



Purchasing Department
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Date: May 23, 2018
To: All Vendors
From: Seletha R. Thompson
Purchasing Analyst

Re: Addendum #1 for RFP #21242 – Academic Resources

*Below is **Addendum #1 for RFP #21242**. This addendum supplements and amends the items in the Specifications. This addendum **must be noted** on the Addendum Acknowledgement Form found in the RFP. Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the proposal to be rejected.*

Below are questions and respective answers received for RFP #21242 – Academic Resources

Comprehensive Question and Answer List

1. What subjects and grade levels will your committee be reviewing?

Answer: All Subjects and metrics in the grant refer to page 59 and All Grades (K-12)

2. I have looked under the scope of work section and it does not provide any details: subject, grade levels.

Answer: You may align to any metric on page 59

3. The statement of need mentions English, Math and Science but doesn't really specify.

Answer: You may align to any metric on page 59

4. Any other additional information as far as subject and grades would be great.

Answer: You may align to any metric on page 59

5. If a vendor does not participate/respond to the RFP, can schools still purchase the vendor's materials or services?

Answer: Yes; you will still need a contract for any service over 250/school

6. Would whiteboards and whiteboard installation fall under this bid and be considered?

Answer: Yes

7. What exactly is academic resources to you? We offer 3d printer stem kits curriculum and so on which we consider academic resources etc....Can you elaborate??

Answer: Please refer to page 60 where you will find a detailed description of Academic Resources

8. To be clear, this has nothing to do with textbook suppliers per se. This is not a pre-qualifier for a vendor to be able to supply textbooks and allied classroom instruction materials to the District, right?

Answer: No...this is not a pre-qualifier

9. I know I must be missing something, or miss reading the proposal. However, I cannot find the scope of work. Therefore, I don't know what I am bidding on.

Answer: The Statement of Need is found on Page 59 and the Scope of Work begins on Page 60.

10. I am writing to inquire if the District will accept assessments as part of this RFP?

Answer: Yes

11. If a vendor is interested in submitting multiple products, do we need to submit a separate proposal for each product?

Answer: No; submit a comprehensive support proposal as explained on page 60

12. Under Section II: Instructions to Proposers Academic Resources

Proposals that are submitted must include:

Completed Proposal Forms including evidence of State certification to perform the work required.

Our question is how do we become "state certified? "

Answer: If you are not state certified in the area that you are proposing, you will have to contact the State of Ohio for certification requirements

13. In reference to Section X, Statement of Need, number 7: Is the district also interested in programs that increase the percent of students who are college ready as measured by Advanced Placement test success?

Answer: While we are interested; for this RFP proposals must be aligned to one of the metrics on in that section

14. In reference to Section X, Statement of Need, numbers 9 and 10: Does the vendor need to have products approved by the state for professional development to submit for these metrics?

Answer: No

15. Regarding the Diversity Business Enterprise requirement: Does CMSD provide a list of certified DBE vendors in the relevant geographic market area to assist vendors in securing a DBE partnership?

Answer: CMSD accepts vendors that are certified by the City of Cleveland, Cuyahoga County and the State of Ohio

16. We normally do not respond to every RFP that is sent our way unless we have a partnership with the district or it has been an ongoing discussion we know is coming via RFP. I wasn't sure if you had any insight about this or if this was per our conversation about Activate & Goal Works we did with the team?

Answer: The District would encourage ALL vendors to submit as we never know when we will pick up services and support. Make it a comprehensive proposal that would include the menu of offerings the organization provides.

17. Is the Cleveland Plan the one described on Page 59 of the RFP or is it in a different document that we can review?

Answer: A different document in which you can find on our district website

18. Is there a specific definition of Theory of Change that they are using? Or is the explanation at the Center of The Theory of Change website an appropriate definition to use within the parameters of the RFP? <http://www.theoryofchange.org/what-is-theory-of-change/>

Answer: The link is a good description of a Theory of Change

19. Do we have access to their Report Card from the Ohio DOE?

Answer: Yes on the ODE website

20. Section IV: Non-Collusion Affidavit: The form provided includes a line for "Notary Public in and for Cuyahoga County, Ohio." While we have employees that will support Cleveland Metropolitan School District that live in Ohio, our executive that will sign this affidavit lives in another state. Does this document need to be notarized by a notary residing in Cuyahoga County, Ohio

Answer: No

21. Page 5 of the RFP states "Completed Proposal Form(s) including evidence of State certification to perform the work required." Is there a specific State certification form you would like us to provide? (Sam Eyre/Imagine Learning)

Answer: A copy of any certifications that relates to the work you are proposing on

22. Page 55 of the RFP states that the proposal responses should be divided into the following sections: 1) Transmittal Cover Letter, 2) A completed set of Purchasing Division Documents, 3) General Information Section, and 4) Technical Section.

Page 61 under Section X states that “Vendors are required to provide the information below as well as complete the Compliance Section Part 1 (Purchasing Documents). The narrative part of the proposals must present the following information and be organized in the following headings: Each heading should be separated by tabs or otherwise clearly marked.” The headings then listed are Organizational Background and Capacity, Theory of Change, Program/Project/Service Description, Measurable Outcomes, Independent Research, Documented Achievement Results, Alignment to State of Ohio Academic Content Standards, Differentiation for Academic Yearly Progress (AYP) Subgroups, Bilingual Accommodations, Work Environment/Collaboration, Technology Required, Project Management, School District References, Resumes, and Program Evaluation.

To ensure we submit a proposal with information in the proper order, would you like us to include information for the headings listed under Section X under the Technical Section mentioned on Page 55?

Answer: This is at the discretion of the vendor

23. Does this RFP contemplate Spanish as a World Language curriculum materials (printed and online)? Like to know if this is something that this RFP is contemplating for us to prepare a submission.

Answer: The materials and services described aligns with the metrics in this RFP and may support schools that may be looking for this type of support

24. Which grade levels provide World Languages in Cleveland?

Answer: K-12

25. Our materials are correlated to ACTFL and the CCSS. However, it could take some time to correlate them to Ohio standards, although we can provide them at a later date. Will this disqualify us?

Answer: Proposals must be align to the Ohio Learning Standards

26. We do not sub-contract any work. We develop, print and distribute our own materials. We are not certify for SBE or MWBE. Will this be a problem?

Answer: No

27. Company have been selling curriculum materials nationally to many school districts for over 40 years. Do we need to be certified by the State of Ohio? If so, we may not meet this RFP deadline.

Answer: No

28. Are we eligible to fill this out? We do not provide an actual academic resource, but do host CMSD meetings. We would feel more comfortable that CMSD make that determination, rather than us doing it with the "Scope of Work" section.

ANSWER: This is a service RFP...additionally, the service is being provided and aligned to one or more of the metrics on page 59

29. What is the RFP for? General business, a certain piece of business, etc.

ANSWER: Please refer to the scope of work on page 60

30. I am inquiring more about this RFP. I have presented in the past, so I think that is why I have received this email. Is this something that our company need to complete ahead of time for next school year if we want to present?

ANSWER: If a request for payment of services, supports or programs will be made please consider completing the RFP

End of Comprehensive Question and Answer List

REMINDER: RFP #21242 – Academic Resources Responses are Due May 31, 2018 no later than 1:00 PM (EST).

--End of Addendum--