

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages	
				1	15
2. Amendment/Modification Number MODIFICATION No. 01	3. Effective Date 07/20/2014	4. Requisition/Purchase Request No.	5. Solicitation Caption Literacy Tutoring Services (40/40 Initiative)		
6. Issued by: District of Columbia Public Schools Office of Contracts and Acquisitions 1200 First Street NE, Suite 1135-A Washington, DC 20002		Code	7. Administered by (If other than line 6)		
8. Name and Address of Contractor (No. street, city, county, state and zip code)		X	9A. Amendment of Solicitation No. GAGA-2014-I-0058		
			9B. Dated (See Item 11) July 9, 2014		
			10A. Modification of Contract/Order No.		
			10B. Dated (See Item 13)		
Code	Facility				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning <u>five (5)</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.					
C. This supplemental agreement is entered into pursuant to authority of:					
X D. Other (Specify type of modification and authority) 27 DCMR 1607.1 (A) (C) (D) AMENDMENT OF SOLICITATION BEFORE CLOSING DATE					
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>five (5)</u> copies to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
The Solicitation has been amended as follows:					
1. The Proposal submission date <u>has been extended</u> from Tuesday, July 22, 2014 until Tuesday, July 29, 2014, and the time of submission remains 3:00pm EST.					
2. The second step of the Two-Step Bid involves the submission of sealed priced bids by those who submitted <u>acceptable</u> technical proposals as evaluated in step one. Sealed Price Bids shall be submitted on August 4, 2014 by 3:00 PM EST.					
3. All prospective bidders must submit one (1) original proposal and four (4) copies.					
4. Answers to the questions submitted by prospective bidders, in accordance with the Pre-Bid Conference held on Monday, July 14, 2014 and questions received by 3:00pm (EST), Wednesday, July 16, 2014 are hereby included with this amendment as Attachment 'A'.					
5. See updated Attachment J.4. Please discard previous version.					
Except as provided herein, all terms and conditions of the document is referenced in item 9A or 10A remain unchanged and in full force and effect.					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer		
			LaVeta Hilton		
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia		16C. Date Signed
(Signature of person authorized to sign)			(Signature of Contracting Officer)		

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14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)

6. **DELETE:**

B.1 OVERVIEW:

The District of Columbia Public Schools (DCPS), Office of Contracts and Acquisitions (OCA) on behalf of the Office of Teaching and Learning (OTL), is seeking a contractor(s) to provide literacy tutoring to students reading six months or more below grade level, within 8 to 16 of the schools within the Chancellor's 40/40 initiative.

INSERT:

B.1 OVERVIEW:

The District of Columbia Public Schools (DCPS), Office of Contracts and Acquisitions (OCA) on behalf of the Office of Teaching and Learning (OTL), is seeking a contractor(s) to provide literacy tutoring to students reading six months or more below grade level, within the twenty-six elementary schools within the Chancellor's 40/40 initiative.

7. **DELETE:**

B.3 PRICE SCHEDULES:

B.3.1 BASE YEAR (Date of the Contract Award thru Twelve Months Thereafter)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
0001 Tutoring Program	Operate a tutoring program at the forty (40) participating school campuses from 9am-5pm for an estimated minimum of 15 to a maximum of 30 students per site.	\$ _____	600 students	\$ _____
0002 Implementation Consulting	Schedule meetings with schools' teachers and other site-based staff to identify students that will benefit from the tutoring program and enroll these students in the program.	\$ _____	40 schools	\$ _____
0003 Scheduling Requirements	Work with teachers and administrators at the school to ensure that when children are pulled from classes, the timing of the pull does not adversely affect student achievement.	\$ _____	40 schools	\$ _____
0004 Data Reports and Monitoring	Submit progress monitoring and attendance data to school and district officials on a tri-monthly basis.	\$ _____	40 (1-for each school)	\$ _____
Grand Total				\$ _____

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07/20/2014

**Literacy Tutoring Services
(40/40 Initiative)**

14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)

B.3.2 OPTION YEAR ONE (Service Period TBD based on 12-month Base Year Period)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
1001 Tutoring Program	Operate a tutoring program at the forty (40) participating school campuses from 9am-5pm for an estimated minimum of 15 to a maximum of 30 students per site.	\$ _____	600 students	\$ _____
1002 Implementation Consulting	Schedule meetings with schools' teachers and other site-based staff to identify students that will benefit from the tutoring program and enroll these students in the program.	\$ _____	40 schools	\$ _____
1003 Scheduling Requirements	Work with teachers and administrators at the school to ensure that when children are pulled from classes, the timing of the pull does not adversely affect student achievement.	\$ _____	40 schools	\$ _____
1004 Data Reports and Monitoring	Submit progress monitoring and attendance data to school and district officials on a tri-monthly basis.	\$ _____	40 (1-for each school)	\$ _____
Grand Total				\$ _____

B.3.3 OPTION YEAR TWO (Service Period TBD based on 12-month Option Year One Period)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
1001 Tutoring Program	Operate a tutoring program at the forty (40) participating school campuses from 9am-5pm for an estimated minimum of 15 to a maximum of 30 students per site.	\$ _____	600 students	\$ _____
1002 Implementation Consulting	Schedule meetings with schools' teachers and other site-based staff to identify students that will benefit from the tutoring program and enroll these students in the program.	\$ _____	40 schools	\$ _____
1003 Scheduling Requirements	Work with teachers and administrators at the school to ensure that when children are pulled from classes, the timing of the pull does not adversely affect student achievement.	\$ _____	40 schools	\$ _____
1004 Data Reports and Monitoring	Submit progress monitoring and attendance data to school and district officials on a tri-monthly basis.	\$ _____	40 (1-for each school)	\$ _____
Grand Total				\$ _____

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14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)

