



PURCHASING AND SUPPLY SERVICE

De'Nerika Johnson, MBA, CPPO, NIGP-CPP

Director of Purchasing and Supply Services

13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

ADDENDUM: RFP PUR 26-006 ADDENDUM NO. 1

ISSUED BY: PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS OFFICE OF PURCHASING AND SUPPLY 13300 OLD MARLBORO PIKE, ROOM 20 UPPER MARLBORO, MARYLAND 20772-9983	Date of this Addendum: August 6, 2025 No. of Pages: 5	Proposal Submissions: August 18, 2025 10:00 AM, Eastern Standard Time
	RFP No.: PUR 26-006	RFP Issuance Date: July 19, 2025
	TITLE: PRE-QUALIFICATION FOR PUR-26-006 ENRICHMENT SERVICES IN SUPPORT OF OFFICE OF COMMUNITOTY SCHOOLS	

TO ALL PROSPECTIVE OFFERORS AND OTHER RECIPIENTS OF SOLICITATION DOCUMENTS:

This Addendum is hereby made as part of the Contract Document that will be the basis of the Contract. This Addendum is issued to change the original Solicitation Documents issued July 19, 2025. Prospective Offerors are required to attach this Addendum to your Contract Documents. Receipt of this Addendum must be acknowledged in the Proposal Document (see Appendix A). Failure to do so may subject the Offerors disqualification.

THE FOLLOWING RFP PROVISIONS ARE HEREBY CHANGED AS FOLLOWS:

OFFERORS' QUESTIONS AND RESPONSES:

Question	Response
1. Is there a page limit or formatting guidelines (font. spacing) for the technical response?	No, please refer to Part II: Instructions to Offers, Section 6. A. in the RFP.
2. We offer Tier 2 Reading and Math Interventions for K-8 students. We would like clarification regarding the type of academic tutoring that is being sought within this solicitation.	Mathematics and English/Language Arts are two focus areas for academic tutoring.



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3. Could you provide a list of the Community Schools expected to receive enrichment services during the SY25–26 period, including student enrollment by grade level? (Reference: Part III, Section 2 – Background)	There is no list that indicates which community schools will receive enrichment services. Please reference PGCPS Office of Community Schools website to see all PGCPS Community Schools.
4. Will PGCPS be providing physical space for enrichment programming at the schools, or are vendors responsible for securing their own facilities? (Reference: Part III, Section 3 – Scope of Work)	All enrichment programming will occur at the school site location.
5. What is the name of the “designated Oce of Community Schools data sharing system” referenced for entering sta clearances, participant information, and attendance data? (Reference: Part III, Section 3.1.4 – Data Collection and Reporting)	CitySpan will be the data management system that PGCPS Community Schools will utlieze for FY26.
6. Will PGCPS provide or require the use of a standardized pre/post assessment tool for measuring student academic growth in ELA and Math, or may vendors propose their own? (Reference: Part III, Section 3.1.2)	No, vendors may use their own pre/post assessments, but the data must be shared with schools and entered in the PGCPS Community Schools Data Management system.
7. Is student recruitment and enrollment into enrichment programming the responsibility of the vendor, the school-based Community School Coordinator, or both? (Reference: Part III, Section 3 – Scope of Work)	It will be encumbent upon both the vendor and the Community School Coordinator or designated school staff to ensure student enrollment in the enrichment programming.
8. What is the preferred or maximum student-to-sta ratio for enrichment activities and tutoring sessions? (Reference: Part III, Section 3.1.4(6))	The preferred student to staff ratio should be no more than 15:1.
9. The Summary of Services (Page 2) lists a variety of potential enrichment activities, including coding, art, debate, field trips, and martial arts. However, the Scope of Work’s Key Responsibilities section (Page 11, 3.1.2) refers only to “STE[A]M enrichment activities.” Please confirm that the full range of enrichment activities listed on Page 8 are included in the scope of this solicitation. (Reference: Part I, Section 3 – Summary of Services vs. Part III, Section 3.1.2 – Key Responsibilities)	Enrichment activities are not limited to STEAM only.



