



ADDENDUM #2

August 17, 2020

RFP #7607802

TITLE: Comprehensive Reading & Math Universal Screening, Diagnostic, Progress Monitoring System - RIDE

Submission Deadline: August 26, 2020 10:30 AM (Eastern Time)

**ATTACHED ARE THE VENDOR QUESTIONS WITH STATE RESPONSES,
NO FURTHER QUESTIONS WILL BE ANSWERED**

Interested Parties should monitor this website on a regular basis, for any additional information that may be posted.

Robert DeAngelis

Senior Buyer

The following are the questions received from vendors with State responses regarding RFP 7607802 Comprehensive Reading & Math Universal Screening, Diagnostic, Progress Monitoring System – RIDE:

Vendor A

Specifically, are you accepting proposals from vendors who provide Universal Screener for *Reading only*?

Answer: Vendors can submit for reading and/or mathematics.

Vendor B

Our **first question** concerns the medium for providing our proposal to you. Pages 13-14 of the RFP, Section 7 Items A. 4 & 5, state that bidders must provide you **printed copies** of our proposal. Given the risks inherent to printing, assembling, and shipping printed copies during the pandemic, **we respectfully request that we be allowed to provide**

- digital copies on flash drives that we will send to you by UPS**

- emailed digital files of the proposals to you, instead of printed copies.**

Answer: The Division of Purchasing will only accept proposals as outlined in Section 7. Proposal Contents.

The **second question** concerns the **CDs** required accordingly to the formatting instructions on page 14 of the RFP. Our personal computers do not have CD drives. **May we provide digital files on flash drives instead of CDs?**

Answer: No, the Division of Purchasing will only accept proposals as outlined in Section 7. Proposal Contents.

The **third question** is relative to the **Cost Proposal template**, as noted on page 15 of the RFP. No template for the Cost Proposal was included with the RFP. **Will the Cost Proposal template be provided as an addendum? Or by some other means, such as downloading from the purchasing website?**

Answer: There is no cost proposal template for this RFP

The **fourth question** also relates to **potential questions** about the Cost Proposal template . **Will there be days allowed in the schedule for vendors to submit questions about the Cost Proposal template and to receive answers back from the purchasing division?**

Answer: There is no cost proposal template with this RFP

Our **fifth question**: as of August 11th, this RFP is not appearing in the RI purchasing system. **What is the reason that the RFP no longer appears in the purchasing system?**

Answer: The RFP has been posted every day and is on the State's website at www.ridop.ri.gov.

Vendor C

Our solution is only for K-6 reading, and K-3 math, can we still respond to this RFP?

Answer: Our goal would be to have consistent assessments K-12 in LEAs, but we will consider high quality early literacy and math assessments designed for grades K-2.

Vendor D

Page 6, section 1, paragraph 2 The term of this open enrollment will begin upon the issuance of a state purchase order (approximately September 1, 2020) for one year. Will the Division of Purchases inform vendors as to which schools/districts will be included in an issued purchase order?

Answer: A statewide MPA will be established with selected vendors. For the 2020-2021 School year RIDE intends to contract with a vendor(s) on behalf of schools/districts for assessments using the established MPA. Additionally, schools/districts will also be able to contract using the established MPA should they choose to.

Page 5, section 13 The "State Purchases Act", R. I. Gen. Laws § 37-2-12 (b) authorizes the Chief Purchasing Officer to establish, charge and collect from vendors listed on master price agreements ("MPA") a contract administrative fee not to exceed one percent (1%) of the total value of the annual spend against contracts awarded to MPA vendors. Will the Division of Purchases invoice the vendor for the administrative fee and if so, how often?

Answer: The 1% Administration Fee will be deducted from each invoice before it is paid.

Vendor E

Regarding Section 9. Concluding Statements, pg. 15, "The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State's General Conditions of Purchases can be found at the following URL:

<https://rules.sos.ri.gov/regulations/part/220-30-00-13>". **Question: If vendor has additional or alternative terms to those provided at the quoted link, how should vendor include them for consideration in its response?**

Answer: Vendors must agree to the State's General Conditions of Purchase. If there are additional terms, they should be included in the response and noted.