B.3.4 OPTION YEAR THREE (Service Period TBD based on Option Year Two Period)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
3001 Tutoring Program	Operate a tutoring program at the forty (40) participating school campuses from 9am-5pm for an estimated minimum of 15 to a maximum of 30 students per site.	\$ _____	600 students	\$ _____
3002 Implementation Consulting	Schedule meetings with schools' teachers and other site-based staff to identify students that will benefit from the tutoring program and enroll these students in the program.	\$ _____	40 schools	\$ _____
3003 Scheduling Requirements	Work with teachers and administrators at the school to ensure that when children are pulled from classes, the timing of the pull does not adversely affect student achievement.	\$ _____	40 schools	\$ _____
3004 Data Reports and Monitoring	Submit progress monitoring and attendance data to school and district officials on a tri-monthly basis.	\$ _____	40 (1-for each school)	\$ _____
Grand Total				\$ _____

INSERT:

B.3 PRICE SCHEDULES:

B.3.1 BASE YEAR (Date of Contract Award thru June 30, 2015)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit (school site)	Estimated Quantity	Total Estimated Price
0001 Tutoring Program	Operate a tutoring program at one or more of the twenty-six (26) participating school campuses during the academic school day for an estimated minimum of 15to 30 students per site.	\$ _____	26 Schools	\$ _____

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B.3.2 OPTION YEAR ONE: (July 1, 2015 thru June 30, 2016)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit (school site)	Estimated Quantity	Total Estimated Price
1001 Tutoring Program	Operate a tutoring program at one or more of the twenty-six (26) participating school campuses during the academic school day for an estimated minimum of 15 to 30 students per site.	\$ _____	26 Schools	\$ _____

B.3.3 OPTION YEAR TWO: (July 1, 2016 thru June 30, 2017)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit (school site)	Estimated Quantity	Total Estimated Price
2001 Tutoring Program	Operate a tutoring program at one or more of the twenty-six (26) participating school campuses during the academic school day for an estimated minimum of 15 to 30 students per site.	\$ _____	26 Schools	\$ _____

B.3.4 OPTION YEAR THREE: (July 1, 2017 thru June 30, 2018)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit (school site)	Estimated Quantity	Total Estimated Price
3001 Tutoring Program	Operate a tutoring program at one or more of the twenty-six (26) participating school campuses during the academic school day for an estimated minimum of 15 to 30 students per site.	\$ _____	26 Schools	\$ _____

B.3.5 In the technical proposal (step one of the Two-Step Bid process), all prospective bidders should state how many schools their company has the capacity to service.

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<p>8. <u>DELETE:</u></p> <p>B.4 An offeror responding to this solicitation must submit with its proposal, a notarized statement detailing any subcontracting plan required by law. Proposals responding to this IFB shall be deemed nonresponsive and shall be rejected if the offeror fails to submit a subcontracting plan that is required by law. For contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with section H.9.1.</p> <p><u>INSERT:</u></p> <p>B.4 An offeror responding to this solicitation must submit with its proposal, a notarized statement detailing any subcontracting plan required by law. Proposals responding to this IFB shall be deemed nonresponsive and shall be rejected if the offeror fails to submit a subcontracting plan that is required by law. For contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with section H.9.1. IF A CONTRACTOR ANTICIPATES SUBMITTING A PROPOSAL FOR \$250,000.00 OR MORE, THEN THEY MUST ADHERE TO SECTION H.9.1.</p> <p>9. <u>DELETE:</u></p> <p>B.5.2 The Contractor shall only submit the <u>technical proposal which shall not include pricing or pricing information.</u></p> <p>4. Only one (1) original and three (3) copies of the technical proposal may be submitted by each bidder.</p> <p><u>INSERT:</u></p> <p>B.5.2 The Contractor shall only submit the <u>technical proposal which shall not include pricing or pricing information.</u></p> <p>4. Only one (1) original and four (4) copies of the technical proposal may be submitted by each bidder.</p> <p>10. <u>DELETE:</u></p> <p>C.1 <u>SCOPE:</u></p> <p>The District of Columbia Public Schools' Office of Teaching and Learning (the "District") is seeking a contractor(s) to provide literacy tutoring to students reading six months or more below grade level, within eight to sixteen of the elementary schools and education campuses that are within the Chancellor's 40/40 initiative.</p> <p><u>INSERT:</u></p> <p>C.1 <u>SCOPE:</u></p> <p>The District of Columbia Public Schools' Office of Teaching and Learning (the "District") is seeking a contractor(s) to provide literacy tutoring to students reading six months or more below grade level, within twenty-six (26) of the elementary schools and education campuses that are within the Chancellor's 40/40 initiative.</p>					

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11. **DELETE:** *(In its entirety)*

C.2 APPLICABLE DOCUMENTS:

The following documents are applicable to this procurement and are hereby incorporated by this reference:

Item No.	Title	Date	Location
1	Sample of Curriculum/Intervention	Current	OTL
6	BOY to EOY Data of school level data	Current	http://dcps.dc.gov/DCPS/Files/downloads/2013-14%20DCPS%20School%20Leader%20IMPACT%20Guidebook%20(Principal).pdf
7	Description of Coaching Plan for Tutors	Current	OTL
8	Schedule Model: Outline per school with number of students who could be served with what frequency.	Current	OTL
9	Overview of Tutoring Model	Current	OTL

12. **DELETE:**

C.3 DEFINITIONS:

These terms when used in this RFP have the following meanings:

- **Assessment Services:** the provider responsible for item development, field test form construction, psychometric analysis, and construction of operational forms.
- **CCSS:** the Common Core State Standards
- **DCPS/District:** District of Columbia Public Schools
- **DOK:** Depth of knowledge is the complexity or depth of understanding required to answer an assessment item.
- **OSSE:** Office of the State Superintendent of Education
- **Standards:** Clearly definite statements and/or illustrations of what students are expected to know and be able to do in academic content areas. Also known as Content Standards. In the District of Columbia, the District of Columbia Learning Standards.
- **Online Assessment Delivery and Data System Contractor:** the provider of the online testing platform
- **PARRC:** Partnership for Assessments of the Readiness for College and Careers
- **Platform:** The online assessment delivery and data system
- **RBT:** Revised Bloom's Taxonomy is a classification of learning and educational goals.
- **40/40:** DCPS' 40 lowest-performing schools will increase proficiency rates by 40 percentage points.

