

# PURCHASING AND SUPPLY SERVICES

Keith Stewart, Director | keith.stewart@pgcps.org  
13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952-6560

## ADDENDUM NO. 1

### CONTRACT NUMBER ADDENDUM NO. 1

<b>ISSUED BY:</b>  <b>PRINCE GEORGE’S COUNTY PUBLIC SCHOOLS</b>  <b>OFFICE OF PURCHASING AND SUPPLY</b>  <b>13300 OLD MARLBORO PIKE ROOM 20</b> <b>UPPER MARLBORO, MARYLAND 20772-9983</b>	<b>Date of this Addendum:</b>  <b>October 26, 2023</b> <b>No. of Pages:</b>	<b>Proposal Submissions:</b>  <b>November 3, 2023</b> <b>(2:00 PM) EST</b>
	<b>RFP No.: PUR 005-24</b>	<b>RFP Issuance Date:</b> <b>October 9, 2023</b>
	<b>TITLE: EQUITY AUDIT</b>	

### TO ALL PROSPECTIVE OFFERORS AND OTHER RECIPIENTS OF SOLICITATION DOCUMENTS

This Addendum is hereby made a part of the Contract Document which will be the basis of a Contract. This Addendum is issued to modify the original Solicitation Documents issued October 9, 2023. Prospective Offerors are requested to attach this Addendum to your Contract Documents. Receipt of this Addendum must be acknowledged in the Proposal Document (see Appendix A). Failure to do so may subject the Offerors disqualification.

### THE PURPOSE OF THIS ADDENDUM IS TO MAKE THE FOLLOWING MODIFICATIONS AND PROVIDE RESPONSES TO QUESTIONS:

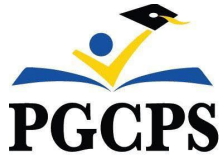
The following sections have been revised to read as follows:

#### **PART II: INSTRUCTIONS TO OFFERORS, 6. BIDDER DELIVERY AND ENVELOPE PACKAGING**

Delete: D. VOLUME IV – Appendices (Envelope Two)  
Replace With: D. VOLUME IV - Appendices (Envelope One)

#### Questions and Responses

- Is this a new Contract Proposal or an existing Contract within PGCPS?  
*Response: This is a new Request for Proposal for an Equity Audit.*
- Is the TAG program specific to a certain number of schools within the district or is there a TAG program initiative present across all schools? How many schools in total will the selected vendor be connecting with?  
*Response: There are eleven lottery-based TAG Center schools within the district in addition to TAG Pullout programs and TAG in the Regular Classroom. Please see Administrative Procedure*



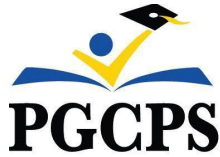
## PURCHASING AND SUPPLY SERVICES

Keith Stewart, Director | keith.stewart@pgcps.org  
13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952-6560

### ADDENDUM NO. 1

*6142.2 and Attachment 2 for additional details about TAG program models. There are 160 elementary, middle, and K-8 schools in the district. The vendor's response to the RFP should include their approach to eliciting stakeholder experiences with the TAG program throughout the district, including the number of schools with which they may directly connect.*

