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ADDENDUM

April 16, 2021

ADDENDUM # 1

RFP 21I3, STEM Comprehensive Summer Program

DUE DATE: April 21, 2021, prior to and no later than 2:00 P.M. at

<https://secure.procorenow.com/portal/fcps>

This addendum is being issued to provide additions, corrections, clarifications and answers to certain questions raised referencing the original proposal packages and any resultant contracts for the above bid.

The following is a list of questions received with responses from the respective entities:

1. How many students are in each grade band K-5?

Unfortunately, we do not know how many students at each grade level will participate. Each of our 39 elementary schools will have anywhere between 36 and 108 students. Each school has been allocated a certain number of seats based on size of school and identified academic need based on assessment data. Until students sign up we will not know the distribution by grade level.

2. Are you looking for one kit that is a K-5 kit, individual different kits that are different content for each grade band, or a K-2 and 3-5 band kit?

We would be open to any of those options. A K-5 kit makes it easiest because all communication and PD for teachers is the same. We will likely have classrooms with multiple grades so having the same kit would make that easier to manage.

3. Are their specific content areas within your STEM/Science program that you prioritize for this program?

No, we are not locked into any particular topic or content focus. It should align with NGSS standards. We are also looking to integrate our ELA program with the content of STEM.

4. Are you looking for SEL to be embedded in the lesson, or SEL activities that are separated from the content?

Either way. There is a 30 min SEL component to the day so we were looking to be able to capitalize on SEL content activities any way we can.

5. Would you accept a virtual sample of the lesson as a review?

Yes

6. Is the program remote or in the classroom?

In the classroom face to face. We are looking for the STEM program to be hands on and not computer based.

7. Would you accept K-2 banded kits that cover those grade levels, then a 3-5 banded kit?

Yes

8. Are you requiring product samples, or would a digital presentation of the physical samples be acceptable?

We would like physical samples of the hands-on component so we can understand what will be provided. But if only a digital presentation is available we will look at that.

9. Should the PD for teachers include the SEL components or just the STEM?

We are looking for an overview of the whole program/curriculum that would be available to teachers so it should include both.

10. Do you have a budget per student, grade level, or grade band?

A budget range has been identified. It is not standard practice for FCPS to share budgets for solicitations.

11. Are you looking for a specific type packaging for each student kit?

Since students will likely not be able to share materials and the less physical sorting and manipulating of materials is the better, if individual student packaging is possible we would prefer that.

12. How will student obtain their STEM kits? (one distribution location, at each school site, or mailed directly to their homes)

Ideally, the STEM kits would be sent to each of our 39 elementary schools prior to the start of the program.

13. How many total hours of PD is required for each teacher? “2 days of virtual PD” is vague. Does that mean 6 hours per day for 2 days for a total of 12 hours per teacher? Please provide the total hours of PD expected per teacher. Do all teachers have to be trained on the same two days or can we spread it out over several weeks?

Actually, we are not looking for any F2F or synchronous professional learning. Something digital, (video with supporting documents) will be fine. Teachers will be able to access the learning on their own time at their own pace. We are not anticipating wanting more than an hour of structured PL with time for exploration of resources. It might depend on your program. For example, a program might have a teacher background video or each lesson/project that would be accessed as they move through the lessons. Others might have a large overview of the whole program. So, what we are looking for is how you can support the professional learning needs of the teachers so they can implement the program with integrity. If you have ongoing “just in time” access to support that would be something to include.

14. It states the program will be over a five-week period during the summer, scheduled June 28, 2021 – July 29, 2021. Does this mean Mon to Fri each week for a total of 25 sessions?

The program will be 5 weeks, 4 days a week for a total of 20 days. The STEM portion is 1 hour per day.

15. It states FCPS has identified approximately 2200 students from grades K – 5 for this program. Generally, how many students per grade band? How many identified students are expected to participate?

Unfortunately, we do not know how many students at each grade level will participate. Each of our 39 elementary schools will have anywhere between 36 and 108 students. Each school has been allocated a certain number of seats based on size of school and identified academic need based on assessment data. Until students sign up we will not know the distribution by grade level.

16. It states students will engage with STEM curriculum for an hour each day. How many classes per day should vendor expect to provide?

Each school has between 3 and 9 teachers depending on the number of students expected. There are anticipating hiring 360 teachers.

17. It states program specifications/requirements include: literacy connections specifically reading, writing, and speaking with embedded domain-specific vocabulary. *Please define or explain.*

We are looking to align and integrate our ELA part of the program with the STEM part. Therefore, we would like a STEM program that has easily identifiable literacy connections for reading, writing and speaking and can align to ELA Common Core Standards.

18. It states the vendor will provide a minimum of two days of virtual training/professional development for FCPS staff, prior to the summer program (in May or early June). *Please clarify does this mean FCPS staff will be used by vendor to deliver proposed program, and how many? Is FCPS staff teachers? Is vendor responsible to pay FCPS staff, what rate?*

Teachers will be hired by FCPS. We are allocating paid professional learning time for them in our grant. We simply need an easy to use, preferably, digital (video and supporting materials) that teachers can access to understand how to use the STEM program and implement and perhaps support as needed. We are not anticipating a face to face or even live virtual professional development time.

19. It states the Cost Proposal will include the following form(s) completed: Form of Proposal—Pricing. *Where is this form or format?*

You may submit your pricing on your own form. We did not provide a form of proposal on this contract.

20. I see the instructions for the samples on p. 13, but I do not see an address. Would you like the samples sent to this address?

FCPS, Purchasing Office, 191 South East Street, Frederick Maryland 21701

21. I also did not see a specific number of samples you would like. Please advise.

2 samples per grade will be great.

22. Can you tell me how many staff we would be training?

We would be looking for an overview of the program for teachers ideally in a video or digital format so that teachers can access the training on their own time. There will not be a specific day for training. Teachers have number of hours to plan and be trained on how to use and access materials. There will be about 390 teachers across 39 schools.

23. We would need to know the number of students that will be attending and if they will work in groups or individually.

At this time, students are not able to share materials and I am not sure if that will change by the summer. But I do not anticipate it changing. Therefore, while students may be able to collaborate orally on a project, it would be ideal for the hands-on piece to be for individual students.

24. Due to the COVID pandemic, our offices are currently closed. Because of this, signatories are working remotely. Are electronic signatures (DocuSign) acceptable in place of wet signatures?

Wet signatures are not required. Electronic signatures are fine. They don't necessarily need to be DocuSign or Adobe Sign, but a script font would be acceptable.

25. I know working in groups is still dependent, and we are preparing for both options, but if groups were to happen...would the students be working with other kids in the same grade or would the ages be mixed in there?

Students will be grouped by grade level. However, it is also very likely that there will be mixed grade levels in many of our schools. Probably, 2 adjacent grades mixed. For example, Kindergarten and First grade. This is predicted to happen because of the staffing allocation at some schools being less than 6 teachers. But until we know how many kids at each grade level decide to attend we will not know for sure.

Thank you for your interest in bidding with Frederick County Public Schools.

Sincerely,

Bill Meekins

Bill Meekins, CPPB, CPPO, NIGP-CPP, CSBO, CPCP,
Purchasing Agent

BM/mg

cc: RFP File