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<p>13. <u>INSERT:</u></p> <p>C.3 <u>DEFINITIONS:</u></p> <p>These terms when used in this IFB have the following meanings:</p> <ul style="list-style-type: none"> • Assessment Services: the provider responsible for item development, field test form construction, psychometric analysis, and construction of operational forms. • BOY Data: Beginning of Year Data • CCSS: the Common Core State Standards • DCPS/District: District of Columbia Public Schools • DOK: Depth of knowledge is the complexity or depth of understanding required to answer an assessment item. • EOY Data: End of Year Data • MOY Data: Middle of Year Data • OSSE: Office of the State Superintendent of Education • Standards: Clearly definite statements and/or illustrations of what students are expected to know and be able to do in academic content areas. Also known as Content Standards. In the District of Columbia, the District of Columbia Learning Standards. • Online Assessment Delivery and Data System Contractor: the provider of the online testing platform • PARRC: Partnership for Assessments of the Readiness for College and Careers • Platform: The online assessment delivery and data system • RBT: Revised Bloom's Taxonomy is a classification of learning and educational goals. 					
<p>14. <u>DELETE:</u></p> <p>C.5 <u>REQUIREMENTS:</u></p> <p>C.5.1 The Contractor shall operate a tutoring program at participating DCPS school campuses from 9am-5pm for 15-30 students. Services are required Monday thru Friday, except for legal holidays, and school closings,</p> <p><u>INSERT:</u></p> <p>C.5 <u>REQUIREMENTS:</u></p> <p>C.5.1 The Contractor shall operate a tutoring program at participating DCPS school campuses during the academic school day, for 15-30 students. Services are required Monday thru Friday, except for legal holidays, and school closings.</p>					

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15. DELETE:							
C.5.10 The Contractor shall submit progress monitoring and attendance data to school and district officials on a tri-annual basis.							
INSERT:							
C.5.10 The Contractor shall submit progress monitoring and attendance data to school and district officials on a tri-annual basis. (October 31 st , February 27 th , June 30 th).							
16. DELETE:							
C.5.14 The contractor shall submit a sample tutoring project plan with their proposal.							
INSERT:							
C.5.14 The contractor shall submit a sample tutoring project plan with their proposal to include specific information about how the organization places students, what the organization provides students during tutoring, how the organization monitors student progress, and how the organization trains and supports individuals providing tutoring. A sample of the curriculum that the organization uses should be included.							
17. DELETE:							
F.3.1 COMPOENT 1: ASSESSMENT SERVICES - BASE YEAR							
CLIN	Deliverable	Quantity	Format/Method of Delivery	Due Date			
(C.5.15)	Organizational Chart	1	Electronic	10-Business Days after start of contract			
(C.5.14)	Project Planning Document	1	Electronic	10-Business Days after start of contract			
(C.5.16)	Planning Meeting with DCPS staff	1	Electronic	TBD by DCPS/OTL			
(C.6.3)	Data Review Meeting with DCPS Staff	1	Meeting	10-Business Days after start of contract			
(C.5.3)	Training Plan	1	Electronic	10-business days before the start of each school year. (Updates coordinated w/DCPS throughout the school year.)			
(C.5.2)	Tutoring Schedule (must including tutor and student names)	1	Electronic	Tri-annual (deadline dates TBD by DCPS/OTL)			
(C.5.9)	Data Review Meeting with DCPS Staff	1	Meeting	TBD by DCPS/OTL and Contractor			

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INSERT:

F.3.1

CLIN	Deliverable	Quantity	Format/Method of Delivery	Due Date
(C.5.15)	Organizational Chart	1	Electronic	Submit with Proposal
(C.5.14)	Project Planning Document	1	Electronic	Submit with Proposal
(C.5.16)	Planning Meeting with DCPS staff	1	Electronic	TBD by DCPS/OTL
(C.5.10)	Tri-Annual Data Review Meetings with DCPS Staff	1	Meeting	By 10/31/2014 By 02/27/2015 By 06/30/2015
(C.5.6)	Training Plan	1	Electronic	10-business days before the start of each school year. (Updates coordinated w/DCPS throughout the school year.)

18. DELETE:

H.9.1.1 For contracts in excess of \$250,000, at least 35% of the dollar volume shall be subcontracted to certified small business enterprises; provided, however, that the costs of materials, goods, and supplies shall not be counted towards the 35% subcontracting requirement unless such materials, goods and supplies are purchased from certified small business enterprises.

INSERT:

H.9.1.1 For contracts in excess of \$250,000, at least 35% of the dollar volume shall be subcontracted to certified small business enterprises; provided, however, that the costs of materials, goods, and supplies shall not be counted towards the 35% subcontracting requirement unless such materials, goods and supplies are purchased from certified small business enterprises.
NOTE: IF BIDDERS PROPOSAL SUBMISSION IS EQUAL TO \$250,000.00 AND ABOVE, THEN THIS APPLIES.

19. DELETE:

L.16 BEST AND FINAL OFFERS

If, subsequent to receiving original proposals, negotiations are conducted, all offerors within the competitive range will be so notified and will be provided an opportunity to submit written best and final offers at the designated date and time. Best and Final Offers will be subject to the Late Submissions, Late Modifications and Late Withdrawals of Proposals provision of the solicitation. After receipt of best and final offers, no discussions will be reopened unless the Contracting Officer determines that it is clearly in the District's best interest to do so, e.g., it is clear that information available at that time is inadequate to reasonably justify Contractor selection and award based on the best and final offers received. If discussions are reopened, the Contracting Officer shall issue an additional request for best and final offers to all offerors still within the competitive range.