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10. Please confirm whether the required pre- and post-assessments noted in Section 3.1.2 are specific to STE[A]M enrichment only, or if they are required for all types of enrichment programming under this contract. (Reference: Part III, Section 3.1.2 – Pre/Post-assessments to capture student growth)	Pre and Post assessments are for enrichment activities relating to STEAM.
11. Is this contract considered an Indefinite Delivery/Indefinite Quantity (IDIQ) agreement, whereby individual work orders or awards will be based on the needs of specific schools?	Yes, this contract will function as an Indefinite Delivery/Indefinite Quantity (IDIQ) agreement. Individual task orders or service requests will be issued based on the specific needs and priorities of participating schools throughout the contract period. Vendors should be prepared to respond to varying levels of demand as determined by each school site.
12. If an organization is a multi-service agency that offers a variety of enrichment activities that are also tailored to specific academic grade levels that could be selected by schools based on need, how should that be set up in the scope of work? Would all enrichment services be submitted as one proposal?	Yes, all enrichment services should be submitted and outlined in one proposal.
13. Does scope submitted need to serve all grade levels (elementary, middle, and high)? Or can applicant submit for specific grade levels?	The scope of services should be specific and indicate which grade levels the applicant is able to provide services.
14. Open Enrollment: Please clarify if an applicant can apply at any point during the 12 month period or only up to the listed deadline of August 18th? Or could a vendor who submitted an application by August 18th submit additional applications for services during the open enrollment period?	If an offeror submits a proposal by August 18th deadline and proposal is not accepted, the offeror can submit a proposal during the continuous open enrollment period. Offerors submitting proposals during open enrollment period must meet the same requirements and standards outlined in this RFP. Offerors must adhere to all terms and conditions of the original solicitation.
15. On page 21, b., the committee will use cost proposals to rank proposals. Is these a standard number of students that technical and cost proposals should be based on to allow for program and cost comparison?	No, the schools will be issued a Request for Quote (RFQ) to selected qualified vendors that will mention the number of students and specific services needed. Upon receiving responses from selected vendors, a comparison will be conducted to select the successful awardee.
16. Please clarify project period: is contract for 12 months or school academic year- please	Contract period will be for a fiscal year; services can be rendered until June 30, 2026. Enrichment



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provide dates of service/project period. If an organization provides enrichment activities based on a 12-month schedule are those eligible to be included in proposals?	activities provided by vendors should be based upon granting services from October 1, 2025-June 30, 2026.
17. We previously submitted our proposal for RFP PUR-26-006 (Pre-Qualification for Enrichment Services) in May 2025 and completed the follow-up documentation by mid-June. With the recent re-issue of this RFP, we would like to confirm whether our prior submission is still under consideration or if we need to resubmit any materials during this current open enrollment window. Could you kindly clarify whether previously submitted vendors are required to take any action at this time?	The previous RFP PUR-25-061 was cancelled in its entirety. Prior submissions will not be considered. Offerors shall respond to this solicitation as a new submission.
18. Could MSDE share a list or map of current 21st CCLC sites expected to receive services under this contract?	Please contact MSDE for this request. If you are referring to PGCPS Community Schools, please visit PGCPS Community Schools website.
19. Will vendors be required to serve a minimum number of sites or students per year?	No, there is no required minimum number of sites or students per year.
20. Is there a preferred learning management system or platform for virtual programming delivery?	No, but if vendors are utilizing a virtual platform, the platform must be approved by PGCPS Chief of IT before it is used.
21. Are vendors expected to bring their own curriculum and materials, or adapt from existing MSDE-approved content?	It is highly recommended to utilize the MSDE standards, but vendors are encouraged to use their own materials and to collaborate with school-based staff to understand academic needs based upon student data.
22. What is the process for assigning vendors to individual grantee sites—centralized by MSDE or site-specific selection?	Vendors are selected by schools; no vendor is assigned to schools. Schools have autonomy to select vendors based upon their needs and vendors' service offerings.
23. Are there any data security or FERPA-related guidelines vendors must follow when collecting attendance or evaluation data?	Yes, that information will be provided and clarified once vendors partake and are cleared during their PGCPS Background Check/Clearance.
24. Can enrichment services be offered during both school-year and summer programming, or is the scope limited to the academic year?	Enrichment services can be offered from October 1, 2025-June 30, 2026, only.



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ADDITIONAL INFORMATION:

Please provide, as a separate attachment, with a detailed description of all services your firm will provide under this solicitation. The description should include a summary of the proposed approach or methodology, a breakdown of each specific service or deliverable to be provided, and a summary of the staffing roles and responsibilities required to perform the proposed services.

END OF ADDENDUM NO. 1