



November 21, 2022

**Addendum #2  
FOR IMMEDIATE ATTENTION**

TO: ALL OFFERORS

RE: RFP #009-0-2023SB – PUBLICATION, AUDIOVISUAL MATERIAL, BOOKS AND TEXTBOOKS ENGLISH

1. Responses to Offerors questions are as follows:

- Attachment C Rubric – should Offerors complete this form or is this just for Offerors reference and will be completed by district reviewers?  
***Offerors are not required to complete this form. It is included for Offerors reference; the evaluation committee will complete Attachment C Rubric.***
- Will the district accept proposals from publishers not on the Virginia Literacy Act (VLA) list? The Virginia Literacy Partnership, as directed by the Virginia Literacy Act, is conducting a review of core instructional materials for inclusion on the Recommended Core Instructional Program Guide. Will the district consider programs that are not included on the Guide (which has yet to be finalized)?  
***Since the list of recommended core instructional materials has not finalized and published, our district cannot speak to whether we will consider instructional materials that are not included.***
- Will the district accept proposals with co-submissions?  
***The offeror may submit their proposal to include a sub-contractor to adhere to the statement of needs listed in the RFP.***
- We understand that the district may have developed their own foundational skills program. If so, is the district planning to continue use of the self-created foundational skills program or not?  
***The district is looking for a comprehensive reading program that includes foundational skills components.***
- Can you please provide a breakdown of the student enrollment by grade level?  
***Current Student Count per grade level***
  - Kindergarten – 1,824***
  - First Grade – 2,054***
  - Second Grade – 1,964***
  - Third Grade - 2,025***
  - Fourth Grade – 1,973***
  - Fifth Grade – 1,963***

- Can you please provide a breakdown of the number of English teachers by grade level?

***Current Teacher Count per grade level***

***Kindergarten – 90***

***First Grade – 93***

***Second Grade – 92***

***Third Grade - 91***

***Fourth Grade – 83***

***Fifth Grade - 83***

- Is Newport News Public Schools interested in a stand-alone handwriting program, or is Newport looking for one comprehensive program?

***NNPS is not interested in a stand-alone handwriting program. The purpose of this RFP is to seek proposals for on comprehensive program.***

- What resources/curricula are you currently using for instruction in K-5 ELA?

***NNPS is currently using a locally-developed curriculum based on the 2017 Virginia English Standards of Learning that utilizes a variety of resources.***

- Can you provide details around the instructional model you are seeking? i.e., what does a typical day of instruction look like?

***NNPS utilizes a comprehensive literacy model that engages students and promotes student growth in all four components of literacy – reading, writing, communication, and research by incorporating high-yield instructional practices in daily learning experiences. NNPS is seeking a comprehensive program that provides explicit instruction, guided and independent practice, and formative and summative assessment measures. A typical day of instruction includes whole group grade level instruction, small group differentiated instruction, and independent practice.***

- Do you anticipate purchasing more than one program to meet your needs, or is your preference to purchase one comprehensive resource?

***NNPS is seeking one comprehensive resource. However, there is the possibility of a multi-award to obtain materials and resources that meet the district’s statement of need.***

- Would you like to see options for tier 2 / tier 3 instruction as part of the proposal submission?

***The purpose of this RFP is to seek materials and resources for Tier 1 instruction.***

- Would this RFP include trade books, phonics sets/decodable readers that align to your curriculum?

***This RFP is seeking a comprehensive resource for core instruction. Materials such as trade books, phonics sets/decodable readers would be considered as supplemental materials.***

- Are samples required for the 12/1 submission or are the only required if requested after this date?

***Submission of all unpriced technical proposals in one sealed envelope to include digital textbook codes, instructional materials, and ancillary resource links on or before December 1, 2022 by 2:00 pm.***

***Shortlisted vendors will be contacted to provide physical sample copies of textbooks, instructional materials, and ancillary resources that must be received by NNPS on or before January 20, 2023***

- Is documentation of alignment to the PK-12 literacy plan required?

***Yes. Alignment documents must be submitted with the proposal. Digital versions will be accepted.***

- Will you accept supplemental materials or are you only looking for comprehensive?

***Please refer to the Specific Requirements “NNPS reserves the right to consider a proposed resource for use with a course other than the one for which it was submitted”***

***The district is looking for a comprehensive/core reading program. However, supplemental programs will be considered.***

- Do you require that alignment documents are submitted with the proposal? If so, can it be included on the USB drive instead of printed?