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INSERT:

L.16 BEST AND FINAL OFFERS

This section (L.16) is not applicable to this IFB. This is a Two-Step Bid Process.

20. DELETE:

L.20. SPECIAL RESPONSIBILITY REQUIREMENTS

INSERT:

L.20. SPECIAL RESPONSIBILITY REQUIREMENTS

(This section is not applicable to this IFB)

21. DELETE:

M.3.1 TECHNICAL CRITERIA (90 Points Maximum)

Description: These factors consider the Offeror's past performance, experience and key personnel used in performing services similar to the required services as described in Section C. These factors include an examination of the quality of services provided.

Technical Evaluation Factors	Points
Factor A – Experience on Similar Projects (Research-Based Model)	30
Factor B – Project Design and Timeline	20
Subfactors	
B1. Internal Coaching for Tutors	10
B2. Contractor's understanding of contract requirements for targeting students who are significantly behind grade level.	10
Factor C – Data Reporting	20
Factor D – Proposed Team	20
D1. Part of a National, Replicable Model	15
D.2 Team: Experience, knowledge, past performance, necessary skills and expertise of the key personnel directly assigned to the project.	5
Total	90

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INSERT:

M.3.1 TECHNICAL CRITERIA (100 Points Maximum)

Description: These factors consider the Offeror's past performance, experience and key personnel used in performing services similar to the required services as described in Section C. These factors include an examination of the quality of services provided.

Technical Evaluation Factors	Points
Factor A – Uses a Research-Based Model	30
A.1 The organization provides tutoring using a model that has been independently evaluated by a third-party and proven to have a positive impact on student literacy.	10
A.2 Uses reliable assessment tools to monitor student progress on a regular basis (at least weekly)	10
A.3 Uses data from assessment to match specific research-based instructional techniques to student need	10
Factor B – Project Design and Timeline	30
Subfactors	
B1. The organization provides comprehensive training to tutors in advance of tutor's work with students	10
B2. The organization provides a clear and comprehensive plan for how they identify students for tutoring services.	5
B.3 The organization provides a clear and comprehensive plan for how they monitor that interventions are being provided with fidelity.	10
B.4 The organization is able to begin services by September 1 st .	5
Factor C – Data Reporting	20
C.1 The organization uses benchmark assessments to select students for participation and to customize the tutoring provided in response to this data.	15
C.2. In return for access to the District's MCLASS data system, the organization is willing to provide a mid-year (by February 28 th) and end of year (By June 30 th) analysis of how participants have progressed on DIBELS and TRC from BOY to MOY and EOY respectively	5
Factor D – Experience of Proposed Team	20
D1. Part of a National, Replicable Model	10
D.2 The team has the necessary experience, knowledge, past performance, necessary skills and expertise of the key personnel directly assigned to the project, as evidenced by references and data	10
Total	100

22. DELETE:

M.3.1.1 Factor A – Experience on Similar Projects (30 Points Maximum)

M.3.1.1.1 **Research-Based:** DCPS needs partnership with an organization that is using a model which has undergone a rigorous third party evaluation and has shown statistically significant results at improving students' literacy levels. (30 points)

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<u>INSERT:</u>					
M.3.1.1 <u>Factor A – Uses a Research-Based Model (30 Points Maximum)</u>					
M.3.1.1.1 Research-Based: DCPS needs partnership with an organization that is using a model which has undergone a rigorous third party evaluation and has shown statistically significant results at improving students' literacy levels. The party can submit an independent study to meet this criterion. (10 points)					
M.3.1.1.2 The party uses reliable assessment tools to monitor student progress on a regular basis (at least weekly). The party can submit a comprehensive description of how data is used as well as sample assessments used for both benchmarking and progress monitoring. (10 points)					
M.3.1.1.3 The party uses data from their benchmark assessment to match specific research-based instructional techniques to student need. The party should show examples of real student assessment data and the consequent plan of study implemented through tutoring. (10 points)					
23. <u>DELETE:</u>					
M.3.1.2 <u>Factor B – Project Design and Timeline (20 Points Maximum)</u>					
M.3.1.2.1 Internal Coaching for Tutors: DCPS requires partnership with an organization that has a built-in coaching program. School level administrative teams do not have the capacity to coach and manage these external tutors. As a result, in order to ensure there are mechanisms in place to monitor the quality of reading support being provided, we need to partner with an organization that has this support in place. (10 points)					
M.3.1.2.2 Contractor's proposal demonstration of understanding requirement: Demonstrated program that targets students who are significantly behind: DCPS requires partnership with an organization that has experience with students who are at least 6 months behind grade level. (10 points)					
<u>INSERT:</u>					
M.3.1.2 <u>Factor B – Project Design and Timeline (30 Points Maximum)</u>					
M.3.1.2.1 Internal Coaching for Tutors: DCPS requires partnership with an organization that has a built-in coaching program. School level administrative teams do not have the capacity to coach and manage these external tutors. As a result, in order to ensure there are mechanisms in place to monitor the quality of reading support being provided, we need to partner with an organization that has this support in place. These criteria will be examined by looking at a general scope of content and skills covered during training, as well as a timeline for how and when new tutors are trained. (10 points)					
M.3.1.2.2 The organization provides a clear and comprehensive plan for how they identify students for tutoring services. Sample benchmark testing might be included, and well as descriptions or samples of consequent curriculum prescribed as a result of this testing. (5 points)					
M.3.1.2.3 The organization provides a clear and comprehensive plan for how they monitor interventions are being provided with fidelity. An organizational chart describing support personnel as well as a sample observation schedule and evaluation matrix would be one way to demonstrate the organization's ability to meet this criteria. (10 points)					
M.3.1.2.4 The organization states that it is able begin tutoring services by September 1 st . (5 points.)					

