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## ADDENDUM

August 20, 2021

### ADDENDUM #1

#### **22CURR1, TUTORING SERVICES**

**DUE DATE:** August 25, 2021, 2 P.M. –at <https://secure.procurenow.com/portal/fcps>

As a result of the pre-bid meeting held August 13, 2021, please be advised of the following additional information and clarifications:

1. Will FCPS require fully virtual tutors with no physical contact with students and no access to personal information of the students be required to comply with the background check requirements in section 30(b)?

**The background check in 30(b) will not be required for this contract.**

2. Will multiple vendors be chosen to provide specific subject areas? For example, we are only math. Or do you prefer a tutoring provider that provides all subject areas?

**It is the intent of this RFP to be awarded to a vendor that can provide tutoring services in all subject areas, for all secondary students.**

3. Are they looking for in person tutoring or virtual tutoring? Will it be offered at schools and online?

**This RFP is looking for 24/7 virtual tutoring for secondary school students. There may be cases where the students are in the buildings, or services may be required during the school day, but those instances will all be virtual.**

4. The request for proposals states pricing should be per student. May a proposal provide “per tutoring hour” pricing instead?

**You may submit additional pricing formats, in addition to the requested per student cost. If you do not have a per student cost, please submit an N/A on the proposal form included in the bid.**

5. What is the current government approved rate for Frederick County tutors?

**According to my HR department, we currently do not have a tutor position within FCPS, however if a teacher does complete tutoring responsibilities they are paid their per diem rate.**

6. Would it be possible to receive a pre-recording of the pre-bid meeting or information regarding the pre-bid meeting? Are there any other instructions covered in the pre-bid meeting that are not in the instructions attached to the application?

**We didn't record the pre-bid call, but this addendum will have some clarifications to questions that were brought up during the meeting.**

7. I just wanted to ensure no hard copy is needed for submission? **In the invitation for proposal it states:** "FCPS is

accepting electronic proposal submissions through ProcureNow. Bidders can create a FREE account with ProcureNow by signing up at <http://secure.procurenow.com/signup>. Instructions on how to do so may be found at <https://www.fcps.org/fiscal/solicitations-and-awards>. **No proposal submissions will be accepted via mail.** But in the **Bid Package (section 7, subsections b and c) it states:** "All inner and outer envelopes and packaging, used by **Fed Ex, UPS** and etc., are to be labeled with the following: Bidder Name, Bid Number and Name, Due Date and Time. Bids received after the designated date and/or time will not be accepted, regardless of when they were mailed or given to a delivery carrier. It is the responsibility of the supplier to ensure that submittals are delivered on time, to the proper location listed in the solicitation." Please let me know what the correct method for submission is.

You'll want to follow the instructions for submitting under the invitation and Section II item 6, Preparation of Proposal and submit electronically under ProcureNow.

Update Made to Section I, item 7: **RECEIPT OF BIDS**

- a. Bids are to be uploaded to ProcureNow, the online sourcing website utilized by FCPS. Submissions may be uploaded at any time prior to the bid due date and time. Bidders may modify their bid submissions up until the bid due date and time.
- b. Bids uploaded after the designated date and/or time will not be accepted. It is the responsibility of the supplier to ensure that submittals are uploaded on time.
- c. In the event of inclement weather on the date when bids are scheduled to be opened and the FCPS offices are closed, or operating under a modified schedule, bids will be opened on the next business day at the same time as previously scheduled. The bid submission date will not change based on inclement weather, unless changed by an addendum. Often when schools are closed due to inclement weather, administrative offices remain open. When in doubt, refer to Section 2(e) for closing and delays.

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/sg

cc: RFP File