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RFP 478-25R, DIGITAL LITERACY INTERVENTION PROGRAM

Addendum # 1

To: All Bidders
Re: Digital Literacy Intervention Program, RFP 478-25R
Issue Date: April 11, 2024

Note: This addendum containing the following revisions, additions, deletions, and/or clarifications, is hereby made part of the RFP solicitation for the above-mentioned project. Bidders must comply with the RFP solicitation and any addendum(s) issued.

- RFP opening/due date has been rescheduled as follows:

April 30th, 2024 at 11:00 am.
- Replace Pricing Form with attached Revised Pricing Form.

QUESTIONS FROM VENDORS

Vendor Question #1: Does the district intend to award this to a single vendor?

District Response #1: The award will only go to one vendor if they can meet all of the criteria and the committee who evaluates selects that program.

Vendor Question #2: For the pricing form, can you please give a number of students and/or schools for each project?

District Response #2: The programs would be for all of our schools for Project A and Project B. Project C would be utilized at all schools that offer native language instruction for ELA of which there are 18. The number of schools for Project C may differ slightly if new full-time native language classes can be opened.



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With regards to the number of students:

- 3rd – 5th grade for Project A: approximately 6000 students.
- 6th – 8th grade for Project B: approximately 6000 students.
- 6th – 8th grade for Project C (note that this varies due to the population of students who are incoming and enroll) approximately 500 students.

Vendor Question #3:

Page 23, Section Project B, Questions #1 & #2

- a) Could you clarify if these are separate questions? Question #2 appears to be part of question #1. If they are to be the same question should we re-number the following questions or will you provide an updated version of the document?

Pages 24/24, Section Project B: Digital Literacy Intervention Program, Grades 6-8 / Section Project C: Digital Literacy Intervention Program, Grades 6-8

- b) The scope of project B and Project C are similar with a few changes. Could you clarify both Projects are intended for Grades 6-8?
- c) If they are both for grades 6-8 could you clarify the reason for separating the two projects? – Is the district looking for separate programs?

Page 49, Section RFP Proposal Pricing Form

- d) Could you clarify the grade levels? Project B in the pricing form indicates grades 3-5, however in the scope of work Project B is noted for Grades 6-8.

All-inclusive RFP Questions:

- e) Is the vendor allowed to submit for only Project A or Project B?
- f) Are electronic signatures permitted? Or must the signature be a “Wet” signature?

District Response #3:

- a) See attached Scope of Work - Project B (Revised).
- b) Yes, they are both for grades 6-8.
- c) One program can be the solution for both projects assuming that it meets the criteria in the scope of work and the committee makes that recommendation. The variation is that Project C must be in both Spanish and English with access in additional languages preferred, but must have a career focus as it will be used with a subset of students in grades 6-8.



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- d) See attached RFP Proposal Pricing Form (Revised).
- e) Vendors can submit for all projects assuming that they meet the criteria of all that they submit for.
- f) Yes, electronic signatures are permitted.

Vendor Question #4:

Do you happen to have a general number of students in grades 6-8 and a number of teachers for those grades as well.

District Response #4: In grades 6-8 there are approximately 6000 students and 200 teachers.

Vendor Question #5:

Would you mind explaining the difference between Project B: Digital Literacy Intervention Program, Grades 6-8 (pg. 23), and Project C: Digital Literacy Intervention Program, Grades 6-8 (pg. 24)? They have the same title, but the criteria listed vary between the two.

District Response #5: With project C, it is essential that content be available in both English and Spanish and hopefully additional languages. The main difference would really be on Project C having a career focus given that it is intended for a subset of students that would need to leverage content related to career development as well.

Vendor Question #6:

Project A (grades 3-5) and Project B (grades 6-8) both require 50 demo licenses to be used by students, teachers, and the resource acquisition committee. Because the District currently uses Istation, students and teachers already have access to our Reading and Spanish Literacy programs.