3. How many students are enrolled within the TAG program?  
*Response: In 2022, there were approximately 13,000 students enrolled in the TAG program.*
4. How many educators are assigned to the TAG program?  
*Response: To date, there are 40 classroom educators and/or other instructional personnel in various TAG positions.*
5. How many leaders are working with the TAG program at the district-level?  
*Response: There is one (1) TAG Supervisor and two (2) TAG Program Specialists working with the TAG program at the district level.*
6. What is the budget that has been allocated to this project?  
*Response: We will be considering all financial proposals that best address the outcomes of this RFP.*
7. For the Talented and Gifted (TAG) program, what is the overall program budget, number of FTEs, number of students, and number of campuses that currently offer TAG at each level?  
*Response: The TAG program has four central office FTEs and approximately 13,000 students. TAG programs are offered at 160 elementary, middle, and K-8 schools in the district. The overall TAG program budget is not available at this time. This information can be requested via FOIA.*
8. In PGCPS's student information system, are there unique attributes that link all other student data to participation in the TAG program?  
*Response: Our SIS has a TAG designation that allows students to be identified within the system.*
9. Have you had a firm perform a similar service prior to this request?  
*Response: No*
10. Have there been any prior audits or initiatives regarding the TAG program that would be helpful to consider in formulating the technical approach to this RFP?  
*Response: No*
11. The RFP indicates that the audit findings will be shared in a detailed report – what format does PGCPS expect this report to be delivered in? Will the vendor be required to present their findings publicly?



## PURCHASING AND SUPPLY SERVICES

Keith Stewart, Director | keith.stewart@pgcps.org  
13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952-6560

### ADDENDUM NO. 1

***Response: We would like a written report to be shared with selected PGCPS staff. The proposal should include sample format for required reports. The vendor may be required to present their findings publicly.***

12. What is the anticipated timeline of services (i.e., start and end date)?

***Response: January 2024 – March 2025***

13. Is there an existing district team, advocacy group, or advisory committee related to equity who could support this work and collaborate through the data review process? If so, what sort of work have they engaged in?

***Response: Members of the Division of Academics and the Office of Equity, Diversity, and Belonging will be collaborating with the selected awardee. We have engaged in curriculum review and audits; instructional work connected to TAG students; assessment administration and data review; and professional learning connected to equity, diversity, and belonging.***

14. Which assessments are being utilized in the district as universal screening assessments for entry into the TAG?

***Response: Please see Administrative Procedure 6142.2 and Attachment 1.***

15. Are the curricula being used at the TAG center consistent with curricula or educational materials being used in other TAG programs outside of the center?

***Response: The TAG program provides a curricula for its elementary primary pull-out program, a curriculum overview and resource for elementary TAG in the regular classroom, middle school advanced placement or honors curricula, and TAG centers have a range of curriculum enhancements and differentiated curricula.***

16. Does the district have data about the demographics of teachers/staff and students in the TAG program?

***Response: Yes***

17. Please elaborate on / clarify the following items from p.20 of the RFP:

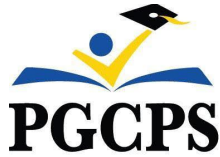
f. Approach to be taken to gain and document an understanding of the Board's internal control structure

g. Approach to be taken in determining laws and regulations that will be subject to audit test work

h. Approach to be taken in drawing audit samples for purposes of tests of compliance

***Response: The proposal should include the audit approach firm will take in response to the above-mentioned items f, g, and h.***

18. If you did not attend the virtual Pre-Proposal conference on 10/18/2023, would the virtual recording be viewable on-line before submission date?



## PURCHASING AND SUPPLY SERVICES

Keith Stewart, Director | keith.stewart@pgcps.org  
13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952-6560

### ADDENDUM NO. 1

*Response: No. A list of attendees will be provided.*

19. Requirements – Submitted through Emma, what are the Envelope Requirements that are stated?  
*Response: Electronic delivery instructions for eMaryland Marketplace Advantage. The offeror shall deliver their Proposal electronically through eMMA and package their bid in two separate eMMA envelopes as noted in PART II – Instructions to Offerors, 6. Bidder and Envelope Packaging.*
20. Regarding Appendix B- Past performance and References, please clarify if that is to be included in the technical proposal (Tab C) or in the separate document for Appendices that is included in Envelope One.  
*Response: Appendix B – Past Performance and References should be submitted with the Technical Proposal in Envelope One.*

