but should have strategies that research has proven to be effective with student learning.
- Q42.** When you say "The literacy resource aligns with the 2017 English Virginia Standards of Learning and allows students to develop multiple Language Arts skills simultaneously" (pg. 54), would vendors have to have the alignments completed by the date of submission? If so, for which grade levels?  
**A42.** 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. See Addendum No. 1
- Q43.** 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?  
**A43.** 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. See Addendum No. 1
- Q44.** Are the standards required in the teacher editions or will a crosswalk be okay??  
**A44.** A crosswalk is acceptable of the Virginia Standards of Learning.

- Q45.** 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?
- A45.** The insurance limits for cyber liability are \$3,000,000 / \$6,000,000. See Addendum No. 1.

Issued By:

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