

Procurement Department

Denise Semenkow, Procurement Agent

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ADDENDUM #1
RFP# 25-DS-005

Provider for In Person Tutoring Services

TO: *All Offerors*
FROM: *Denise Semenkow, Procurement Agent*
DATE: *September 6, 2024*

This Addendum is issued to provide answers to questions and to add/clarify verbiage in the Request for Proposal.

1. **DELETE:** **Page 20 - 4. Respondent Requirements Item 4.2**
It is preferred that respondents have been approved by Maryland State Department of Education (MSDE).

Note: MSDE is no longer approving providers. This will no longer be a preference of HCPS.
2. **DELETE:** **Page 21 Item 5. Special Conditions (paragraph 2) -**
To aid in the proposal preparation, HCPS anticipates providing tutoring services to at least two (2) elementary schools, with a minimum of one (1) tutor assigned to each school, for the duration of the school year. More schools may be added, based on funding availability. Hours and days per week may be modified based on funding availability.

ADD: **Page 21 Item 5. Special Conditions (paragraph 2) -**
To aid in the proposal preparation, HCPS anticipates providing tutoring services to at least two (2) **or (3)** elementary schools, with a minimum of one (1) tutor, **possibly two (2)**, assigned to each school, for the duration of the school year. More schools **and/or tutors** may be added, based **on need and** funding availability. Hours and days per week may be modified based on funding availability.
3. **Question:** Is there a specific science of reading program the district will be allowing the vendor to provide training on? For example, one of our science of reading districts uses SIPPS and had the tutors trained alongside their teachers.

Answer: Science of Reading is not a “program” it is a body of research related to best practices connected to brain science on how students learn to read and how they should be taught. We would expect that the company aligns its tutoring services so that the science of reading principles are incorporated in the instruction students receive. We would not expect them to provide the tutoring using one of our existing intervention programs.
4. **Question:** Is virtual tutoring something HCPS might consider?

Answer: HCPS will only be considering in person tutoring for the purposes of this RFP.
5. **Question:** Is this a new proposal, or is it a re-issue of a previous one?

Answer: This is a new Request for Proposal.

6. **Question:** Who is the incumbent currently providing the services/products outlined in the proposal?

Answer: No incumbent.

7. **Question:** How many years was the incumbent awarded the proposal in the past?

Answer: No previous contract award.

8. **Question:** What was the winning price of the previous proposal awarded to the incumbent?

Answer: No previous contract award.

9. **Question:** Will the district consider vendors that deliver live small group tutoring during the school day in a virtual classroom setting?

Answer: HCPS will only be considering in person tutoring for the purposes of this RFP.

10. **Question:** Just to confirm, you are only looking to approve one vendor, correct?

Answer: HCPS intends to award a contract to one vendor.

11. **Question:** The RFP mentions at Paragraph 4.2 –“ It is preferred that respondents have been approved by Maryland State Department of Education (MSDE).” Can you please explain how we can go about obtaining approval by the Maryland State Department of Education?

Answer: See Addenda Item #1 – This line has been deleted from the RFP.

12. **Question:** Is this paragraph below meant to allow for piggybacking with other districts for such tutoring services?

MULTI-AGENCY PROCUREMENT

HCPS reserves the right to extend the terms and conditions of this contract to any and all other government agencies within the State of Maryland, as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This is conditioned upon the Contractors’ approval and all purchase and payment transactions will be made directly between the Contractor and the requesting public agency.

Answer: Yes.

13. **Question:** Will tutors be expected to use District-based curriculum & diagnostic measures, or should the chosen contractor provide our own?

Answer: The tutors should have their own curriculum/lessons aligned to the Science of Reading that can be utilized with students. This would also include having their own diagnostic and progress monitoring assessments.

14. **Question:** Can you please provide an estimate of how many students and how many schools the chosen contractor should expect to serve?

Answer: The number of students is not known at this time. HCPS intends to provide tutoring services to 2 or 3 schools.

15. **Question:** Please clarify the requirement on p.20 of the RFP that states “... It is preferred that respondents have been approved by Maryland State Department of Education”. What are the MSDE “approval” requirements and what is the approval process?

Answer: See Addenda Item #1 – This line has been deleted from the RFP.

