

## Procurement Department

Denise Semenkow, Procurement Agent

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***ADDENDUM #1***  
***RFP# 25-DS-012***

***Secondary English Program, Grades 6-10***

**TO:** *All Offerors*  
**FROM:** *Denise Semenkow, Procurement Agent*  
**DATE:** *October 16, 2024*

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This Addendum is issued to provide answers to questions from prospective proposers.

1.     **Question:**     The directions for Attachment H is to “Review and Sign”. Do we need to fill in responses to each of the Exhibits within Attachment H?

**Answer:**       Attachment H needs to be reviewed, completed, signed and submitted with your proposal.
2.     **Question:**     Does a completed VPAT response replace Attachment J?

**Answer:**       Yes, the Accessibility Conformance Report (ACR) must include the latest version of the VPAT or you may use Attachment J.
3.     **Question:**     Will you be awarding multiple vendors for each grade band? For example, 6-8 and 9-10

**Answer:**       It is HCPS’ intent to award to one vendor who can provide an English program for Grades 6-10.
4.     **Question:**     What is the required percentage of alignment to standards?

**Answer:**       The program should align to **all** Maryland College and Career Ready Standards.
5.     **Question:**     Can we include additional narrative information to the cost proposal?

**Answer:**       No, only the cost information requested on the cost proposal page should be included.
6.     **Question:**     Would you accept a proposal for Grades 9-10 only?

**Answer:**       It is HCPS’ intent to award to one vendor who can provide an English program for Grades 6-10.
7.     **Question:**     Does the district require "hardbound texts" or if a digital platform that teachers can download & print satisfy this requirement?

**Answer:**       We prefer to have the option to purchase both a class set of hardbound texts and/or consumable books and have the 1 to 1 digital platform.

8. **Question:** Will the district accept a proposal for review and adoption of ELA curriculum for grades 6-8 only, or does the district intend to award a contract to a single vendor for grades 6-10?
- Answer:** It is HCPS' intent to award to one vendor who can provide an English program for Grades 6-10
9. **Question:** Can vendors submit separate proposals for 6-8 and 9-10?
- Answer:** You may submit proposals for any program or programs you offer that meet the specifications.
10. **Question:** Just to confirm, you are only looking to approve one vendor, correct?
- Answer:** HCPS intends to award a contract to one vendor who can provide an English program for Grades 6-10.
11. **Question:** Will the district consider selecting separate programs for 6-8 and 9-10 or is it the intention of the district to award one vendor to provide for 6-10?
- Answer:** It is HCPS' intent to award to one vendor who can provide an English program for Grades 6-10
12. **Question:** Could you define "consumable materials" in Item 1.3: "The selected publisher must include both hardbound texts and/or consumable materials and a robust digital platform that is compatible with the Canvas learning management system"?
- Answer:** Some companies create hardbound textbooks and some companies create a textbook that students write in which is consumable and restocked each year, we want to provide either a textbook or consumable as an option for students, in addition to the digital platform.
13. **Question:** What instructional ELA programs is the district currently using?
- Answer:** HMH Collections 2017.
14. **Question:** Are you happy with the program you are currently using?
- Answer:** Yes, however the program is now outdated and cannot be reordered for the 25-26 school year.
15. **Question:** Did you pilot programs in the spring? If so, would you be able to tell us who you piloted?
- Answer:** No, we did not pilot any programs.
16. **Question:** What is the budget for this opportunity?
- Answer:** HCPS does not have a finalized budget currently.
17. **Question:** I did not notice in the RFP that print samples are currently required as part of the response. Is this correct or did I overlook this requirement?
- Answer:** There is no print sample requirement at this time, however, samples would need to be provided if the program is shared at the January presentations. Companies may offer a demo site, to see the materials, as a part of the RFP process, log-in information must be provided.
18. **Question:** Cost Proposals: In addition to completing the applicable sections in attachment K, is it also acceptable to include the actual quotes that will be prepared and used to complete attachment K? Or, should only attachment K be completed and no quotes should be submitted?

**Answer:** You may submit actual quotes, however only the Cost Proposal sheet will be evaluated.

19. **Question:** Are you looking for a comprehensive reading and writing program, or will you accept separate programs for reading and writing?

**Answer:** HCPS is looking for a comprehensive program which would include reading and writing. If the company provides both parts but calls each part something different, they should be submitted together as one product.

20. **Question:** Will you be reviewing AP English or electives (speech, debate, drama)?

**Answer:** No.

21. **Question:** Would you consider a separate program for gifted & talented students?

**Answer:** We would expect to see differentiation/extension opportunities built into the program however if the company has a package deal of the core program along with the gifted and talented, they should submit them as a bundle and one purchase.

22. **Question:** Would you consider mini-anthologies as opposed to one complete grade-level anthology?

**Answer:** Yes.

23. **Question:** Would you consider supplemental resources (for vocabulary or intervention?)

**Answer:** Yes, if they are included in the overall package and price.

24. **Question:** Do you require print and digital samples?

**Answer:** Print samples would need to be provided if the program is shared at the January presentations. Companies may offer a demo site, to see the materials, as a part of the RFP process, log-in information must be provided.

25. **Question:** Will you only be reviewing programs that have been vetted by EdReports? Would you consider reviews by other 3rd party sources or researched-based white papers in lieu of a review by EdReports?

**Answer:** Due to the state's focus on HQIM, HCPS will be giving strong preference to publishers who provide documentation of their program's overall effectiveness for grades 6-12 on EdReports. HCPS will be relying on EdReports at this time since the state has not yet published their list of approved programs but the state superintendent has referenced EdReports as being able to rely on as high quality.

I hereby acknowledge receipt of Addendum #1 dated October 16, 2024 to RFP# 25-DS-012 – Secondary English Program, Grades 6-10.

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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.**