



**CLEVELAND
METROPOLITAN
SCHOOL DISTRICT**

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May 17, 2022

To: All Vendors
From: Seletha R. Thompson
Purchasing Analyst
Re: Addendum #1 for RFP 21344 - Academic Resources

Below is Addendum #1 for RFP 21344 - Academic Resources

This addendum supplements and amends the items in the Specifications.

This Addendum #1 reflects the following:

- Response to Questions
- Pre-Proposal Meeting Audio from May 5, 2022 (See Attached)

This Addendum shall hereby be and become a part of the Contract Documents the same as if originally bound thereto.

RFP DUE DATE

May 27, 2022 at 1:00 PM (EST)

REMINDER: Mailing of RFP Responses are encouraged. However, hand deliveries will only be accepted from 12:00 PM to 1:00 PM on May 27, 2022.

PPE IS REQUIRED TO BE WORN FOR ENTRANCE TO AND WHILE IN THE BUILDING.

--End of Addendum #1--

RFP 21344 - Academic Resources

RFP Vendor Questions and Responses

1 Is the district accepting non-educational software within this RFP such as a data analysis platform?

ANSWER: Yes.

2 Is the district accepting non-educational software such as a school safety and transportation platform/application?

ANSWER: No. This RFP is for Academic Resources.

3 Is the district accepting non-educational software such as a two-way language translation platform/application?

ANSWER: Yes.

4 Is the district accepting all virtual tutoring services within this RFP?

ANSWER: Yes.

5 Can Cleveland schools still purchase publishers' materials if they do not submit for this RFP?

ANSWER: Yes. However, District Procurement Policy requires quotes, Board approval and RFP for most purchases.

6 Will you accept bids for supplemental books only? We do not have any "programs". We cannot provide any supporting documentation that shows any type of research, or improved test scores.

ANSWER: Yes.

7 If you will accept bids for books only, will we be required to answer all the questions, since the responses will likely be "Follett's offer is for books only" ?

ANSWER: Yes. Please answer questions that apply to your offer.

8 The RFP bid document mentions the proposal format required that we submit on P9-12, again on P60 and again on P63-67. However, all sets of instructions ask for a different proposal order and requirements. Please can you advise which proposal format you would like us to follow? (P9-12, P60, or P 63-67).

Proposal Submittal Requirements should be structured as follows:

1. Transmittal Cover Letter as identified and structured on page 60
2. Required Purchasing Documents from Part II
3. Proposal Requirements as stated beginning on page 63

ANSWER: 4. Cost Proposal

Our agency, provides trained volunteer reading tutors to help K-3 students in select CMSD buildings. We do not currently receive funding from the district but a few of the schools we serve provide a small payment to us. Do we need to complete this application in order to provide the program in CMSD or is this application only if we wish to be paid by the district for our services?

ANSWER: Yes, the RFP is for purchased services.

Is there funding available from the district for tutoring services this year? There hasn't been in the past.

ANSWER: Please complete the RFP if you are providing a purchased service.

We are a nonprofit organization and our organization is not "owned" by anyone. Do we need to complete the DBE, MBE and FBE forms?

ANSWER: Mark any documents N/A if they do not apply

On page 67 there is this written: "Note: Your organization will be held accountable to improving performance or CMSD metrics (found on page 59). Identify at least one metric from the list and your expected growth targets." I don't see a list of metrics listed in the RFP. Can you tell me where they are?

ANSWER: The metrics is listed on page 61.

Also, is there an electronic version of the application forms that we can type on or do we need to complete the forms by hand with a pen?

ANSWER: No.

If a company is providing supplemental instructional material (i.e. a subscription) and will not have any on-site work with the district, is insurance required for this response?

ANSWER: Insurance will not be required

Page 7 of the RFP lists a set of sections with details and questions to answer. However, page 60 provides another format for the sections with slightly different headers and a technical proposal section. Can you clarify how you would like the RFP formatted, and if vendors should follow formatting guidelines on page 7 or page 60?

Proposal Submittal Requirements should be structured as follows:

1. Transmittal Cover Letter as identified and structured on page 60
2. Required Purchasing Documents from Part II
3. Proposal Requirements as stated beginning on page 63

ANSWER: 4. Cost Proposal

Page 9 through 12 of the RFP lists a set of sections with details and questions to answer. However, page 60 provides another format for the sections with slightly different headers and a technical proposal section. Can you clarify how you would like the RFP formatted, and if vendors should follow formatting guidelines on page 9 or page 60?

Proposal Submittal Requirements should be structured as follows:

1. Transmittal Cover Letter as identified and structured on page 60
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ANSWER: 4. Cost Proposal

17 If our vendor proposal includes the firm standard program pricing, are we still able to work on customized programs with our school partners that fall outside the cost structure detailed in our proposal?

ANSWER: Clearly state all pricing details and include a statement for customized programs.

18 If the majority of our CMSD programs have variable pricing (e.g., we've worked with Mr. Golden for years to provide programming for CTAG students, so the number of students/sessions/classes varies), do we need to submit a vendor proposal, or can we continue working with schools or CMSD partners without a vendor proposal?

ANSWER: Vendor proposals are required for services.

19 If we secure philanthropic funds (e.g., we have already submitted requests to a few foundations to support work we are planning in 2022-23) to provide programs in CMSD schools, do we need to submit a vendor proposal to work with CMSD buildings?

ANSWER: Vendor proposals are required for services.

20 Does a potential bidder need to register with the district in order to submit a proposal?

ANSWER: No.

21 RFP was forwarded to me but I do not know which school(s), or date(s) of service it's in reference to. Any information you can provide would be greatly appreciate so I can send this request to whichever Leader in Me coach consultant needs to respond.

The RFP is for academic services or resources your company can offer to CMSD schools or departments
ANSWER: on an as needed basis. Please complete the RFP based on your organization's offerings.

22 Since we are a non-profit and do not have DBE status, how do we fill out the forms?

ANSWER: Mark any documents N/A if they do not apply

23 Page 60, number 3 General Information Section: Is this a separate narrative, or is it part of the documents that we are to fill out?

ANSWER: Part of the documents that are to be filled out

24 Page 60, number 4 Technical Section: Is this a separate narrative, or is it part of the documents that we are to fill out?

ANSWER: Part of the documents that are to be filled out

25 What does this mean? An outline is required if your organization provides comprehensive activities that offers skilled professional supports, programs and services.

Please list the comprehensive activities offered under your organizations skilled professional service. For example, if a supplier offers an Early Childhood support will the support provide services to parents
ANSWER: including parenting skills.

26 Page 66, do we need to send any resumes and bios if we have changes in our staff and those are not listed at the time we submit the proposal?

Please submit resumes and bios of current staff. As staffing changes submission of their documents
ANSWER: can be forwarded at that time.

27 What benefits would we have by becoming an approved vendor of CMSD? If we are not approved as a vendor or choose not to apply, can we still work with buildings as we currently do through our own networks?

The RFP process allows the service provider to work under a Term Agreement. Meaning they are not required to obtain an individual supplier contract for each service each time a school request the service. The RFP is a competitive process and meets federal and state guidelines required for all funding sources. RFP Vendors are approved by the Board. If you do not choose to apply you may still

ANSWER: work with the District and follow purchasing requirements for quotes and Board approvals.

Will you accept bids for supplemental books only? We do not have any "programs". We cannot provide any supporting documentation that shows any type of research, or improved test scores. If you will accept bids for books only, will we be required to answer all the questions, since the responses will likely be " offer is for books only"?

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ANSWER: The RFP is for Academic Resources, please answer all questions that apply to your offerings.

-- End of Questions and Responses --