- a) Is this requirement applicable due to our current implementation?
- b) If so, how many student demo licenses are needed for each grade level (our student licenses are based on their current grade level)?
- c) How many teacher licenses are needed (teachers will have access to all resources and demo student data)?
- d) Please confirm that 50 is the correct number of demo licenses for Projects A and B.



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District Response #6: Please provide demo access as that of a student for the committee to review. It can be one code that all can utilize.

Vendor Question #7:

Is it okay to only bid on 2 of the 3 projects within this RFP?

District Response #7: Yes, vendors can apply to any or all of the projects that they have a resource suitable for.

Vendor Question #8:

On the section Project A: Digital Literacy Intervention Program, Grades 3-5, Section 5, it states that "50 demo licenses to be used by students, teachers, and the resource acquisition committee."

- a) Is the district able to provide what grade level they'd prefer to see for the demo accounts? (e.g. 15 student accounts per grades 3-5 and x number of teacher or admin accounts)
- b) How long does the district need to use the demo account?

District Response #8:

- a) Please provide demo access as that of a student for the committee to review. It can be one code that all can utilize.
- b) Access for 60 days is preferred allowing for review.

Vendor Question #9:

- a) **RFP page 23**, Project A – requirement number 15 states “50 demo licenses to be used by students, teachers, and the resource acquisition committee.” Can you clarify how the 50 demos will be used, and for how long they will need to be active? Our system is set up so that multiple users can be logged in at one time under one login/demo, will that satisfy the district’s needs?
- b) **RFP page 26**, Section 3 – within the “number of proposal copies” paragraph, it states the original copy must be non-bound. Can you clarify what “non-bound” means? Would a 3-ring binder be acceptable?



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- c) **RFP page 41**, Reference Sheet – the reference sheet has a space for “president” signature. Is a signature from our Authorized Officer acceptable? Or does it need to be the President/CEO signature?

District Response #9:

- a) The access will be used by all of the review committee, along with students in each of the grade levels for feedback. Activation should last for 60 days. If one demo code will allow all users the opportunity to review, one code is sufficient, but should allow for the user to have the full experience of the product.
- b) 3-ring binder is acceptable.
- c) Authorized Officer is acceptable.

Vendor Question #10:

- a) Would you please clarify Project B is for Grades 6-8? On page 49 of the RFP it shows Project B for Grades 3-5, but in all other places it is referenced as 6-8.
- b) How many students per Project do you anticipate will use the intervention program?
- c) How many teachers per Project do you anticipate will use the intervention program?

District Response #10:

- a) See page #10, Scope of Work, Project B (Revised).
- b) See question #2.
- c) See question #4.

Vendor Question #11:

Page 49, Section RFP Proposal Pricing Form:

- a) Is the vendor permitted to submit their own pricing form? If so, may we fill out the RFP forms as “See attached” and then provide our pricing? If we are required to fill out the forms are we still permitted to provide additional pricing clarification on a separate page?
- b) Could the district provide enrollment numbers for grades 3-5 and grades 6-8 who would utilize the solution selected?



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District Response #11:

- a) No.
- b) See question #2.

Vendor Question #12:

The 50 demo licenses to be used by students, teachers, and the resource acquisition committee (Scope of Work, Project A, #15). Are there specific parameters on allocating demo accounts among these roles?

Role View	Quantity
Student Grade 3	10
Student Grade 4	10
Student Grade 5	10
Teacher Grade 3	2
Teacher Grade 4	2
Teacher Grade 5	2
Resource Acquisition (Student+Teacher+District) Grade 3	5
Resource Acquisition (Student+Teacher+District) Grade 4	5
Resource Acquisition (Student+Teacher+District) Grade 5	5

District Response #12: See numbers inserted into chart above.