***Yes. Alignment documents must be submitted with the proposal. Digital versions will be accepted.***

- Is the district in supplemental programs in this solicitation or only programs that intended as the primary tool of instruction?

***The district is looking for a comprehensive/core reading program. However, supplemental programs will be considered.***

- Do you prefer one program that covers all areas of the functional requirements?

***The district prefers one program that covers all areas of the functional requirements.***

- Will digital only programs be considered? Do you require printed materials as part of the RFP?

***Printed materials are required as part of the RFP, please refer to Submission Instructions, Step 2. Digital only programs will not be considered.***

- Can you provide the number of teachers and/or classrooms that will be served by this RFP?

***Current Teacher Count per grade level***

***Kindergarten – 90***

***First Grade – 93***

***Second Grade – 92***

***Third Grade - 91***

***Fourth Grade – 83***

***Fifth Grade - 83***

- Is the district primarily interested in comprehensive/core curricula that includes intervention opportunities, or will stand-alone supplemental and intervention programs also be considered?

***The district is looking for a comprehensive/core reading program. Embedded intervention opportunities within the comprehensive/core curricula is acceptable.***

***The district is not interested in stand-alone intervention programs as a response to this RFP.***

- Submission Type - We have read the Submission Instructions on page 6. However, because of the holidays, we would like to know if offers could be emailed electronically.

***No electronic proposals will be accepted per the submission instructions.***

- Access Codes for Evaluation - Our access codes can be used simultaneously by a variety of users at the same time to evaluate proposed resources.

Can we provide five (5) access codes instead of 30?

***If there will be no interruptions with the codes being utilized simultaneously, NNPS will accept the five (5) access codes instead of 30.***

- Will you call for another RFP round for supplemental if you don't find what you want for comprehensive?

***At this time NNPS has not determined to publish an additional RFP for supplemental if we do not award for comprehensive materials.***

- Will the district accept a combined submission by Offerors and a foundational skills partner/subcontractor for this submission?

***The offeror may submit their proposal to include a sub-contractor to adhere to the statement of needs listed in the RFP.***

- It is our understanding that the district may have developed its own foundational skills program. Can you please confirm whether the district plans to continue using its self-created foundational skills program?

***The district is looking for a comprehensive reading program that includes foundational skills components to use as part of our core instructional program.***

- On RFP page 8, under Section G. Proposal Submittal Requirements, it states, “As a part of Step 1 requirements, a minimum of thirty (30) online access codes good for at least 90 days for NNPS to review and evaluate all materials, both printed and online resources.” – Will the district please clarify if a single access code and common password that can be reused by 30 reviewers will suffice, or if 30 unique access codes are truly desired?

***If there will be no interruptions with the codes being utilized simultaneously, NNPS will accept the submitted access codes instead of 30, please specify in submittal.***

- Would the district be interested in seeing both student-facing and teacher-facing materials as a part of the requirement “to include digital textbook codes, instructional materials, and ancillary resource links” on RFP Page 6, under the Submission Instructions section?

***Yes, the district would like to see both student-facing and teacher-facing materials.***

- On PAGE 10 of the RFP d. Qualification and resumé of personnel providing services for the performance of the contract.

***In section (2) letter (d) is it should to read resumes instead of resumé.***

For clarification, will you need the resumé of all personnel involved?

***Yes, resumes of personnel providing services for the performance of the contract is required.***

- Regarding Section G, Proposal Submittal Requirements:

Where (in which Tab, see letter g p.8) should we include our responses to Attachment A?

***It is the Offeror responsibility to submit their proposals in accordance with the Proposal Submittal Requirements. Please ensure all requested documents are enclosed.***

Letter g. page 8 shows that references should be put in Tab 6; however, on page 10 in the Experience section (Tab 1), it seems that you are asking for references here instead. Can you clarify where the references should be placed within our proposal?

***Offerors should include and submit references under Tab 1, Experience. If references are submitted under Tab 6, References placing the references in this section is sufficient.***

Where (in which Tab, see letter g p.8) should we include the following documents? Cover page of RFP, NNPS Data Sharing Agreement, Anti-collusion/ non-discrimination clauses?

***It is the Offeror responsibility to submit their proposals in accordance with the Proposal Submittal Requirements. Please ensure all requested documents are enclosed.***

2. All other provisions of the RFP shall remain unchanged.

**Signature:** \_\_\_\_\_

Sincerely, (Bidder)  
Shaelee Bailey,  
Senior Procurement Specialist