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages	
2. Amendment/Modification Number		3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption	
MODIFICATION No. 01		07/20/2014		Literacy Tutoring Services (40/40 Initiative)	
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
24. DELETE:					
M.3.1.3 Factor C – Data Reporting (20 Points Maximum)					
M.3.1.3.1 Data Reporting: DCPS requires partnership with an organization that uses a systematic way of collecting data on students. (20 points)					
INSERT:					
M.3.1.3 Factor C – Data Reporting (20 Points Maximum)					
M.3.1.3.1 Data Reporting: The organization uses benchmark assessments to select students for participation and to customize the tutoring provided in response to this data. Excepts of benchmark assessments, the procedure for how these are administered and evaluated, and consequent programs of study to be administered in one on one tutoring should be submitted. (15 points)					
M.3.1.3.2 The organization is able to affirm that in return for access to the District's MCLASS data system, it is willing to provide a mid-year (by February 28 th) and end of year (By June 30 th) analysis of how participants have progressed on DIBELS and TRC from BOY to MOY and EOY respectively. (5 points)					
25. DELETE:					
M.3.1.3 Factor D – Proposed Project Team (15 Points Maximum)					
M.3.1.3.1 Part of a National, Replicable Model: In order to ensure that the organization has the experience and proven track record of a model that can be used in DCPS, we seek an organization that has implemented their program in more than one other state. (15 points)					
M.3.1.3.2 Team Experience – This evaluation factor considers the experience, knowledge, necessary skills and expertise of the key personnel directly assigned to the project. (5 points maximum)					
INSERT:					
M.3.1.3 Factor D – Experience of Proposed Team (20 Points Maximum)					
M.3.1.3.1 Part of a National, Replicable Model: In order to ensure that the organization has the experience and proven track record of a model that can be used in DCPS, we seek an organization that has implemented their program in DC and at least one other state. (10 points)					
M.3.1.3.2 Team Experience – This evaluation factor considers the experience, knowledge, necessary skills and expertise of the key personnel directly assigned to the project. (10 points maximum)					

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages	
				15	15
2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption		
MODIFICATION No. 01	07/20/2014		Literacy Tutoring Services (40/40 Initiative)		
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
26. <u>DELETE:</u>					
M.3.2 PRICE CRITERION (10 Points Maximum)					
The price evaluation will be objective. The offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each offeror's evaluated price score:					
$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times \text{weight} = \text{Evaluated price score}$					
<u>INSERT:</u>					
M.3.2 PRICE CRITERION					
This section is not applicable to this IFB. This is a Two-Step Bid Process. The steps for submitting bid pricing is outlined in Section B.5.1.					

THIS SECTION INTENTIONALLY LEFT BLANK

ATTACHMENT A

IFB Questions and Answers: #GAGA-2014-I-0058

(Literacy Tutoring Services 40/40 Initiative)

1. What, if anything, should the vendor fill out on the Solicitation, Offer, and Award chart (the first page of the document)? Should we complete just 12-18?
DCPS Answer: All prospective bidders should complete Sections 12-18 of the Solicitation, Offer, and Award page.
2. P. 2 Is it okay to serve more than 30 students per site?
DCPS Answer: Yes. Pricing will be set per site. We anticipate each partner to serve between 15-30 students. Anything over this would be wonderful. However, additional compensation will not be provided for serving additional students.
3. P. 3 The price per unit is the price per item in the matrix per school, yes?
DCPS Answer: Please see amendment #01. All items are inclusive of one per site price.
4. In B.3.2, may we change the quantity to be fewer than 40 schools and fewer than 600 students, or are we expected to apply to serve all of the schools?
DCPS Answer: Please see amendment #01. Bidders should submit proposals to serve only as many schools as they can (see amendment #01, Section B.3.5).
5. P. 4 For each year, should we note the new number of schools we plan to serve? What happens if we can serve more or fewer schools than written now? May we amend the number in future years?
DCPS Answer: Please see amendment #01. Bidders should submit proposals to serve only as many schools as they can (see amendment #01, Section B.3.5). This is a requirements contract, if additional schools are required by DCPS, we can modify the option year(s).
6. P. 5 B.4 Does AmeriCorps count as a subcontractor?
DCPS Answer: Per section H.9.1.4, the bidder may contact the Department of Small and Local Business Development (DSLDB) at the telephone number (202) 727-3900 or website: <http://lsdbe.dslbd.gov/public/certification/search.aspx> to research potential certified business enterprise vendors with the capacity to fulfill the mandatory subcontracting requirements, should the prospective bidder anticipate submitting a proposal for \$250,000.00 or more.
7. P. 6 B.5.2 If pricing should ever vary based in part on which schools are served, does it make sense to note that in the proposal? Connected to that, is it acceptable to write a range of pricing and include the factors that play into the different ends of the range?
DCPS Answer: Please see amendment #01 (Section B.3).

8. P. 7 C.1 Could the “eight to sixteen” schools number increase in the option years? I.e., could a contractor serve 17-20 schools in year 2, 3, or 4?

DCPS Answer: Yes. The number of schools can increase in the option years depending on the bidders capacity to serve additional numbers of schools. Please see amendment #01 (Section B.3.5).

9. P. 7 C.1.2 It says “frequency, timing, and duration of this tutoring will be determined by student need.” Is it acceptable to provide tutoring for the duration of time that we normally operate to meet students’ needs?

DCPS Answer: Yes.

10. P. 7 C.1.4 Is it acceptable to provide tutoring services through mid- to late-May so we then can use our time with students to conduct EOY assessments?

DCPS Answer: Yes.