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Vendor Question #13:

- a) Pp. 49-50. RFP Proposal Pricing Form. Project B on the pricing form has grades 3-5, but the prior RFP description for Project B lists grades 6-8. Please clarify that for the pricing form Project B should be grades 6-8.
- b) Pp. 49-50. RFP Proposal Pricing Form. To support pricing, please provide for each Project A-C:
 - Teachers by grade
 - Student enrollment by grade
 - Student enrollment by building

District Response #13:

- a) See page #10, Scope of Work, Project B (Revised).
- b) See question #2.

Vendor Question #14:

- a) P. 10 (Exhibit A) and p. 30 (Submission Checklist). On page 10, the RFP states that AA-302 is required upon award. On page 30, the Submission Checklist indicates that the form is part of the submission. Please clarify if Form AA302 is required with our submission.
- b) P. 26. SECTION 3. Number of Proposal Copies. Please clarify what is meant by “Non-bound” proposal? Would you prefer the submission to be hole punched and put in a binder as long as the pages can be extracted or do you want all the papers to be loose with no staples or paper clips?

District Response #14:

- a) Yes.
- b) Hole punched is acceptable, but the District prefers all the papers be loose without staples or paper clips.



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Vendor Question #15: Page 49, Section RFP Proposal Pricing Form'

- Is the district looking to pay upfront for all 3-years or will payment be yearly?

District Response #15: Payment will be made yearly.

Vendor Question #16: Could the district clarify the correct grade band for Project B? Scope of Work - Project B (p. 23) states 6-8. RFP Proposal Pricing Form - Project B (p. 49) states 3-5.

District Response #16: See page #10, Scope of Work, Project B (Revised).

Vendor Question #17:

- a) RFP page 16, Ownership of Material – This section notes that the district would own the materials that are provided under this contract, including data and software programs. This would include our software programs, which we have developed to license to schools and districts throughout the country. Can you please clarify this section, since we are also required to note in our cover letter that we take no exception to the materials provided in the RFP?
- b) RFP page 23, Project A – requirement number 15 states “50 demo licenses to be used by students, teachers, and the resource acquisition committee.” Can you clarify how the 50 demos will be used, and for how long they will need to be active? Our system is set up so that multiple users can be logged in at one time under one login/demo, will that satisfy the district’s needs?
- c) RFP page 26, Section 3 – within the “number of proposal copies” paragraph, it states the original copy must be non-bound. Can you clarify what “non-bound” means? Would a 3-ring binder be acceptable?
- d) RFP page 41, Reference Sheet – the reference sheet has a space for “president” signature. Is a signature from our Authorized Officer acceptable? Or does it need to be the President/CEO signature?
- e) RFP page 49, RFP Proposal Pricing Form – on the proposal pricing form, it lists Project A as “Digital literacy intervention programs grades 3-5”, “Project B as Digital literacy intervention program grades 3-5”, and Project C as “Digital literacy intervention grades 6-8.” Can you please clarify which grade level pricing should be included in each project on the pricing sheet?



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- f) RFP page 49, RFP Proposal Pricing Form - About how many students in grades 3-5 need access to the reading intervention solution?
- g) RFP page 49, RFP Proposal Pricing Form - About how many 3-5 teachers would need professional development on the reading intervention solution?

District Response #17:

- a) Any materials created by the students, along with data from the resource should be made available to the district when the contract period ends.
- b) See question #6.
- c) 3-ring binder is acceptable.
- d) Authorized Officer is acceptable.
- e) See attached revised pricing form.
- f) See question #2.
- g) See question #4.

Vendor Question #18:

- a) Section 1: Scope of Work, pages 22-24: Could the district please clarify the difference between Project B and Project C?
- b) Section 1: Scope of Work, pages 22-24: Could the district please specify the number of students in Projects A, B, and C, for the purposes of pricing?

District Response #18:

- a) See question #3(c).
- b) See question #2.

The cutoff date for questions regarding this solicitation was **Monday, April 8, 2024**. Additional questions regarding the technical requirements of this bid will not be accepted.

