



Department of Purchasing

304 Cedar Road • Chesapeake, VA 23322
Phone: (757) 547-0265 • Fax: (757) 547-0279

ADDENDUM

DATE: March 22, 2023 RFP NUMBER: 44-2223 ADDENDUM NUMBER: 001

RFP TOPIC: Orton-Gillingham Training

In reference to RFP 44-2223, the following additional information is provided to help clarify questions that have been submitted pertaining to this bid. Please make note of the clarifications and information, and prepare your response to include these changes.

FOR CLARIFICATION, QUESTIONS MUST BE RECEIVED SEVEN (7) CALENDAR DAYS PRIOR TO THE APRIL 13, 2023 DUE DATE AND TIME.

Section 1.2 Project Scope: The last sentence reads “For the immediate time, training needs to take place for approximately 150-200 teachers between June to August 2023.” Does the District anticipate that the in-person phase of the training will occur simultaneously for all teachers?

Training may occur multiple times throughout the summer. This is based on a schedule that will be mutually determined by both the District and the Contractor. However, if the Vendor has the ability to offer virtual training during those months, the District would like to see how the Vendor would approach this process as well.

If not, how will the in-person phase be scheduled?

Please see response above.

Does the District wish to specify maximum numbers of teachers for each in-person training session?

No. The training will be offered to teachers on an optional basis. If the Vendor has a minimum seat pricing model, the Vendor must indicate this in their proposal response. If the Vendor does not have a seat pricing model, the Vendor will include a flat rate fee per training.

How will the exact schedule within the June to August timeframe for the in-person training phase be determined?

This will be mutually determined by the District and the Contractor.

Will Vendor have the ability to influence or revise the proposed schedule?

Yes. If it is revised, the District must agree to the revised schedule in writing.

Section 2.46 Cooperative Procurement: The middle sentence in the final paragraph says: “Vendors desiring to offer usage of the resulting contract to other jurisdictions under this clause shall so indicate on the Letter of Transmittal.” Please clarify: Is it true that the Vendor’s decision to offer, or not to offer, cooperative usage of the resulting contract will not influence or impact the evaluation of the Vendor proposals?

This will not influence or impact the evaluation of the Vendor’s proposal.

Section 3.5 Training Requirements: Subsections are listed as “a, b, c”, and then again as “a, b, c, d, e, f, g, and h”. Please clarify that this is a clerical error, the subsections should list as “a” through “k”, and there is not a missing section header.

Yes, this was a clerical error.

Section 3.5 Training Requirements: Subsection currently labeled as “e” states: “Program instructional credits can be counted towards continuing education credits.” Please clarify: Vendor will provide documentation of teacher attendance, hours completed, and results of performance assessments within the training, all of which in combination with subsection “f” (Certificate of completion and credential certification provided at the end of training) can support teacher claims of continuing education units. Vendor cannot make a blanket promise of continuing education units without identification of a specific standard required for continuing education units.

Yes, the Vendor will provide documentation of teacher attendance, hours completed, and results of performance assessments within the training, all of which in combination with subsection “f” (Certificate of completion and credential certification provided at the end of training) can support teacher claims of continuing education units.

I noticed (1) redacted hard copy is required to be submitted with the online response. Does the redacted copy need to be mailed to Chesapeake Public Schools?

No.

Does the redacted copy also need to include the signed business forms - Letter of Transmittal, Authorization to Transact Business, Attachments A, B, and C?

No.

Does Chesapeake Public Schools also require hard copies of our training materials to be mailed as well?

The District is interested in samples of the training materials provided by the Vendor. If the Vendor has the ability to send electronic copies of the proposed resources related to the training, please include a link in section 3 of your proposal response. If the Vendor can offer online instruction, provide generic login and password information. Also include, but not limited to, the compatibility of browsers and certain systems, applications, or plugins needed for online instruction. The District wishes to have access to all interactive components of the proposed online resources so that they may be adequately tested and evaluated.

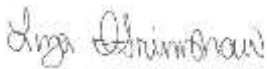
If the Vendor does not have the ability to provide electronic samples of the training materials, please provide five (5) samples of each material offered to the following address **BEFORE** the due date and time:

Chesapeake Public Schools
304 Cedar Road, ATTN: L. Grimshaw
Chesapeake, VA 23322

The sample must be mailed at the Vendor’s expense. If samples must be returned after the award of the contract, this will also be mailed back at the Vendor’s expense. Return labels in the package are highly recommended.

Acknowledge receipt of this Addendum by initialing next to the addendum number on the Letter of Transmittal when you submit your proposal.

Sincerely,



Liza Grimshaw, CPPB, VCO
Buyer