16. **Question:** What is the anticipated size and scope of the program? How many schools and how many students are expected to participate? (This is important in order to determine vendor capacity for the number of tutors that may be needed)
- Answer:** Refer to Question and Answer #14.
17. **Question:** The RFP states on p.21 that the district expects that 2 tutors will initially be assigned with the possibility that additional tutors will be needed. Can you confirm that the contract will only require two tutors for initial placement?
- Answer:** HCPS anticipates 2 to 3 schools utilizing the tutoring services, with 1 tutor, possibly 2, at each location, determined by the individual school needs and funding availability.
18. **Question:** What is the expected allocation for the contract?
- Answer:** This will depend on the number of schools and the timeline of the contract. We do not have a finalized allocation.
19. **Question:** Is the Scope of Work for ALL HCPS elementary schools in Year 1 (Jan-June 2025?)
- Answer:** No.
20. **Question:** If not, how many schools are anticipated to participate in Year 1?
- Answer:** HCPS anticipates 2 or 3 schools receiving tutoring services during the first term of the contract.
21. **Question:** For Optional Year 2 and beyond, will this include all elementary schools?
- Answer:** HCPS does not anticipate tutoring services being needed at all elementary schools.
22. **Question:** Our high-impact tutoring program uses district/school curriculum, standards of focus, and (often unused) ancillary materials to ensure best possible alignment between tutoring and classroom instruction, ultimately saving districts' money. Are schools able to provide their literacy/SOR curricular resources already aligned to district standards to make certain tutoring sessions extend the classroom and connect learning?
- Answer:** HCPS will not provide materials. The tutoring provider should have a program/instructional materials aligned to the Science of Reading that their tutors are trained in and the tutors then provide these lessons to students.
23. **Question:** Our tutors are trained to use informal formative assessments throughout sessions and then evaluate and track progress after each session through a form on our TMS (tutor management system). For other types of formal assessments—diagnostic, benchmark, mid-year, etc.—we rely on our district/school partners to make their assessments available and/or share results so that we can ensure students are making progress. Will the District/schools be able to share their formal assessments for diagnostic and benchmarking tracking or share results of their formal assessments?
- Answer:** Classroom teachers can share informal anecdotal information of student progress with the tutors, but we would not release our district data to the company.
24. **Question:** For during the-school-day tutoring, will tutors be pushing into classrooms? Or will they be pulling out designated students to deliver sessions during non-critical instruction times?
- Answer:** They would be pushing in and tutoring students in a designated area in the classroom.
25. **Question:** For Special Conditions, the RFP states that tutoring services are pending allocation of funds and approval by the Board. Is there a timeframe when funding and services will be approved?

Answer: Annual budgets are generally approved in June of each year. Board of Education approval is required for any contract awards of \$100,000 or more.

26. **Question:** The RFP states that two elementary schools will be receiving tutoring services via at least one tutor assigned to each school. To make sure we are dedicating the correct number of our resources for your tutoring program, what is the likelihood that additional schools included on Exhibit A will also be participating in tutoring this academic year? How many additional schools? How many additional tutors might be needed?

Answer: HCPS anticipates 2 to 3 schools utilizing the tutoring services, with 1 tutor, possibly 2, at each location, determined by the individual school needs and funding availability. Depending on the success of the program and the need for services at other elementary schools, additional schools may be added to receive tutoring services, based on funding availability.

27. **Question:** How many students & what is the number of separate campuses that will likely be included in these services?

Answer: The number of students requiring tutoring services is not known at this time. Currently, HCPS anticipates providing tutoring services to 2 or 3 elementary schools.

28. **Question:** What is the likely anticipated start date for tutoring services?

Answer: The anticipated contract start date is January 29, 2025

29. **Question:** Will the selected provider be responsible for providing the curriculum or will the selected provider be required to follow a campus-provided curriculum?

Answer: The tutors should have their own curriculum/lessons aligned to the Science of Reading that can be utilized with students.

30. **Question:** While I understand this is a Small Procurement Category II, could you please clarify the budget cap for this contract?

Answer: See Question/Answer #18.

31. **Question:** Will the tutoring services be provided at a single school, or are multiple schools involved throughout the week?

Answer: See Question/Answer #26.

32. **Question:** Does the contract require a single tutor per location, or will multiple tutors be needed at each site?

Answer: See Question/Answer #26.

33. **Question:** Once a vendor is awarded the contract, what is the expected start date for services?

Answer: See Question/Answer #28.

34. **Question:** On average, how many students is the tutor expected to work with?

Answer: The number of students requiring tutoring services is not known at this time.

35. **Question:** Is subcontracting permitted under this contract? If so, what qualifications or requirements

must a subcontractor meet, particularly concerning insurance and MSDE approval?

Answer: Yes. Subcontractors would be required to have and maintain the same insurance specifications and limits listed within the RFP as well as pass the required criminal background checks and fingerprinting.

36. **Question:** Are there any restrictions on the percentage of work that can be subcontracted, and what is the maximum allowable percentage?

Answer: No.

37. **Question:** At paragraph 32.3, it is requested that vendors submit an Accessibility Conformance Report (ACR). Is this needed if our curriculum is primarily paper based? The curriculum companies we routinely work with do offer online supplemental materials for students, but they have never heard of an ACR. Is there alternative documentation that can be provided to satisfy this requirement?

Answer: The ACR is not a requirement for paper-based curriculum. If any digital components are going to be utilized, a completed ACR will be required prior to a contract award. Additional information can be found at <https://www.section508.gov/sell/how-to-create-acr-with-vpat/>.

I hereby acknowledge receipt of Addendum #1 dated September 6, 2024 to RFP# 25-DS-005 – Provider for In Person Tutoring Services.

Company

Name (Print or Type)

Authorized Signature

Date

Note: Offeror shall sign and submit Addendum with proposal. Failure to submit the Addendum may deem your proposal as non-responsive.