11. P. 7 C.1.4 The document states that students will be rotated out of the program and new students will be rotated in once students meet 80% grade level benchmarks. Is it acceptable instead to say that we would enroll students throughout the year on a rolling basis and not un-enroll them once they meet 80% grade level benchmarks so that we can ensure the students are set up for success and are in a better place heading into the summer? Or that we would un-enroll students only on a case-by-case basis in accordance with the principal and parent’s desires?

DCPS Answer: Un-enrollment would happen on a case-by-case basis in accordance with both achievement data and principal and parent desires. Un-enrollment would not be mandatory once students meet 80% grade level benchmarks.

12. P. 8 C.1.5 Are there specific dates by which contractors must submit tri-annual reports? Can the dates be based on a contractor’s assessment schedule so that reporting can be most useful to the schools and district?

DCPS Answer: Please see amendment #01. The dates by which contractors must submit tri-annual reports are: **October 31st, February 27th, and June 30th**

13. P. 8 C.2 Do the documents listed exist? Are we supposed to prepare documents connected to the titles listed here?

DCPS Answer: Please see amendment #01, Section C.2. This section has been deleted in its entirety.

14. P. 10 C.5.5 May we serve more than 30 students in a given school?

DCPS Answer: Yes. Pricing will be set per site. We anticipate each partner to serve between 15-30 students. Anything over this would be wonderful. However, additional compensation will not be provided for serving additional students.

15. P. 11 C.5.10 When and in what format should the contractor submit progress monitoring and attendance data to school and district officials on a tri-annual basis? When would the contractor be told which dates?

DCPS Answer: Please see amendment #01. The dates by which contractors must submit tri-annual reports are: **October 31st, February 27th, and June 30th** There is not a specific format required. However, the analysis should include student attendance data, and student achievement data as measured by whatever means the bidder will use to progress monitor students. Because selected organizations will have access to student TRC and DIBELS benchmark data, the February 27th and June 30th reports should include an analysis of student growth on these two tests as measured by MOY and EOY results respectively.

16. P. 11 C.5.13 Do you want the other government agencies or companies to be in other states or, for example, to be in charter schools in DC? (I don't see anything in C.5.13 that refers to another state...?)

DCPS Answer: Prospective bidders may submit proof of previous performance contracts (or purchase orders) from any other government agencies or companies, regardless of the city or state (including the District of Columbia).

17. P. 11 C.5.14 Should the sample tutoring project plan be at the student, school, or multiple school level?

DCPS Answer: Please see amendment #01. This plan should be aimed predominantly at the school level. The bidder shall submit a sample tutoring project plan with their proposal to include specific information about how the organization places students, what the organization provides students during tutoring, how the organization monitors student progress, and how the organization trains and supports individuals providing tutoring. A sample of the curriculum that the organization uses should be included.

18. P. 12 C.5.17 Could the teachers be able to access student data in part by making a request to the contractor's school-based point of contact or by meeting with the school-based point of contact to go through the results, or are you looking for a different way to access the data?

DCPS Answer: Teachers can access the data by working with the contractor to establish a mutually agreed upon time to go through the data.

19. P. 12 F.1 Would a second year begin immediately after the first 12-consecutive month period so there would be no disruption of services?

DCPS Answer: Yes, as long as the government has funds to continue services, and there is not a government shutdown (see Section I.2 Contracts That Cross Fiscal Years).

20. P. 13 F.2.1 Is it preferred that "the contractor may waive the thirty day preliminary notice requirement by providing a written waiver"? Will contractors that don't waive the preliminary notice requirement be in a more difficult position?

DCPS Answer: The District will give the Contractor a preliminary written notice of its intent to extend at least 30-days before the contract expires. A Contractor may waive the preliminary notice if they so desire; however, the contract extension is still contingent upon the availability of funds (see Section I.2).

21. P. 13 F.3.1

- a. For C.5.14 Project planning document, is there a requested format? If yes, what is that? How detailed should the plan be? On page 11, C.5.14 asks for a "sample tutoring project plan". Is that the same thing as the "project planning document" listed here? Should it be at the student or school level, or should it be for all schools?

DCPS Answer: Please see amendment #01. This plan should be aimed predominantly at the school level. The bidder shall submit a sample tutoring project plan with their proposal to include specific information about how the organization places students, what the organization provides students during tutoring, how the organization monitors student progress, and how the organization trains and supports individuals providing tutoring. A sample of the curriculum that the organization uses should be included.

- b. For C.5.16 – planning meeting with DCPS staff, what should the contractor prepare and bring to the meeting?

DCPS Answer: This meeting will focus on how the contractor will connect with schools to establish a mutual partnership. Nothing specific will need to be prepared. DCPS will take the lead on this introductory meeting.

- c. For C.6.3 Which data will be reviewed 10-business days after the start of the contract? I don't see anything about data in C. 6. 3...?

DCPS Answer: See amendment #01. Section F.3.1 is deleted in its entirety.

- d. For C.5.3, should the training plan be for staff and, if applicable, volunteers? I.e., should the training plan be for anyone who is providing tutoring to students?

DCPS Answer: Yes.

- e. P. 14: C.5.9: When will the data review meeting with DCPS staff occur? At the end of the school year?

DCPS Answer: Please see amendment #01: The Contractor shall schedule meetings with teachers as requested by school based staff to communicate with classroom teachers as needed.

22. P. 15

- a. G.2.2.2 When and how will the contractor get the contract number and from whom?

DCPS Answer: Only the successful offerors/bidders will receive a contract number from the Office of Contracts and Acquisitions.

- b. G.2.2.4 If the contractor is serving non-40/40 schools as well, will the contractor provide separate invoices for those schools and have a separate contract number and purchase order for each of those schools? Who is the right person to talk to about the process for obtaining these?