Regarding Section 1. Introduction, pg. 3, "This solicitation will be used to establish a Master Price Agreement ("MPA") of qualified service provider(s)." **Question: Does RIDE plan to make purchases under the MPA established by this RFP or do LEAs make the individual purchasing decision once the MPA is established? If LEAs make the ultimate purchasing decision, then please confirm Vendor and LEAs are free to negotiate the non-price terms of the Vendor LEA purchase.**

Answer: A statewide MPA will be established with selected vendors. For the 2020-2021 School year RIDE intends to contract with a vendor(s) on behalf of schools/districts for assessments using the

established MPA. Additionally, schools/districts will also be able to contract using the established MPA should they choose, but are not required to do so.

Regarding 220-RICR-30-00-13 - 13.34 Contract Addendums in Addition to the General Conditions, "The Division may post the current GC Addenda on the Division's website for reference purposes and/or may include with the solicitation." **Question: Please identify any GC Addenda applicable to the contract resulting from this RFP.**

Answer: Schedule A3 for Information Technology applies <https://www.ridop.ri.gov/documents/general-conditions-addendum-a.pdf>. Student data has been deemed to fall under the totality of confidential data and will require \$20,000,000 per occurrence for Information Technology/Cyber Privacy insurance.

Regarding Section 7. Proposal Contents, B. Formatting of Proposal Response Contents, 2. Formatting of Written Documents, page 15, "Printed copies are to be only bound with removable binder clip?" **Question: To enable evaluators to easily review vendor proposals, will RIDE consider accepting proposals bound in a three-ring binder instead of with a removable binder clip?**

Answer: No binders. It's likely reviewers will be reviewing an electronic copy.

Regarding Section 2, page 6, "RIDE may choose one or several vendors whose proposals meet the criteria, in order to purchase the services and system on behalf of LEAs in Rhode Island." **Question: Should the state select multiple vendors, what will the process be for districts to select which product they will use?**

Answer: RIDE will inform LEAs of the selected vendor(s) and LEAs will select a product.

Regarding Section 2, page 6 and Section 4, B. Cost Proposal, Page 10 and 11. Section 4, B. Cost Proposal, Page 10 and 11. "RIDE may choose one or several vendors whose proposals meet the criteria, in order to purchase the services and system on behalf of LEAs in Rhode Island," and "Provide a proposal cost proposal to include the following: 1) Per-student annual license fee for reading, 2) Per-student annual license fee for mathematics, 3) Per-student annual license fee for each of any additional content area or tool, 4) Annual overall state license fee (if applicable), and overall LEA License fee. Professional development per-person fee for each type of training offered..." **Question: Given that RIDE has indicated that the state may elect to award this contract to multiple vendors, which could lead to student counts less the total populations for vendors, what student counts should be used for the cost proposal? Should vendors assume the stated census student counts of 140,000 students and 10,000 administrators when calculating per-student pricing?**

Answer: Vendors can submit cost proposals that submit a tiered pricing proposal that includes minimum student counts of 1000 and 20 administrators and up to student counts of 140,000 and 10,000 administrators.

7) Regarding Section 2, pg. 6, "The Vendor will be prepared to host data on student reading and math progress, detailed longitudinal student reading and math practice records, and reading and math test scores." **Question: Can RIDE please clarify what is meant by "detailed longitudinal student reading and math practice records?"**

Answer: The statement was intended to be read as records of student reading and math practice.

Vendor F

Cost Proposal on page 10 requires a “per-student annual license fee” – Would RIDE consider tiered pricing based on number of students?

Answer: Vendors can submit cost proposals that submit a tiered pricing proposal.

Cost Proposal on page 11 requires a “per-student annual license fee for each of any additional content area or tool.” – Is this in reference to the per student fee for both reading and math?

Answer: This is in reference to any content provided by the vendor in addition to the assessment component, such as any instructional or practice materials, or an “add-on” assessment. For example, if the vendor offers a behavioral screener for an additional fee per student, the description of that functionality and its per student fee should be included in the cost proposal.

