



Harford County Public Schools

102 S. Hickory Avenue ♦ Bel Air, MD 21014 410-638-4082 Fax 410-809-6147

Sam Carnucci, Purchasing Agent

ADDENDUM 1

RFP #12-SCZ-007

Title I Educational Services for Eligible Non-Public School Students

January 23, 2012

To: All Offerors
From: Sam Carnucci, Jr.
Purchasing Agent II

The purpose of this addendum is to provide clarification and additional information to all prospective offerors.

Question 1: The Cost Proposal Form does not include any costs for Professional Development. Is this absence intended?

Answer 1: Yes, Equitable share, which includes Professional Development, is a calculated amount based upon our county's Title I, Part A allocation from the Maryland State Department of Education Title I Office. This amount will be determined once the 2012-2013 Title I, Part A allocation is determined.

Question 2: where are the costs for time to have the students travel from their homeroom to the Title 1 classroom? sometimes it may be 5 -10 minutes travel time. Is this instructional or administrative cost?

Answer 2: The Title I teacher is expected to retrieve the students from their classroom and escort them to the instructional area. This activity would be included in the instructional costs. Reference the RFP, page 18, section B for details of instructional costs and admin costs.

Question 3: Can you list the private schools to be served.

Answer 3: Trinity Lutheran School, St. Margaret School, St. Joan of Arc School

Question 4: It is difficult to arrive at Per Pupil instructional costs without knowing the numbers of students and grade levels for each school. Can you provide some estimates?

Answer 4: It is not possible to make estimates for the 2012-2013 school-year with the Title I, Part A allocation not finalized until July/August of 2012. As a historical guide, for the 2011-2012 school-year 64 students generated funds and a total of 39 students received Title I services (grades K-5 at three non-public schools).

Question 5: What happens if the school principle recommends a teacher for this Project? Is there a control issue that needs to be addressed?

Answer 5: HCPS has elected to deliver the non-public Title I services through a Third Party Vendor. It is the Third Party Vendor's responsibility to use certified teachers and conduct the hiring process. Reference RFP, page 27, section G.



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Question 6: Can you provide the agenda and list the attendees for the pre-proposal meeting on January 17, 2012?

Answer 6: The attendees of the meeting are as follows:

Lisa Kriss, Catapult Learning
Jacob Little, Harford County Public Schools
Thomas Webber, Harford County Public Schools
Brad Palmer, Harford County Public Schools
Sam Carnucci Jr, Harford County Public Schools
Christine Carpenter, Harford County Public Schools

The agenda of the meeting was as follows:

<p>Agenda for Pre-Proposal Meeting January 17, 2012 RFP# 12-SCZ-007 Title I Educational Services for Eligible Non-Public School Students</p>
<p>Sign-in-sheet and introductions</p>
<p>Any and all questions and requests for clarification must be emailed to Sam Carnucci, the Procurement Administrator at sam.carnucci@hcps.org no later than 4:00PM on January 27, 2012. No communications are to occur between the offerors and the Evaluation Committee members.</p>
<p>The Contract Administrator will be Mr. Thomas Webber once a contract is in place.</p>
<p>Insurance Documents, Criminal Background Checks, Photo Identification Badges, Fingerprinting – These are required prior to a fully executed contract.</p>
<p>Proposal Format is a two-part submission: Technical Proposal and Cost Proposal</p>
<p>Technical Proposal – one original (so labeled) and 4 copies in a separate sealed envelope which is clearly labeled “Technical Proposal”</p>
<p>Cost Proposal – one original (so labeled) and one copy in a separate sealed envelope which is clearly labeled “Cost Proposal” A completed Cost Proposal Form (Appendix II) which consists of two pages, will be your cost proposal.</p>
<p>Technical Proposals must follow the tabbed format described in the RFP.</p>
<p>Evaluation Committee – Mr. Brad Palmer, Mr. Thomas Webber, and Mr. Jacob Little</p>
<p>Discussion of the Evaluation Process – Pages 24 and 25</p>
<p>RFP Process Schedule (Table from page 25 in the RFP)</p>
<p>Conflicting requirements, omissions, or need for modification – Page 30</p>
<p>Term of Agreement – 1 year, renewable for up to 2 additional years</p>
<p>Background on HCPS and current program</p>
<p>Contract information and funding</p>
<p>Discussion of the Performance Work Statement – Pages 26 through 29</p>



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Additional Information

One hundred students will be generating funds for the 2012-2013 school year.

I have read and understand this addendum.

Note: This addendum must be signed and submitted with the Technical Proposal. The person signing this addendum must be the same person that signs the proposal.

Signature

Date

Printed Name