



Optional Pre-Proposal Conference Agenda

November 15, 2022 at 1:00 PM EST

RFP #009-0-2023SB Publication, Audiovisual Material, Books and Textbook English

Location: Zoom Virtual Meeting

Introductions:

Shaelee Bailey, Senior Procurement Specialist

Shaundalyn Thomas, Instructional Supervisor

David Saunders, Information Security Analyst

Prospective Offerors on the Zoom Call:

Optional Pre-Proposal Conference: This conference is held to answer any questions regarding the RFP. Any changes determined necessary as a result of this conference will be formally addressed by the issuance of an addendum on eVA and the NNPS Purchasing webpage. Attending is not mandatory, but it is advisable.

- 1. Purpose:** The purpose of this RFP is to solicit sealed proposal from qualified Offerors to provide NNPS with materials and resources to support instruction of the 2017 Virginia English Standards of Learning in grades kindergarten (K) through five (5) at twenty-four (24) NNPS elementary schools. NNPS is seeking instructional materials and resources that support the body of research known as the "Science of Reading". Additionally, materials and resources should include multiple means of assessing students and universal design components. Offerors responding to this request must be responsible, regularly and practically engaged in providing the services requested in this RFP and possess ample resources for doing this work.
- 2. Contact with NNPS Staff:** Direct contact with NNPS staff, representatives, and/or agents other than Purchasing Department staff on the subject of this RFP or any subject related to this RFP is expressly **prohibited** except with the prior knowledge and permission of the Purchasing Agent.

All questions and communication shall only be made with the Procurement Officer facilitating the RFP.

- 3. RFP Deadline:** Offeror shall ensure its Proposal is time stamped by the Issuing Office no later than the Closing Date and Time shown on the cover page of this Information for Proposal. Proposals received after the specified date and time (time stamped 2:01 P.M. or later) will not be considered and will be retained in the Purchasing Office and marked "Late". **Proposals are due Thursday, December 1, 2022 at 2:00 PM EST, unless otherwise changed in a subsequent addendum.**
- 4. Deadline for Questions:** Offerors must submit questions regarding the Request for Proposal in writing to the Issuing Office at Shaelee.bailey@nn.k12.va.us no later than **November 17, 2022 at 2:00 PM EST**. Necessary replies will be issued to all Offerors of record as an addenda that



shall become part of the contract documents. Oral discussions do not form a part of the Proposal documents.

- 5. RFP Submission:** This is a combined two-step competitive sealed proposal. Offerors shall submit all unpriced technical proposals in one sealed envelope or package and all price proposals in a separate sealed envelope or package. Identify and label the envelope or package with the Request for Proposal's item number and the name and address of the Offeror. Proposals received by telephone, telegraph, facsimile, or any other means of electronic transfer shall not be accepted. **Submit the one (1) original, nine (9) hard copies and one (1) electronic copy (Flash drive/ USB drive) of the proposal. If you wish to redact any information, submit trade secrets or other proprietary information under separate cover in a sealed envelope clearly marked "PROPRIETARY" or your firm can submit a redacted version of your proposal submission marked "REDACTED."**

- 6. Note to Public:**

Section G. Proposal Submittal Requirements reads Each Proposal submission shall be submitted to the Issuing Office and will include the following documents:

Letter D: NNPS Literacy Review and Evaluation Rubric Attachment C

Offerors are not required to complete this form. It is included for Offerors reference; the evaluation committee will complete Attachment C Rubric.

This inclusion will be omitted from this section in an official addendum that will be posted after the closing of questions deadline.

- 7. Terms and Conditions:** Please review and pay close attention to the General and Special Terms and Conditions of the RFP.

- 8. Take questions from Prospective Offerors**

Reminder all questions should be submitted in writing to Shaelee.Bailey@nn.k12.va.us on or before Thursday, November 17, 2022 at 2:00 PM to be officially addressed and recorded by a published addenda.