

HOUSTON INDEPENDENT SCHOOL DISTRICT  
Hattie Mae White Administration Building  
4400W. 18<sup>th</sup> Street  
Houston, Texas 77092  
Procurement Services Department  
Phone: 713-556-6536 Fax: 713-556-6551

REQUEST FOR PROPOSAL (RFP) ADDENDUM

June 20, 2016

Addendum No. 4

RFP Project No. 16-02-33- A

RFP Project Title: RFP/Supplemental Curriculum Materials

This addendum is issued to answer the following questions:

Question No. 1 Do we put Form L in BOTH Tab 4 and Tab 5? How are these two tabs different?

Answer No. 1 Form L should be placed under Tab 4

Question No. 2 **Section 2.1 – 2.1.2 & 2.1.3 re: Supplier Contracts** — We typically enter into license agreements with individual schools. We can agree to the District's Agreement form and are open to contracting with HISD in the way that is required by HISD per this contract but would want to submit our license agreement for HISD review. If awarded the RFP, would we be contracting with HISD or with individual schools?

Answer No. 2 HISD

Question No. 3 **Section 2.4: Authorization/Permits** – We either contract with a state-based company to provide our curriculum or we contract directly with a school. We do not have licenses/permits/other authorization directly with any state/school district. Will this disqualify us from the RFP?

Answer No. 3 No

Question No. 4 **Section 2.5: Criminal Background Checks** – We supply only curriculum materials and do implementation trainings and in-services for school employees who implement the curriculum (we have no direct interaction with children). Are we still required to submit background checks for those MTLLC employees who are involved with supplying the curriculum materials and providing the teacher professional Development?

REQUEST FOR PROPOSAL (RFP) ADDENDUM NO. 4  
Supplemental Curriculum Materials  
Project No. 16-02-33-A

- Answer No. 4            No, if you are not in contact with students.
- Question No. 5            **Section 2.36: Business Certificates/HISD Taxes:** We do not currently have a foreign business certificate with Texas. Do we need to secure one by the RFP deadline or if only awarded the contract?
- Answer No. 5            No
- Question No. 6            If we are bidding more than 1 market basket, and also bidding more than 1 product, can all pricing - for our 3 market baskets and 2 products - be submitted on a single Form F?
- Answer No. 6            Yes
- Question No. 7            Can you explain your requirements for Attachment F E-Procurement Solutions (RFP p. 42) and whether Attachment F is the same as your Form F Pricing which was provided by amendment on 6/13?
- Answer No. 7            Pricing should be provided on Form F in Excel Format
- Question No. 8            Is this a new bid that replaces the previous one earlier this year?
- Answer No. 8            Yes
- Question No. 9            Will the Pre-Proposal Conference be available electronically, via webinar or teleconference? If so, what is the link or phone number we should connect to?
- Answer No. 9            No
- Question No. 10            Is the RFP# 16-02-33-A a re-bid, or an addition/addendum to the RFP# 16-02-33 for Supplemental Materials that closed on March 24, 2016? Basically, how is RFP# 16-02-33-A different from RFP# 16-02-33?
- Answer No. 10            Supplemental to project 16-02-33.
- Question No. 11            For Attachment B M/WBE Participation Report -- We are a small company consisting of 12 employees. We will not be hiring additional staff or using subcontractors to execute the contract should it be awarded to us. As such we may not be able to achieve 100 good faith effort points. Should we still apply for this RFP or will our application automatically be denied?

REQUEST FOR PROPOSAL (RFP) ADDENDUM NO. 4

Supplemental Curriculum Materials

Project No. 16-02-33-A

- Answer No. 11      The M/WBE Participation Report is required, without any paperwork you will be considered non-compliant. Please contact me at 713-556-8921 to review Option III, Good Faith Efforts. I am available to further discuss the different options and to assist you in getting the points needed under this option.
- Question No. 12      Form K: Completed MSA Agreement -- Where can we find a copy of this?
- Answer No. 12      MSA is posted on the website under the project as a separate document.
- Question No. 13      If a vendor already submitted a bid for RFP# 16-02-33 (due March 24th) will the vendor need to resubmit for RFP# 16-02-33-A (due June 27th?)
- Answer No. 13      No
- Question No. 14      Tab 2 – the instructions indicate that ‘all forms should be submitted in the following order’, however there are additional notes for Form H and Form L that indicate these should be included on other tabs. Please clarify which forms should be included under Tab 2 and the order in which these forms should be submitted, especially in regards to Form H and Form L.
- Answer No. 14      Forms under Tab 2 with the exception of Form L Tab 4.
- Question No. 15      Form L - If our responses extend beyond the boxes provided, can we attach additional pages or do we need to shorten our responses to fit within the boxes provided?
- Answer No. 15      Yes
- Question No. 16      Form L – Can we submit only the Market Basket Forms that we are responding to? Or do we need to include all Market basket Forms (filled out N/A if not applicable) whether we are responding to it or not?
- Answer No. 16      Yes
- Question No. 17      For Tab 4 Scope Section - Please clarify the statement “Respond to each item listed using the Questionnaire Response form, Attachment L” – Since we would have already included the responses for Form L under Tab 5, does the district want us to include the responses to Form L in duplicate under Tab 4 as well? Please clarify what information and/or forms should be included under Tab 4 and Tab 5.

REQUEST FOR PROPOSAL (RFP) ADDENDUM NO. 4  
Supplemental Curriculum Materials  
Project No. 16-02-33-A

- Answer No. 17: Form L, inserted under Tab 4
- Question No. 18 #17 on Form A – If we indicate NO we are not a minority owned business, do we still need to answer and check off the boxes included underneath asking about ethnicity/gender/location?
- Answer No. 18 Yes
- Question No. 19 For Form C – Is there a fillable form to add the date and vendor name? Please indicate how you would like the date/vendor name filled out on this form.
- Answer No. 19 No- Company name as it will appear on all documents submitted for this project.
- Question No. 20 Do we need to submit a separate response for each product/material, or can we submit one comprehensive response for all the supplemental materials we offer?
- Answer No. 20 Response in according to market basket.

This addendum must be returned **with** your sealed RFP. All other terms and conditions specified in the above referenced HISD solicitation shall remain the same.

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Company Authorized Signature