DCPS Answer: This IFB is for the 40/40 Initiative, not the non 40/40 schools. No reference is made to the non 40/40 schools for this solicitation.

23. P. 17 G.6.1.1.c What about providing services, not "any other item"?

DCPS Answer: This section is referring to interest penalties to Contractors. DCPS will discuss this further during the Post Award Conference, for all successful bidders.

24. P. 19 What is the estimated timeline for contract approval and obtaining a purchase order so the contractor can enter the schools and begin services?

DCPS Answer: Estimated Milestone Dates:

8/11/14: Contract Award(s) and PO Issuance

8/12/14: Notify Schools of Contract Award(s)

8/13/14: Start Date for Schools to select one of the awarded contracts for services.

25. P. 20: H.1.2 How should the contractor go about negotiating an Employment Agreement with DOES? Who is the point of contact for that negotiation?

DCPS Answer: Please contact please contact Louis Johnson at (202) 698-3541 or louis.johnson@dc.gov, regarding First Source Employment questions.

26. P. 21 H.3 Would sharing anecdotes about students for newsletters count as “bearing on the work performed or data collected under this contract”, or would a contractor be allowed to share stories about students as long as parents/guardians have signed the right release forms?

DCPS Answer: Per Section H.3, the Contractor shall at all times obtain the prior written approval from the Contracting Officer (CO).

27. P. 22 H.5.3 So the contractor always needs to submit a report to DOES no later than the 10th of each month? Is there ever a time under this contract when the contractor would not need to submit a monthly report to DOES?

DCPS Answer: Please contact please contact Louis Johnson at (202) 698-3541 or louis.johnson@dc.gov, regarding First Source Employment questions.

28. P. 23 H.5.6 #4: How does DOES determine whether there are insufficient numbers of District residents in the labor market possessing the skills required by the positions created as a result of the contract?

DCPS Answer: Please contact please contact Louis Johnson at (202) 698-3541 or louis.johnson@dc.gov, regarding First Source Employment questions.

29. P. 24 H.5.9 – So the contractor, if it’s a nonprofit organization, would not need to do the things in H.5.4-H.5.8, correct?

DCPS Answer: The contractor would need to submit the information regardless of for-profit or non-profit. Please contact please contact Louis Johnson at (202) 698-3541 or louis.johnson@dc.gov, regarding First Source Employment questions.

30. P. 25 Does anything under H.8.8 apply to AmeriCorps members?

DCPS Answer: Section H.8.8 applies to all prospective bidders for this IFB.

31. P. 26 H.9.1 If the contractor is submitting a proposal for more than \$250,000 including option years, must the contractor subcontract part of the work? If so, please explain more about what that would look like.

DCPS Answer: Yes. Please see Section H.9.

- a. P. 26 H.9.1 Connected to the above question, if the contractor is submitting a proposal for more than \$250,000 for any given year, must the contractor subcontract part of the work? If so, please explain more about what that would look like.

DCPS Answer: Yes. Please see Section H.9. Additionally, please see Section H.9.1.4

32. What are examples of CBEs appropriate for this?

DCPS Answer: Please see Section H.9.1.4. The Department of Small and Local Business Development can provide you with a list of appropriate CBEs. In addition, several CBEs attended the pre-bid conference.

33. Do we need to submit the subcontract information for step 1 of the bid process?

DCPS Answer: No. If you are selected to submit a bid in Step 2 of this Two-Step Bid, then you would submit it with your bid pricing.

34. P. 28 H.9.4.1.2 Would the contractor need to get an approved waiver of the subcontracting agreement? Could Ms. Bazemore help with this? Does the "additional language added" on page 30 apply to the contractor in this RFP and mean that we would need to follow the information on pages 30-32?

DCPS Answer: If the prospective bidder is seeking a waiver, please see H.9.4.1.2 for instructions. No, Ms. Bazemore will not prepare your documentation for waiver; however, if seeking a waiver, the prospective bidder must submit the waiver to the CO, and the CO will transmit it to DSLBD.

a. By when would all evidence need to be submitted in a PDF document to the DCPS Contracting Officer? Would this need to occur by July 22 when we submit our step 1 of the bid process?

DCPS Answer: During Step 2 of the Two-Step Bid.

b. What recommendations do you have for how to address the "documentation of a request for information market survey to the CBEs researched" (the second bullet on page 31 under #3)?

DCPS Answer: Per section H.9.1.4, the bidder may contact the Department of Small and Local Business Development (DSLDB) at the telephone number (202) 727-3900 or website:

<http://lsdbe.dslbd.gov/public/certification/search.aspx> to research potential certified business enterprise vendors with the capacity to fulfill the mandatory subcontracting requirements, should the prospective bidder anticipate submitting a proposal for \$250,000.00 or more.

c. #6 on page 32: When would this be needed?

DCPS Answer: If a prospective bidder anticipates submitting a bid for \$250,000.00 or more, and they are seeking a waiver, then the company should submit their waiver request with their proposal in Step 1 of the Two-Step Bid.

35. P. 36 I.2 What happens in the case of a budget freeze?

DCPS Answer: In case of a budget freeze, the Contracting Officer will request a contractor to Stop/Suspend services – until funds become available.

36. P. 44 What are BAFOs?

DCPS Answer: BAFOs are Best and Final Offers.

37. P. 46 L.1.1 Are you looking for one or more than one offeror to be awarded a contract?

DCPS Answer: DCPS anticipates awarding more than one contract.

38. P. 50 L.14 Should the contractor not submit the certificate of insurance as part of the proposal? Should the contractor instead wait to submit the proposal until commencing work as stated on p. 50?

DCPS Answer: The prospective bidder does not have to submit the certificate of insurance with the proposal for Step 1 of the Two-Step Bid.

39. P. 51 L.16 Best and Final Offers: If the contractor will have schools pay X and central office pay Y, should the contractor include the total amount in what we submit? Should the contractor include what the break-down of the funding streams from the district will be?

