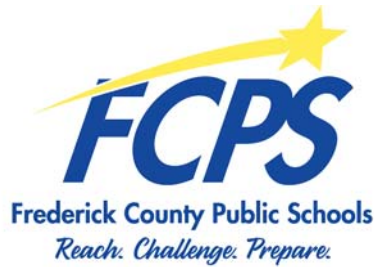


Purchasing Office
191 South East St
Frederick, Maryland 21701
301-644-5212 phone
301-644-5213 fax



Stephen P. Starmer, C.P.M., CSBA,
Purchasing Manager
Kim Miskell, Assistant Purchasing Manager
Bill Meekins, CPPB, CSBO, CPCP,
Purchasing Agent
Billie Laughland, Purchasing Agent
Shane Ryberg, Purchasing Agent

December 14, 2017

ADDENDUM 2
RFP 18I2, Structured Literacy Intervention Resources and Staff Training

DUE DATE: December 21, 2017, at 2:00 P.M.

Please be advised that alternative proposals may be offered in lieu of, or, in addition to the pricing format outlined in the original RFP (pages 31 and 32).

An example of an alternative proposal would be providing part or all of the resources and training at reduced or no cost in exchange for conducting research on the efficacy of the program provided.

While FCPS will conduct our own program evaluation as is typical in our work, we acknowledge the difference in examining the efficacy of the program in such a way that contributes to the scholarly research and ultimately impacts the broader education community. Accordingly, if your company wishes to consider an alternate proposal please review the associated FCPS Regulation 200-41, entitled "Research Requests, Internal/External", for additional information. You may use the attached (Alternate) Form of Proposal or include a letter containing the parameters associated with your alternate proposal.

Sincerely,

Billie Laughland

Billie Laughland, Purchasing Agent
billie.laughland@fcps.org

BL/kl

Attachments: Regulation 200-41 (five pages)
Alternate Form of Proposal (two pages)

cc: Jamie Aliveto, Director System Accountability and School Improvement
Jennifer Bingman, Supervisor of Research, Development & Accountability

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-41
Subject: RESEARCH REQUESTS, INTERNAL/EXTERNAL	Issued: 9/2/91
Preparing Office: Office of the Superintendent	Amended: 3/31/08

I. Policy

II. Procedures

- A. Definition – A research study is considered to be a formal, intensive and systematic structure of investigation involving students, parents or staff members. A research study may include questionnaires, interview protocols, observations, tests, inventories or scales.
- B. Any person or group wishing to conduct a research study in the Frederick County Public School (FCPS) system shall complete and submit the “Application to Collect Data” to the coordinator of data analysis and research. Exceptions to this requirement include:
 1. Studies undertaken at the direction of the Board of Education and/or Superintendent of schools.
 2. Studies mandated by the Maryland State Department of Education or the United States Department of Education.
 3. School-initiated action research projects.
- C. Following receipt of the “Application to Collect Data,” the coordinator of data analysis and research shall designate a committee to review the merits of the study and recommend whether or not permission shall be granted. Factors to be considered in that recommendation include:
 1. Relevance of the research study to the current needs and interests of FCPS.
 2. Impact on the instructional day.
 3. Impact on staff time.
 4. Right of privacy of the student, parent and staff.
 5. Exposure to physical and psychological harm.
 6. Parental consent where appropriate.
 7. The technical soundness of the research study.
 8. Qualifications of the researcher.

D. Research studies not eligible for consideration include:

1. Studies designed to meet requirements for receiving credit in high school, undergraduate or graduate courses.
2. Undergraduate thesis research.
3. Master's degree studies by individuals who are not FCPS employees.
4. Research studies concerning the "protected areas" outlined in Regulation 400-67 *Student Survey-Protection of Student Rights*.

E. This regulation does not pertain to senior projects or informal surveys conducted at the school that are approved by the principal.

Approved:

Original signed by

Linda D. Burgee
Superintendent

PROCEDURES TO COLLECT DATA IN THE FREDERICK COUNTY PUBLIC SCHOOL SYSTEM

Any person requesting to do a research project relating to the Frederick County Public School (FCPS) system's staff, parents or students must submit a copy of this application to the coordinator of data analysis and research a minimum of **6 weeks** prior to the desired starting time of such project. Understand that this is an application and does not constitute an approval of the research project. Also, any research project that is part of a degree requirement must have the approval of the institution **before** it is submitted. All applications must be complete.