*****PLEASE INCLUDE COPY OF THE ADDENDUM IN PROPOSAL W/FORMS*****

Project B: Digital Literacy Intervention Program, Grades 6-8 (REVISED)

The program should include the following:

1. Initial and progress monitoring that provide student Lexile levels and adaptive instructional content that is aligned to NJSLA and English Language Arts Standards Grades 6-8, with an emphasis on foundational skills acquisition and students learning to read that bridges to reading to learn when deficiencies exist.
2. NJSLA predictability measures
3. The ability to personalize content to meet the instructional needs of each individual learner.
4. The ability to provide literacy content in a blended learning environment that can bring students to reading on or above grade level proficiency within a 1-2-year period.
5. Provides immediate corrective feedback.
6. An interface suitable for middle school levels that facilitates the development of foundational skills in accordance with the science of reading, ensuring it maintains a professional and age-appropriate appearance with a grade appropriate aesthetic.
7. Interactive format that is user friendly for students, teachers, and administrators.
8. The availability of content in various grade levels in both English and Spanish. Availability in additional languages is preferred.
9. Licenses that can be used for a full calendar year so that students and teachers can use the program in the summer without incurring additional expense.
10. Reports that are easy to run and interpret.
11. Reports that can be customized to show different intervals of time (i.e., weekly, monthly, quarterly, yearly and date specific) and delineate settings.
12. The ability for data to be archived and accessible for future analysis inclusive of year to year improvement.
13. The vendor must provide professional development that meets the needs of all users.
14. The vendor must have technical support that is responsive.
15. 50 demo licenses to be used by students, teachers, and the resource acquisition committee.
16. Single sign on accessibility via Clever with integrated rostering
17. The ability to integrate into a student data management system (Link it preferred)

DIGITAL LITERACY INTERVENTION PROGRAM, RFP 478-25R**RFP PROPOSAL PRICING FORM (REVISED)**

The undersigned does declare that they have carefully and completely examined the specifications, together with the advertisement, instructions to bidders, bond agreements, as well as the premises and all laws, ordinances and regulations governing the work and all other documents attached hereto and fully understand the meaning of all of them and if awarded the contract, hereby agree that they will comply with all of the terms, covenants, and agreement set forth therein.

Provide detailed cost information for each project as per below:

Project A:

Description	Year 1 (2024-2025 School Year):	Year 2 (2025-2026 School Year):	Year 3 (2026-2027 School Year):
	*Total Cost	*Total Cost	*Total Cost
DIGITAL LITERACY INTERVENTION PROGRAM GRADES 3-5	\$	\$	\$

Project A Subtotal (Year 1, 2, 3) _____

Project B:

Description	Year 1 (2024-2025 School Year):	Year 2 (2025-2026 School Year):	Year 3 (2026-2027 School Year):
	*Total Cost	*Total Cost	*Total Cost
DIGITAL LITERACY INTERVENTION PROGRAM GRADES 6-8	\$	\$	\$

Project B Subtotal (Year 1, 2, 3) _____

Project C:

Description	Year 1 (2024-2025 School Year):	Year 2 (2025-2026 School Year):	Year 3 (2026-2027 School Year):
	*Total Cost	*Total Cost	*Total Cost
DIGITAL LITERACY INTERVENTION PROGRAM GRADES 6-8	\$	\$	\$

Project C Subtotal (Year 1, 2, 3) _____

REQUIRED DOCUMENT- ATTACH AND STAPLE TO "RFP RETURN BOOKLET" PAGE

DIGITAL LITERACY INTERVENTION PROGRAM, RFP 478-25R

RFP PROPOSAL PRICING FORM (REVISED)

Grand Total (Project A, B, C) _____

Prices provided shall be for comparison/evaluative purposes only.

*Please quote as all-inclusive fees associated with providing the Digital Literacy Intervention Program. The District will not pay separately for any fees, books, travel, classroom materials etc. The prices quoted above must be ALL-INCLUSIVE.

Company Representative

Date

REQUIRED DOCUMENT- ATTACH AND STAPLE TO "RFP RETURN BOOKLET" PAGE