DCPS Answer: Prospective bidders should not require the individual schools to provide any funding. This requirement is funded through DCPS Central Administration. The prospective bidder should list their pricing in Section B, during Step 2 of this Two-Step Bid process.

40. P. 52 L.19.1 Is this for only if the district asks, or should the contractor ready all of this information/evidence now? Should any of it be submitted with the proposal?

DCPS Answer: A prospective bidder should read all sections of the solicitation, to familiarize themselves with the requirement and responsibilities. Section L.19 correlates with J.8 (Bidder/Offeror Certification).

41. P. 53 L.20.1: How and when should the contractor submit L.20.1 a-d?

DCPS Answer: Please see amendment #01. Section L.20 is not applicable to this IFB.

42. P. 53 L.20.2:

- a. What are examples of (a)? What does this look like?
- b. What do you mean by (b)?
- c. What do you mean by (c)?
- d. What is an example of (d)?

DCPS Answer: Please see amendment #01. Section L.20 is not applicable to this IFB.

43. P. 57 M.3.2 and M.4 The price the contractor submits will vary based on the number of schools served. If the contractor has started conversations with the Office of Teaching and Learning about what could be possible but does not yet know what the optimal number of schools would be, how should the contractor take that into account when submitting the bid proposal? Is it acceptable to include a range of schools and a price point range? How would this affect the points awarded for the price criterion?

DCPS Answer: Other projects that a bidder may have with DCPS are not a consideration of this process. The price the contractor submits should include the entire amount to serve an individual school.

44. Attachment J.3

- a. pp. 1 and 2: Should the local executive director sign this? Or, since we are a national organization, should the CEO of the contractor's nonprofit organization sign it?

DCPS Answer: Either individual, as long as they have signature authority for your organization/company.

- b. P. 3 What is the total number of reports being filed by this Company? What does that mean?

DCPS Answer: Please contact the District's Office of Human Rights for clarification. The office contact number is (202) 727-4559 or you may email Ms. Josephine Ansa-Brew@josephine.ansahbrew@dc.gov

- c. P. 3 Should we include the local DC address or the national address?

DCPS Answer: Either location is ok.

- d. P. 4 Should we include AmeriCorps members as "formal on-the-job trainees?"

DCPS Answer: Please contact the District's Office of Human Rights for clarification. The office contact number is (202) 727-4559 or you may email Ms. Josephine Ansa-Brew@josephine.ansahbrew@dc.gov

- e. P. 4 Should we include national or only DC staff? Full-time staff only or AmeriCorps members as well?

DCPS Answer: Please contact the District's Office of Human Rights for clarification. The office contact number is (202) 727-4559 or you may email Ms. Josephine Ansa-Brew@josephine.ansahbrew@dc.gov

- f. P. 4 What if we hire people on a part-time basis as part of this project after the contract has begun? Do we then need to amend this?

DCPS Answer: Please contact the District's Office of Human Rights for clarification. The office contact number is (202) 727-4559 or you may email Ms. Josephine Ansa-Brew@josephine.ansahbrew@dc.gov

- g. P. 6 Since you are interested in working with an organization that has a national presence, should we include only local staff or national staff as well?

DCPS Answer: Either is fine.

45. Attachment J.4

- a. p. 1: Do we need to wait to fill this out once/if we are awarded a contract? If we are supposed to submit this with our proposal, what should we include for the contract number, project contract amount, and employer contract award?

DCPS Answer: All prospective bidders must submit Attachment J.4 with their proposals in Step 1 of this Two-Step Bid. Since no contracts have been awarded, you would leave the contract number, project contract amount, and employer contract award blank. Only upon receiving a successful evaluated award, would a contractor receive this information.

- b. p. 6: Does the AmeriCorps program count as an apprenticeship program (for X.A.)?

DCPS Answer: Please contact the District's Office of Human Rights for clarification. The office contact number is (202) 727-4559 or you may email Ms. Josephine Ansa-Brew@josephine.ansahbrew@dc.gov

- c. p. 7: Do we wait to fill out the type of project, contract amount, and project and employer start and end dates after the contract is awarded?

DCPS Answer: Yes. Complete the remaining items of the form(s).

- d. P. 7 For the chart, may we put N/A for union membership required name local# if there is no union involved?

DCPS Answer: Yes.

46. Attachment J.8:

- a. page 5: Would it be appropriate to write N/A by "excluded end products" and "country of origin" in this case?

DCPS Answer: Yes.

- b. Page 5: Who should sign this? The CEO of the national organization or the local executive director in DC?

DCPS Answer: Either is ok.

47. Will the contract be awarded to one or multiple vendors?

DCPS Answer: DCPS anticipates awarding to one or more vendors depending on bidders' ability to meet the needs of the project.

48. Who is responsible for administering and paying for DIBELS assessments?

DCPS answer: DCPS.

49. Is the resulting contract expected to be valued above \$250,000?

DCPS answer: That depends on the proposals received. The budget for this project is \$400,000. As a result, it is a possibility.

50. Is there a page limit for the narrative section in response to sections C, L, and M (not including attachments)?

DCPS Answer: No.

51. How long is a typical tutoring session in elementary, middle, and/or high school?

DCPS answer: This is for the bidder to determine. However, the scope of this project is for elementary schools only.

52. What are the district requirements for tutors i.e. certified teachers, paraprofessionals etc.?

DCPS answer: There are not set requirements for tutors.

53. What was the budget for literacy tutoring last year?

DCPS answer: Only questions directly related to this current solicitation are being answered in this process.

54. May we submit a proposal with a total number of hours for the district which can then be customized and allotted to accommodate individual school needs?

DCPS answer: The proposal should be designed to serve 15-30 students per school site. The proposal should not put forth a general number of tutoring hours.

END OF LIST OF QUESTIONS