



**Notice of Information Item No. 1**

**Issue Date January 17, 2023**

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**Arlington Public Schools  
Procurement Office**

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**Request for Proposal 82FY23**

**Request for Proposal Title:** Secondary Mathematics Select Courses

**Request for Proposal Number:** 82FY23

**Request for Proposal Issue Date:** December 21, 2022

**Pre-Proposal Conference:** January 6, 2023 (Refer to Request Title Page 2)

**Proposal Due Date/Time:** January 24, 2023, No Later than 11:59 P.M. (EST)

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The following information is provided to help Offerors submit a Proposal in response to RFP 82FY23.

**Q1.** We are not a publisher per se (i.e., we do not publish textbooks). Will you accept a response from an offeror that is not a publisher? If so, do we need to fill and sign the Publisher's Certification and Agreement (Appendix I) and Appendix J?

**A1.** Yes. We would accept a response from an Offeror that is not a Publisher. Completion of Appendix I. Publisher's Certification and Agreement and Appendix J. Author(s)/Editor(s) and Content Review Expert Information is required, see the future Addendum No. 2 Appendix I. Publisher's Agreement.

**Q2.** What are "industry standard documents" as described in Tab 6?

**A2.** Industry Standard documents are documents the Offeror asserts as an industry standard document to have considered for inclusion in any resulting contract.

**Q3.** In our response, can we reorder the content that is to be included in each Tab for better readability?

- A3.** No. Offerors must organize their Proposal using the tabular format listed in Proposal Requirements, E. Format and Content.
- Q4.** Is it mandatory to have all 3 "Diagnostic, formative, summative assessment"? Can we provide a solution that has the formative or summative assessments but not diagnostic?
- A4.** No. The Offeror may provide a solution that has formative or summative assessments but not a diagnostic assessment.
- Q5.** Would it be possible to receive editable versions of both Part I and Part II of Appendix G for RFP 82FY23?
- A5.** Yes. Please see future Addendum No. 2 for the editable version of Appendix G Part I and Part II. However, if it is discovered an Offeror has made changes to either Part 1 or Part 2 of Appendix G, the Offeror's Proposal will be rejected and not considered for Contract award.
- Q6.** Will the initial contract be for three years, or one year with two renewals?
- A6.** The Contract Term will be amended in a future Addendum No. 2 from one year with two one-year renewals to a Contract Term of three (3) years.
- Q7.** Should we provide pricing for each contract year, or for three years?
- A7.** Pricing for RFP82FY23 should be provided for the three (3) year contract term.
- Q8.** For pricing purposes, how many students will be supported for each RFP? Should we base pricing on the number of students on page 9 of each RFP, section B.4 (i.e., 227 students for Secondary Math, 1,399 students for Beyond Algebra II)? Are those student enrollment numbers per school, or total?
- A8.** Estimates for the total number of students supported for each course are listed on page 9, section B.4. Pricing should be based on the total number of students.
- Q9.** Will purchases be made at the district or school level?
- A9.** Purchases will be made at the district level.
- Q10.** Please confirm that Appendix E (Sample Form Agreement) is to be signed after award?
- A10.** Appendix E (Sample Form Agreement) is a sample of a part of any resulting contract. It will be signed by both APS and the successful Offeror at Contract award.
- Q11.** What solution is APS currently using?
- A11.** Presently, Arlington Public Schools (APS) is using a combination of teacher created and teacher curated items to support instruction.

- Q12.** What core math curriculum is APS currently using?  
**A12.** Arlington Public Schools (APS) Secondary Mathematics Team, along with teachers in the school division, write the core mathematics curriculum.
- Q13.** Regarding RFP page 9, section C.3, please confirm that a NIMAS fileset is not required for digital / online learning solutions.  
**A13.** It is confirmed a NIMAS file set is required for digital/ online learning solutions.
- Q14.** Would APS accept an coverage aggregate limit of \$5M for cyber liability insurance?  
**A14.** Please refer to Section V. Contract Terms and Conditions, #53. Insurance Requirements and Section IX. Appendix D. Insurance Checklist.  
However, the RFP does allow Offerors to submit in Tab 5 exceptions or proposed revisions to any provision of the Contract Documents.
- Q15.** Please confirm the COVID-19 vaccine requirements only apply to onsite vendor staff?  
**A15.** Yes. COVID-19 vaccine requirements only apply to onsite vendor staff.
- Q16.** Would APS accept electronic signatures?  
**A16.** No, only scanned copies of original signatures are acceptable.
- Q17.** Would APS waive the notary requirement?  
**A17.** No, this is a requirement for the RFP.
- Q18.** The link in Appendix G to the Math Process Goals does not appear to be working?  
Could you please confirm the weblink?  
**A18.** The Virginia Department of Education (VDOE) has redesigned their website, and the links provided under “Functional Requirements” that include access to VDOE materials no longer work.  
The link for the “sequencing of the VA Mathematics Standards of Learning” is no longer available as a new link. Please see the updated links:

VDOE Mathematics Standards of Learning can be found here:  
<https://www.doe.virginia.gov/teaching-learning-assessment/instruction/mathematics/standards-of-learning-for-mathematics>

Math Process Goals are in the *Introduction* section of the following document, page 2:

<https://www.doe.virginia.gov/home/showpublisheddocument/3046/637982465193330000>

**Q19.** During the meeting, it was clarified that the contract will be for three years. The Professional Learning and Coaching pricing schedule in Appendix F shows rows for 'initial contract term' following by 'Renewal Contract Term 1' and 'Term 2'. To confirm, is the 'initial contract term' 1 year?

**A19.** The contract term is three (3) years. Please see future Addendum No. 2 for the revised Appendix F. Pricing Schedule - Professional Learning and Coaching.

**Q20.** In the same table, professional learning is shown as 'included with subscription' - does this mean onsite and virtual professional learning is to be included in the license price for year 1? If this is the case, then the first pricing table in Appendix F would reflect pricing for 3-year license + professional learning for year 1, while year 2 and 3 professional learning is priced separately - is this correct?

**A20.** Pricing must be for the three (3) year contract. If the pricing for the implementation of the contract year 1 is different for years 2 and years 3, please indicate that in the future Addendum No. 2 the revised Appendix F. Pricing Schedule - Professional Learning and Coaching.

**Q21.** Could we list additional professional development options in the Additional Resources pricing table in Appendix F?

**A21.** Additional Professional Learning and Coaching should be included in the future Addendum No. 2 revised Appendix F. Pricing Schedule - Professional Learning and Coaching.

**Q22.** How many students will be supported for each RFP?

**A22.** Estimates for the total number of students supported for each course are listed in RFP82FY23 on page 9, section B.4.

**Q23.** When is the addendum expected?

**A23.** By no later than January 18, 2023.

**Q24.** What resources are you currently using for these courses?

**A24.** Presently, Arlington Public Schools (APS) is using a combination of teacher created and teacher curated items to support instruction.

**Q25.** In Appendix G Part I Section C, the requirements do not seem to reference anything related to assessments (summative, formative, etc.), but rather training and progress monitoring. Are these items then just referring to assessment-specific PL and training?

**A25.** Please see future Addendum No. 2 revised Appendix XII. Appendix G - Functional Requirements.

**Q26.** Is there an existing Scope and Sequence for the High School General Mathematics, ELD/SLIFE Math Foundations, ELD/SLIFE Pre-Algebra courses? Is there a link to these existing courses to access the scope and sequence for each course?

**A26.** There is no existing Scope and Sequence for the High School General Mathematics, ELD/SLIFE Math Foundations, or ELD/SLIFE Pre-Algebra courses.

**Q27.** For the Secondary Math Select Courses RFP, Appendix G, Part I's requirements for Section c, Assessments - Formative and Summative, list professional learning requirements. Could APS provide the assessment requirements?

**A27.** Please see future Addendum No. 2 revised Appendix XII. Appendix G - Functional Requirements.

**Q28.** For the Secondary Math Select Courses RFP, page 19, tab 2 section 1.a mentions the Special Provisions Sections E.1-E.3, Technical Proposal Instructions. Please clarify this is referring to Section DI on pages 10-11?

**A28.** Yes, section "DI" in the RFP, refers to the Special Provisions Sections E.1-E.3. Please see future Addendum No. 2 revised Special Provisions Section E. Technical Proposal Instructions.

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