**See additional information provided below:**

#### Envelope One

**Technical Proposal Response**

**Appendix B, C, D, E, F, H, I, J and K**

**Minority Business Enterprise (MBE) Information**

**Appendix H – MBE Form**

**Minority Business Enterprise (MBE) 3323 Utilization Affidavit**

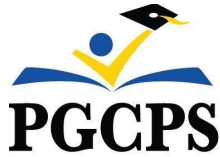
#### Envelope Two

**G – Financial Proposal Terms**

**Attachment A - Cost Proposal Form**

**Financial Statements**

21. Please clarify whether Appendices A through K (Excluding Attachment A) can be submitted in Envelope One as a separate document? Per the RFP is list Volume IV to be included in Envelope two?  
*Response: See response to above question no. 20*
22. Does the technical have a page limit?  
*Response: No*
23. What does the following requirement mean: “An affirmative statement should be included that the firm and all assigned key professional staff are properly registered and licensed to practice in Maryland.”? Does the firm need to be licensed as well? Licensed in what?  
*Response: Applicable to your firm or professional staff if registered and licensed to practice in Maryland.*

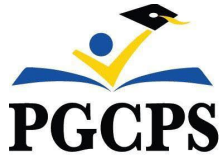


## PURCHASING AND SUPPLY SERVICES

Keith Stewart, Director | keith.stewart@pgcps.org  
13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952-6560

### ADDENDUM NO. 1

24. Does a resume have to be submitted along with Proposal?  
***Response: Resumes can be submitted to demonstrate qualifications and experience of audit staff.***
25. For the five financial references is that a requirement? Or would the county allow one reference to suffice?  
***Response: Offeror must provide at least five (5) financial references or credit references.***
26. The RFP states, "The Offeror shall include a fiscal integrity / financial statement for the last two calendar years. If the Offeror has not had its financial statements audited by an independent accounting firm, the Offeror must submit such un-audited financial statements." Since my company has not existed for two years, I do not have two years of financial statements audited or otherwise. Is my company precluded from consideration?  
***Response: Offerors are not precluded from submitting a proposal. All proposals will be evaluated accordingly based on the requirements of the solicitation.***
27. Where can the list be found for the MBE requirement?  
***Response: See MBE Administrative Procedures (AP) 3325 using the following link: [Administrative Procedure 3325 - Minority Business Enterprise Procurement Procedures \(pgcps.org\)](#)***
28. Is preference given to firms local to your state?  
***Response: Yes, by way of Bonus Points. In determining if a certified MBE is entitled to match the competitively bid price of the lowest responsible bidder, the Buyer shall adjust the bid price submitted by an MBE, 10% for MBEs, 15% for Prince George's County-based MBEs) (for the purpose of evaluation and offer to match only) by reducing the bid price of such firm by the product of: (1) the bid price of the apparent lowest responsible bidder; and: (2) the bonus factor applicable to the MBE.***
29. My company, while meeting the eligibility standards for MBE Certification, is not yet MBE certified. The RFP states, "A MBE goal of 15% has been established for the contract representing a percentage of the total Contract dollar value, including all renewal option terms." Is my company precluded from consideration?  
***Response: Only those businesses registered in the Oracle database and listed in the Minority Business Enterprise Office directory for the Board of Education of Prince George's County as a certified minority vendor at the time of any respective proposal opening shall be recognized as a "Certified Minority Business". If not listed, evidence of acceptable certification from the Maryland Department of Transportation (MDOT), Prince George's County Government and Washington Metropolitan Area Transit Authority (WMATA) must be provided to the Board's Purchasing Office prior to any respective proposal opening.***



## **PURCHASING AND SUPPLY SERVICES**

Keith Stewart, Director | [keith.stewart@pgcps.org](mailto:keith.stewart@pgcps.org)  
13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952-6560

### **ADDENDUM NO. 1**

**Bidders must complete, sign, and return two copies of this Addendum or Appendix A – Addenda Acknowledgement with their proposal response. Failure to do so MAY be cause for your offer to be ruled non-responsive and not considered for award.**

**END OF ADDENDUM NO. 1**