The coordinator of data analysis and research (and appropriate staff) will evaluate each research project based on the following criteria:

- relevance of the research study to the current needs and interests of FCPS;
- impact on the instructional day;
- impact on staff time;
- parental consent;
- right of privacy of participants;
- exposure to physical and psychological harm;
- technical soundness of the research; and
- qualifications of the researcher

Please complete the following application and forward to:

Coordinator of Data Analysis and Research
Frederick County Public Schools
191 South East Street
Frederick, MD 21701
Phone: 301-696-6919
Fax: 301-696-6956

**APPLICATION TO COLLECT DATA IN THE
FREDERICK COUNTY PUBLIC SCHOOL SYSTEM**

1. NAME_____
2. ADDRESS _____

3. E-MAIL ADDRESS_____
4. HOME PHONE_____ WORK PHONE_____
5. INSTITUTION_____ ADDRESS_____

6. HAS THE STUDY BEEN APPROVED BY YOUR ADVISOR? Yes() No() N/A()
Advisor (if applicable)_____
7. OTHER PERSONS INVOLVED WITH THE PROJECT:
Name_____ Title_____
Name_____ Title_____
8. QUALIFICATIONS OF APPLICANT:
a. Degree/Project On Which You Are Working_____
b. Major/Experience_____
c. Years Of Work Experience In This Field_____
d. Current Employer_____
9. NAME OF STUDY_____

10. PURPOSE OF STUDY_____

11. BENEFITS OF RESEARCH TO FCPS SYSTEM_____

12. RESEARCH DESIGN AND PROCEDURES (Include assurance of protecting the privacy
of participants and safeguards against possible physical and psychological harm.)

13. IDENTIFY ALL EVALUATION INSTRUMENTS TO BE USED. (Include a copy of each instrument, if applicable. If unable to do so, state reason.)

14. DESCRIPTION OF SAMPLE _____

15. ESTIMATE TIME REQUIRED OF STUDENTS, TEACHERS AND OTHER SCHOOL PERSONNEL INVOLVED, TIME INVOLVED PER PARTICIPANT, AND DATES OF TESTING, ETC.

16. CONSENT ATTACHED? Yes() Not Applicable()

NOTE: No research project requiring home and family information or identification of individual students by name or code shall be approved without requiring informed parental consent, which includes furnishing the parents with a consent that includes the following:

- a detailed explanation of research and procedures to be followed;
- an offer to answer any questions regarding the procedures;
- an opportunity to preview questionnaires and surveys if desired;
- a description of any problems that may be reasonably expected;
- instruction indicating that a parent may withdraw consent at any time and discontinue participation; and
- an opportunity to receive a copy of the results, if desired.

17. IF REQUESTED, WILL YOU:

- a. Provide a presentation reviewing your study? Yes() No()
- b. Explain to the students and/or their parents the purpose of the study? Yes() No()

18. WILL YOU BE PROVIDING THE COORDINATOR OF DATA ANALYSIS AND RESEARCH WITH A COPY OF THE FOLLOWING:

- a. Proposal? Yes() No()
- b. Finished Study? Yes() No()
- c. Results And Conclusions? Yes() No()

19. MISCELLANEOUS

You may include additional information with this application if you so desire.

I understand that this application does not constitute an approval of the study for collection of data in the FCPS system.

Signature

Date

ALTERNATE FORM OF PROPOSAL**RESOURCES AND TRAINING FOR REQUIRED FUNCTIONALITIES**

PHASE I: FIELD TEST TRAINING		UNIT \$	MAXIMUM ESTIMATED #	EXTENDED \$
A.	RESOURCE MATERIALS PER TEACHER	\$	20	\$
B.	TRAINING COST PER DAY		\$	
	NUMBER OF DAYS FOR TRAINING			
	TOTAL COST FOR TRAINING			\$
TOTAL COST FOR PHASE I FIELD TEST:				\$
PHASE II: FULL IMPLEMENTATION TRAINING		UNIT \$	MAXIMUM ESTIMATED #	EXTENDED \$
A.	RESOURCE MATERIALS PER TEACHER	\$	130	\$
B.	TRAINING COST PER DAY		\$	
	TOTAL NUMBER OF DAYS FOR TRAINING			
	TOTAL COST FOR TRAINING			\$
TOTAL COST FOR PHASE II FULL IMPLEMENTATION TRAINING:				\$
PHASE III: ONGOING NEW STAFF TRAINING		UNIT \$	MINIMUM # REQUIRED PER TRAINING SESSION	EXTENDED \$
A.	RESOURCE MATERIALS PER TEACHER	\$		\$
B.	TRAINING COST PER DAY		\$	
	NUMBER OF DAYS FOR TRAINING			
	TOTAL COST FOR TRAINING			\$
TOTAL COST FOR PHASE III NEW STAFF TRAINING PER YEAR:				\$

ALTERNATE FORM OF PROPOSAL

ADD-ON OPTIONS - Complete if Available		
ITEM	DESCRIPTION	DEFINE COST AND PRICING PARAMETER, i.e. by Teacher or One Time Flat Fee by Package
A.	ASSESSMENT PACKAGE	\$
B.	VOCABULARY AND COMPREHENSION PACKAGE	\$
C.	RESOURCE AND TRAINING PACKAGE FOR TEACHERS TO USE WITH MIDDLE SCHOOL STUDENTS	\$
D.	RESOURCE AND TRAINING PACKAGE FOR TEACHERS TO USE WITH HIGH SCHOOL STUDENTS	\$
E.	OTHERS--PLEASE LIST AND PRICE:	\$
		\$
		\$
		\$