

Notice of Information Item No. 1

Issue Date December 1, 2021

**Arlington Public Schools
Procurement Office**

Request for Proposal 23FY22

Request for Proposal Title: Performance and Accountability Monitoring and Consulting Services for Office of English Learners

Request for Proposal Number: 23FY22

Request for Proposal Issue Date: November 10, 2021

Pre-Proposal Conference: November 12, 2021 (Refer to Request Title Page 2)

Proposal Due Date and Time: December 10, No Later Than 11:59 P.M. (Local Prevailing Time)

Procurement Office Representative: Joshua A. Makely, CPPO, CPPB
Assistant Director of Procurement
(703) 228-6126, joshua.makely@apsva.us

The following information is provided to help Offerors submit a Proposal in response to RFP 23FY22:

- Q1.** On page 4 of the RFP, the third sentence of the second paragraph of the Ethics in Public Contracting/Certification of Non-Disclosure section states “Sign in blue ink and type or print requested information.” Since the proposal is being submitted electronically, is an electronic signature, instead of an ink signature, acceptable?
- A1.** Yes, an electronic signature will be accepted in lieu of blue ink.

proposal address both of those criteria or could a project address just one of the requirements? Second, is there a maximum number of projects that can be included in this section?

A2. The requirements under subpoints a) and b) in this section are applicable to a single project reference. The project reference must meet both of these criteria to meet the minimum qualifications in this section. As stated in the solicitation, the Offeror shall provide a **minimum** of two (2) projects, so there is no maximum number of projects that can be provided in response to this requirement.

Q3. In the pre-proposal conference, it was stated that applicants should pay attention to format and page limitations and on page 16 of the RFP, Section IV. Proposal Requirements, A. General Requirements, there is the statement “The Offeror’s Proposal shall address the below areas, not exceeding the stated page limitations.” However, there are no page limits listed for any of the sections. Are there any page limits for the response?

A3. Even though my records do not indicate the format and page limitations were covered during the pre-Proposal conference, Section IV. B., Proposal Requirements, states: “If a page limit is not noted within the section below there is no page limit.” There are no page limits for the Proposal.

Q4. On page 17 of the RFP, Section IV. Proposal Requirements, E. Format and Content, lays out the structure of the proposal. However, there is no reference to a cover letter or transmittal letter. Is it permissible to include a Transmittal/Cover letter prior to Tab 1?

A4. Yes.

Q5. On page 18 of the RFP, Section IV. Proposal Requirements, the second bullet under Tab 4: Fees for Services states “Travel expenses shall not be reimbursed unless travel is outside the states of Virginia, Maryland and the District of Columbia. In these circumstances, travel expenses will be reimbursed in

- Q8.** Can additional documentation and [academic] citations be included in the proposal as appendices or attachments?
- A8.** For the purpose of providing greater context and clarity on the past field research and project deliverables the Offeror has done academic citations and/or links may be included in the Proposal as an Appendix(ces).

Issued By:

Joshua Makely, CPPO, CPPB
Assistant Director of Procurement
Telephone: (703) 228-6126
Email: joshua.makely@apsva.us