September 26, 2019

Addendum No. 3

Project No. and Name: RFP/16-10-48-C Teacher and Staff Development

Due Date and Time: Wednesday, October 2, 2019 10:00 a.m.

TO: Prospective Bidders

This addendum is in response to questions asked during the Pre-Proposal Conference via email to the Category Specialist:

1. I am going through the forms for the RFP #16-10-48-C Teacher and Staff Development and on page 22 of Part III – RFP Attachments, it asks us to initial to show that we have received the Part IV – Bid Tabulation (Excel doc) and Part V – Nutrition Form or Vendor Questionnaire. I do not see either of those documents/files available for download. Please let me know if there is somewhere else I can look or how should I go about completing the table on page 22 of Part III?

   Part IV: Bid Tabulation (Excel Format Only) is referring to the Form F Price Schedule that must be returned in Excel format only. Part V: Nutrition Packet or Vendor Questionnaire is referring to 16-10-48-C Appendix A Teacher and Staff Development. Both documents are included with the project download files.

2. The document says that Tab 5 should be a "Questionnaire Response to the questions and/or questionnaires included in the RFP." Where do I find those questions?

   As part of the Request for Proposal documents on the Houston ISD Solicitation of Bids webpage, please locate 16-10-48-C Appendix A Teacher and Staff Development.

3. The question I have is the requirement to comply with Attachment B - M/WBE Participation Report. I was told by a person in the Supplier Diversity Department that we may not have our proposal move forward if it is shown that we have not made an effort to included minority and woman-owned businesses as part of our deployment since we are not a minority/women owned company. Our expertise in SEL skills and presenting these to a school district cannot be done by anyone other than the Top 20 facilitators that make up the team that is place today. My Supplier Diversity Department contact said to “go through the motions” anyway to get by. Could you let me know if there is any way to by-pass this requirement?

   Please contact Supplier Diversity at 713-556-7273.
4. Our company is completing the RFP for Professional Development. For the M/WBE attachment-if we don’t qualify for any of the options on page B-5, are we disqualified from applying to the RFP?

   Please contact Supplier Diversity at 713-556-7273.

5. For Appendix A, we are only filling out section 2.1.5 because that is the only section that applies to our company. Would you still like us to include sections 2.1.1-2.1.4 and just leave the questions blank and still sign those pages or are those pages not needed in the proposal, since they do not apply to our bid?

   No. Complete only the sections for the Market Baskets you are responding to and include those pages. You are not required to include pages for the Market Baskets you are not responding to.

6. Am I understanding the RFP that we can be the proposer and use subcontractors for some of the content delivery but still complete all the company information on documents, surveys, forms under our name?

   Yes. Please provide your company information as the proposer.

7. Is a street address required on Form A-Supplier Information?

   Yes.

8. Is the supplier required to show proof of entity insurance? The supplier has personal insurance, but no entity insurance.

   Please refer to 16-10-48-C Part I General Terms and Conditions Section 1.25 Insurance. If you have further insurance related questions, please contact Risk Management at 713-556-9225.

9. Are the forms listed on Part III RFP Attachments the forms that are referred to as "Addenda" on Tab 8?

   No. The Part III RFP Attachments are to be placed in Tab 2 – Proposal Submission Forms. Addenda are located with the project download files and are to be placed in Tab 8 – Addenda.

10. Since electronic copies of the proposal must be submitted via USB drives, are all of the forms fillable?

    No. It is recommended that you scan the signed copy of your proposal onto your USB drives. Form F Price Schedule must be submitted in Excel format on your USB drives.
All other terms, conditions, and requirements of the original RFP remain the same at this time.

Gregory Hall  
Category Specialist | Purchasing Services  
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PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING AND RETURNING WITH BID-PROPOSAL PACKAGE in Tab 8 - Addenda.

________________________________________________________________________

Company Authorized Signature

Date

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Print Name

Company Name