COMMONWEALTH OF VIRGINIA

###### COUNTY OF HENRICO



DEPARTMENT OF FINANCE

CECELIA H. STOWE, CPPO, C.P.M.

PURCHASING DIRECTOR

**March 17, 2015**

**ADDENDUM NO. 1**

**Request for Proposal: #15-9737-2EF**

**Subject: RTI Reading (K-12) Curriculum for Tier II and Tier III**

Gentlemen/Ladies:

Please make the following changes, corrections, additions or deletions to the above referenced Request for Proposal:

**This RFP and any addenda are available on the County of Henrico Purchasing website at** [**http://www.henrico.us/purchasing.**](http://www.henrico.us/purchasing.)To download the (IFB or RFP), click the link and save the document to your hard drive. To receive an email copy of this document, please send a request to:  **fal51@henrico.us**

**Sec. V. – Anticipated Schedule –**

**Change the date for Oral Interviews and Negotiations to May 1, 2015**

**Sec. VIII.B.7 – ADD:**

* **Provide pricing per student for RTI Reading Tier II and III**

**Sec. VIII.B.7 – REMOVE:**

* **Provide a separate cost for RTI Tier II and Tier III interventions for secondary (grades 6-12) writing skills**

Unless otherwise changed by an addendum, all other information will remain the same.

Sincerely,

Cecelia H. Stowe, CPPO, C.P.M.

Purchasing Director

Eileen Falcone

Purchasing Officer

804-501-5637

[fal51@co.henrico.va.us](mailto:fal51@co.henrico.va.us)

1590 E. PARHAM ROAD/PO BOX 90775/HENRICO VIRGINIA 23273-0775

(804) 501-5660 FAX (804) 501-5693

**RFP#15-9737-2EF**

**RTI Reading (K-12) Curriculum for Tier II and Tier III**

**Henrico County Public Schools (HCPS)**

**Questions and Answers**

**March 17, 2015**

Q1. Is this RFP for print format only and not a web-based program?

**A1. Yes.**

Q2. Will there be another RFP for a web-based program?

**A2. Yes.**

Q3. Will proposals be accepted that cover a subset of grades K-12 (examples: K-3 reading intervention; K-6 solution; K-5 leveled materials)?

**A3. Proposals that are a subset of grades K-12 will be considered. The purpose/intent is to create a matrix of program options that address specific student needs in reading. The matrix will include options for K-12.**

Q4. Can the samples that are requested in Sec. VIII.B.10 be delivered separately from the proposals

**A4. Yes. Samples submitted separately from the proposal must be clearly marked with the RFP number and name of vendor as shown on the proposal. Samples can be provided in any format as long as it is an adequate representation of the materials.**

Q5. What program is currently being used for Tier I instruction?

**A5. Teachers are currently utilizing a Balanced Literacy Approach to instruction.**

Q6. Can the County provide the breakdown of grade spans for elementary, middle and high school?

**A6. The breakdown is as follows: Elementary K-5; Middle 6-8; and High 9-12.**

Q7. Can proposals be in a three-ring binder and packaged in a sealed box instead of an opaque envelope?

**A7. Yes. The box must be sealed and marked with the RFP number.**

Q8. If our company offers more than one level, how many sample levels should we provide

**A8. If a single sample will provide adequate representation of the program’s offerings, then one level of samples will suffice.**

Q9. Is HCPS interested in reviewing programs that do not cover all areas of reading?

**A9. Yes.**

Q10. Attachment F #11 and 12 states the individual lessons are limited to 60-90 minutes. Does this mean that lessons need to be at least 60 minutes long in order for the offeror to say yes or can they be shorter? Can this include the recommended individualized reading portion, or only the direct instruction?

**A10. Lessons can be shorter than 60 minutes but should not be longer than 60-90 minutes.**

Q11. Is there anything in particular HCPS would encourage offerors to include as additional information?

**A11. That is up to each offeror.**

Q12. Should our business license be included in a particular section of the proposal?

**A12. Offerors should provide it with the other requested attachments.**

Q13. On p. 15 #9: "Provide a detailed outline and description for the training program that will be offered as part of the contract." As a response, can we refer readers to our response to the Scope of Services Section C Professional Development/Training question? Or is this asking for something different than that section? And if different, can you please clarify the difference?

**A13. Refer to Section III.C. of the RFP for information on professional development and training.**

Q14. Is the “Introduction”, Sec. VIII.B.2, comprised of the section listed below it or is the Introduction its own additional response item.

**A14. The Introduction shall include the items listed below it.**

Q15. If the offeror has their material or resources available digitally, should the offeror describe them as part of their proposal.

**A15. Print materials that are also available digitally may be described in the proposal.**

Q16. Is HCPS interested in purchasing ELL reading materials that are separate from the reading program or embedded within the reading programs being proposed? If HCPS is not sure should the Offeror include it as an option in their proposal?

**A16. ELL reading materials can be included as an option.**

Q17. Is HCPS open to an early reading intervention that uses DIBELS Next benchmark and progress monitoring results to group students and adapt intervention? This would require that at least Tier 2 and Tier 3 students be assessed with DIBELS Next at benchmark and for progress monitoring.

**A17. HCPS currently uses PALs as the reading screener. HCPS will explore the option of other screening tools if they can show benefit to students that PALS does not address.**

Q18. Would HCPS consider a K-6 solution?

**A18. Yes.**

Q19. Will HCPS consider reviewing digital sample instead of print copies?

**A19. A separate RFP for digital resources will be issued at a later date.**

Q20. What is the estimated number of teachers that would need materials and training on the TRI Reading Curriculum for Tier II and Tier III?

**A20. Training will vary depending on the product. In most cases we will be training the trainer at approximately 40 staff members at a time.**