

July 14, 2022

TO: All Prospective Proposers

FROM: Kim Albritton
Director Financial Operations

RE: RFP 23-01 Phonics Curriculum Grades K-12

ADDENDUM 2 TO RFP 23-01

This addendum is issued as a part of the aforementioned RFP. The changes incorporated herein are an amendment to and supersede those conditions shown in the original solicitation. The Proposer shall acknowledge receipt of this addendum by signing this form and returning with their submittal. Failure to do so may subject Proposer to disqualification.

Q1. Will St. Lucie Public Schools accept proposals for Pre-K to 2nd Grade decodables?

A1. The focus of the RFP is for phonics. If the decodables are the text application for the phonics, then yes.

Q2. Our program is for K-3, can we still submit?

A2. Yes

Q3. Are you looking for a single K-12 phonics program, or are you interested in a K-5 phonics program and additional grade band phonics programs?

A3. Programs do not have to cover K-12. Multiple awards may be given to allow for K-12 phonics programs.

Q4. Can you please clarify Minimum Qualifications-1: 1.2? We provide phonics curriculum and PD/product training.

A4. 1.2 refers to the standard licenses/etc. required to operate a business in Florida.

Q5. Evaluation Factor 8: References - This criteria asks for three references and states that the district desires a letter of recommendation from one or more clients and that this may accompany the proposal response, or be received as Attachment I. Am I correct in understanding that if a vendor submits a letter of recommendation, they do not need to complete Attachment I?

A5. Proposers may submit one or the other (or both if desired).

Q6. Would the district award a phonics curriculum that is only available for grades K-2 or does the RFP require K-12?

A6. See A3.

Q7. Do you require either print or digital samples to be sent at the time of submission?

A7. Print samples would be preferred, both would be ideal. You may mail samples to 9461 Brandywine Lane, Port St Lucie, FL 34986. Digital may be uploaded with submission. All samples must be received by the RFP due date/time listed in the RFP.

Q8. The RFP mentions 10,000 students in total, but are you able to provide a breakdown of the number of students, classrooms or teachers per grade?

A8. The number may vary by grade since this is for supplemental curriculum.

Q9. Will you accept a submission that covers a grade band less than K-12?

A9. Yes.

Q10. Is SLPS willing to accept a curriculum that does not cover all grade levels K-12? We have a primary (Grades K-2) program that we'd like to submit, however nothing for the Intermediate grades, Middle School or High School.

A10. See A3.

Q11. Will shipping be to one location or multiple locations?

A11. One location. District office (9461 Brandywine Lane, Port St Lucie, FL 34986)

Q12. For cost proposal purposes, can the District please provide the number of teachers per grade level? Number of classrooms? Number of students?

A12. No, see A8.

Q13. Is the District looking for one (1) K-12 Phonics solution or a variety of solutions by grade level or academic need?

A13. See A3.

Q14. When would be the date that you would want the product to be shipped by? (Drop dead delivery date)

A14. September 30, 2022

Q15. Will you review products that will not be available or in stock until January 2023?

A15. At this time, we would need to be able to review products that are accessible to schools in the fall of 2022.

Q16. The product is being used in multiple different classroom settings. Is the intervention pull-out or in-class?

A16. It can be either pull out or in class through push in support.

Q17. Assessment- do you require that the product has summative assessments, or will formative assessments suffice?

A17. Progress monitoring of the effectiveness of the intervention is sufficient.

Q18. Would a vendor be able to submit only a K-2 or a K-5 solution if they do not have 6-12 solutions? Would you be looking at K-5 products to be used in 6-12?

A18. See A3.

Q19. Are any samples requested for this RFP?

A19. See A7.

Q20. If samples are required, when should samples be sent to the District by? Does the sample ship-to address have a loading dock and a lift gate? Does the District require specific labels on the sample product?

A20. See A7.

Q21. Is this a multi-vendor RFP where you will select multiple vendors?

A21. Multiple.

Q22. Since the RFP response due date was pushed out to August 10th, will the due date for Attachment I - the Reference Questionnaire responses be extended also?

A22. Yes. Revised form attached.

Q23. We are preparing our submission for 23-01 Phonics Curriculum Grades K-12 and would like some clarification. 3.2. Incorporated References: Please write out all responses in full. Do not "incorporate" brochure or product literature references, direct the reader to Web pages, or refer to other third-party documentation in this response. Clearly label all supporting material.

Question: regarding the above requirement, are imbedded pdf's or screenshots of materials acceptable, if there are no external links included? I have attached two sample pages as reference.

A23. Proposers must include all materials within their submission to Bonfire.

Q24. Would the district like sample materials sent prior to any in-person demonstration or interview?

A24. See A7.

Q25. We are a DE corp with headquarters in NY. Do we need to register in FL as a foreign corporation in order to contract with SLSD?

A25. Not enough information provided to respond. Please reference www.sunbiz.org for more information on Florida Business Registration.

Q26. How many teachers will utilize the curriculum per grade? How many students will utilize the curriculum per grade? How many students are there per classroom/teacher utilizing the curriculum? We are trying to better understand the statement on page 35, "The District estimates 10,000 students will utilize the curriculum."

A26. See A8.

Q27. Is it the district's intent to have one program for K-12?

A27. See A2-A3.

Q28. Can the "Client Recommendations" be sent by the Client to the Proposer, and then included in the Proposer's proposal to the district? Page 9 of the RFP states that "The client recommendation(s) may accompany the proposal, or may be received at the SLPS's Purchasing Department as specified in Attachment I." Whereas Attachment I states "This form is to be returned to the School Board of St. Lucie County, Purchasing Department, email at kimberly.albritton@stlucieschools.org no later than 3:00 p.m., July 14, 2022, and must not be returned to the company requesting the reference."

A28. Attachment I must be returned to the District. If the Proposer uses a letter of recommendation, they can include that in their proposal.

Q29. Will the district consider three separate proposals for three distinct programs from the same company?

A29. I'm not sure we can answer this question, not enough information. We cannot award a contract three times to one entity, they should be separate entities.

Q30. Except where notarization is required are electronic signatures acceptable?

A30. Yes.

Q31. Attachment 1 (Reference Questionnaire page) says it is required to be returned by July 14, 2022. Has that date been extended to August 10?

A31. See A22.

Q32. We are in the process of applying for patents for our proprietary TinyIvy Phonics System. Our digital portals, curricula, classroom materials and books are all copyrighted. Any contract will allow SLSD to license all of the materials for their specific uses with the specified target group. How do you want that addressed in the RFP? Do you want patent application certifications?

A32. No, patent information is not necessary.

Q33. The District is seeking to purchase a supplemental phonics curriculum for Kindergarten through twelfth grade at 40 schools... How many teachers will be involved with curriculum implementation?

A33. See A8.

Q34. Attachment J – Proposal Quotation Form - Question: Are we able to provide a detailed explanation of cost in additional pages as part of this attachment?

A34. Yes, however Attachment J must be completed and submitted for evaluation purposes.

****** RFP DUE DATE IS AUGUST 10, 2022, 3:00 P.M... ******

Name (Please Print)

Company Name

Signature (Authorized Representative of Company)

Date

Failure to file a protest within the time prescribed in s. 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes. (Note: Florida Statutes 120.57(3) and School Board Policy 7.701 contain entire procedure for filing).