



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 26-007 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: 7	Proposal Submissions: August 18, 2025 10:00 AM, Eastern Standard Time
	RFP No.: PUR 26-007	RFP Issuance Date: July 19, 2025
	TITLE: PRE-QUALIFICATION FOR PUR-26-007 ACADEMIC SUPPORTS AND INTERVENTION SERVICES IN SUPPORT OF OFFICE OF COMMUNITY 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. Are there any parameters for group size? Is there a minimum and/or maximum number of students that may be in each group?	Small group instruction should occur before or after school with 3-6 students and not be incorporated into the instructional day.
2. How many schools are expected to participate in the program?	PGCPS currently operates 129 Community Schools and is set to expand to 148 schools in the 2025-2026 school year (SY26).



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3. Is the program currently being run and, if so, how many schools, students, and tutors participate?	This discussion with the school.
4. Will this be a single vendor or a multi-vendor award?	PGCPS reserves the right to approve and pre-qualify Offerors at its sole discretion based on the information provided in the Pre-Qualification Application. Only Offerors deemed qualified will be invited to submit pricing. To ensure goals and delivery objectives are met, PGCPS reserves the right to award multiple contracts via this solicitation.
5. Are there any Parent Involvement or Professional Development requirements for the contract?	No.
6. Are there any M/W/BE requirements for this contract and, if so, what are the requirements?	Yes, please refer to Part II: Instructions to Offerors; Section B, Volume III - Minority Business Enterprise (MBE)
7. Will the district accept DocuSign signatures as valid for any documents submitted in response to this contract application?	No.
8. Does PGCPS require vendors to provide both English/Language Arts and Math services to be eligible for award?	No, it is based on the needs of the school.
9. What English/Language Arts curriculum or programs are currently used in PGCPS schools?	Curriculum and Instruction Website
10. What specific grade levels and subject areas are the highest priority for this initiative?	This is determined by the school.
11. Are tutors required to hold a state teaching license to deliver services under any resulting contract?	No.
12. Do tutors need to have completed the MD-approved educator preparation programs?	The consultant shall utilize the Office Community Schools data management system (i.e. City Span) designated by Prince George's County Public Schools to document, track, and report program activities, services, and outcomes. This requirement is essential to support compliance with the reporting and accountability provisions outlined in Senate Bill 161. The consultant will ensure timely and accurate data entry and contribute to performance monitoring



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	efforts aligned with state and district expectations.
13. Regarding the use of the PGCPS Data Management System. Will vendors using their proprietary software for student management need to integrate with the PGCPS system? Could you explain how vendors will utilize the system?	No, vendors will be required to access PGPCS Office of Community Schools Data Management System (CItYSpan) to enter data.
14. Is this solicitation considered to be part of the open enrollment period?	No, proposals for this solicitation are due by August 18, 2025. Open enrollment starts after the aforementioned date. All 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. Data Sharing Platform (Part III, Section 3.1.5, Item 3; Page 17); Has the designated Office of Community Schools data-sharing system been identified? If so, please provide the name of the platform/system.	The company the Office of Community Schools is working with to build the platform is CitySpan.
16. Food Distribution Metrics (Part III, Section 3.1.5, Item 5; Page 17); Can PGCPS clarify what is meant by “food distribution metrics” in relation to tracking program impact? Does this refer to tutoring session meal offerings, or is this a separate responsibility?	No, this does not refer to meals provided by tutoring services.
17. Contract Type Clarification (Part III, Section 8; Page 20); 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.
18. Insurance Requirements (Appendix F; Pages 49-50); Can you confirm whether automobile liability insurance is required under this RFP, given that student transportation is not explicitly listed in the scope?	Yes, automobile liability insurance is required. The successful offeror will be required to provide insurance coverage as shown in General Conditions of RFP and Contract, prior to beginning any work. This insurance coverage must be maintained throughout the life of the contract. PROOF THAT COVERAGE IS