Cost Proposal on page 11. Regarding professional development, does RIDE have a preference on the type of training offered, e.g., virtual, on-site, etc.? Is RIDE looking for a menu of available options?

Answer: As noted in the RFP, the vendor should provide information about all types of professional development offered. If the vendor offers a menu of options, the vendor should provide information accordingly.

Section 7 Proposal Contents, #4 Technical Proposal, on page 14 – the technical proposal is limited to six pages – please clarify if the six-page limit applies to all of Section 3 Scope of Work and Section 4 Technical Proposal? May we answer include additional information in an appendix – and would there be a page limit for the appendix?

Answer: The six-page limit applies to the technical proposal, which incorporates the scope of work as it is noted in the criteria. If vendors need to provide additional materials to support statements made or information provided in the technical proposal, vendors may include such materials in organized appendices (which have no page limit).

With current office closures due to COVID-19, would RIDE accept digital signatures?

Answer: Yes

Vendor G

We would like to know if we may submit assessment for reading and mathematics even if they don't cover the full grade range K-11?

Answer: Our goal would be to have consistent assessments K-12 in LEAs, but we will consider high quality early literacy and math assessments designed for any grade span.

Vendor H

Page 4, #10: “Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.” *Are vendors expected to provide an Affirmative Action Plan and complete the Contract Compliance Report and Certificate of Compliance with our responses? Or is this documentation required after contract award?*

Answer: Documentation is required after contract award.

Page 10, #1: “A list of relevant client references must be provided...” *How many references are vendors expected to provide?*

Answer: A minimum of 3-5 client references should be provided.

Pages 3-10: *Scope of Work In which section are vendors expected to respond to the Scope of Work?*

Answer: The scope of work is referenced within the criteria for the technical proposal.

Page 14, #4: “The technical proposal is limited to six (6) pages...” *As the technical proposal is limited to six pages, responding to the Scope of Work under the Quality Assessment and Work Plan section will far exceed the page limit. How are vendors expected to respond to the Scope of Work?*

Answer: Vendors must respond to the technical proposal within six pages. If vendors need to provide additional materials to support statements made or information provided in the technical proposal, vendors may include such materials in organized appendices which have no page limit.

Page 14, B.2.A.: “These document shall be single-spaced with 1” margins...using a font of 12-point Calibri or 12-point Times New Roman.” *Can vendors use fonts other than Calibri or Times New Roman for headers, helping to differentiate different sections?*

Answer: Yes

Page 5, #11: “...no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority to so from the Secretary of State.” *Please define foreign. Outside the United States or outside Rhode Island?*

Answer: A foreign corporation means a corporation not in Rhode Island.

General: *Are vendors required to submit a Certificate of Authority with their responses?*

Answer: Documentation is required after contract award.

General: *What student information system does RIDE currently use?*

Answer: Vendors will work directly with district staff and their student information system (SIS). Vendors will not use RIDE's SIS.

Page 10, #3: *"Describe qualifications of key staff..." Are vendors expected to provide resumes for key staff or will brief bios suffice?*

Answer: Proposals should include resumes of staff who will work directly on the project.

Page 13, A.1 and A.2: *Are vendors expected to provide the Bidder Certification Cover form in a separate envelope than the W-9?*

Answer: No

Page 14, A.3: *"Two (2) completed original and copy versions, signed and sealed Appendix A." Please confirm vendors are expected to provide one (1) original, signed form and one (1) copy of that form.*

Answer: One original and one copy.

Page 14, #4: *"The technical proposal is limited to six (6) pages..." In order to adhere to the six (6) page limit of the technical proposal, can vendors submit a point-by-point response to the scope of work as an appendix/attachment in the technical proposal?*

Answer: Vendors must respond to the technical proposal within six pages. If vendors need to provide additional materials to support statements made or information provided in the technical proposal, vendors may include such materials in organized appendices (which have no page limit).

Page 14, B.2.A.: *"These document shall be single-spaced with 1" margins...using a font of 12-point Calibri or 12-point Times New Roman." Can vendors use comparable fonts to Times New Roman and Calibri?*

Answer: Yes.