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	EITHER CURRENTLY IN PLACE OR MUST BE SUBMITTED WITH THE PROPOSAL.
19. Curriculum Alignment Requirements (Part III, Scope of Work; Page 16); Will PGCPS provide access to or exemplars of its English/Language Arts and Mathematics Curriculum Framework Progress Guides to support curriculum alignment in proposed tutoring services?	No, there is no required minimum number of sites or students per year.
20. Assessment Tools (Part III, Scope of Work; Page 17); Are there specific pre- and post-assessment tools that vendors are required or strongly encouraged to use (e.g., district benchmark assessments, MCAP), or may vendors propose their own validated tools?	Vendors are encouraged to utilize their own assessments but in alignment with the objectives in preparation for the MCAP and any other assessments outlined by the school.
21. Virtual Tutoring Expectations (Part III, Summary of Services); For vendors proposing virtual services, are there preferred or required virtual platforms (e.g., Zoom, MS Teams), and are vendors responsible for all associated licensing and tech support?	The school system utilizes Zoom and Google but all vendors must receive pre-approval of all software before usage from the Office of Instruction Technology.
22. Student Referral & Enrollment Process (Part III, Section 3; Page 16); Will PGCPS determine student participation and assign students to tutoring programs, or will vendors be expected to conduct outreach and manage student recruitment and enroll	Vendors must contact and work with schools to recruit and retain students.
23. Group Size Guidelines (Part III, Section 3.1.5; Page 17); Are there specific maximum tutor-to-student ratios that must be adhered to for high-impact tutoring sessions?	Small group instruction should occur before or after school with 3-6 students and not be incorporated into the instructional day.
24. On page 8, Summary of Services, services outlined focus only on high-impact tutoring/academic services. Scope of work on page 15 additionally requires enrichment activities. Should applicants include enrichment activities in service description? And if an organization offers a variety of enrichment activities that could be selected by schools based on need, how should that be set up in the scope of work?	Academic intervention should be the foci, and enrichment can be integrated but not the focus. Work with the school to determine the needs.



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25. Does scope submitted need to serve all grade levels (elementary, middle, and high)? Or can applicant submit for specific grade levels?	The applicant has the opportunity to select.
26. 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 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.
27. On page 21, b., the committee will use cost proposals to rank proposals. Is there 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.
28. Please clarify project period: is contract for 12 months or school academic year- please provide dates of service/project period.	Contract period will be for a fiscal year; services can be rendered until June 30, 2026. Enrichment activities provided by vendors should be based upon granting services from October 1, 2025- June 30, 2026.
29. Can MSDE provide a list of the 21st CCLC sites that would receive services under this contract?	This RFP is for PGCPS and not MSDE.
30. Will contractors be assigned specific regions, or is there an expectation to serve all jurisdictions statewide?	Contractors to be available to any Community School that seeks your services.
31. Are there any preferred digital platforms or learning tools that must be used during virtual instruction?	Zoom or Google but any platforms utilized must be preapproved by the Office of Information Technology.
32. Will grantees provide baseline academic data, or is the contractor expected to conduct all diagnostic assessments?	Contractor is expected to conduct all diagnostic assessments.
33. What are the minimum qualifications required for instructional staff (e.g., state-certified, paraprofessionals, etc.)?	Qualified tutors must meet all state certifications requirements (pg. 8)
34. How does MSDE plan to evaluate contractor performance during the contract term?	At this time MSDE does not evaluate your performance.



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35. Is there a set per-student or per-site funding range we should be aware of when proposing pricing?	It is recommended that the pricing should be based on the number of students served in attendance at least twice a week.
36. Is the district accepting all virtual tutoring at this time within this RFP's scope of work?	Virtual tutoring is an option with the understanding that your platform must be pre-approved by the Office Information Technology.
37. Required Years of Experience; On Page 18, Section 4.1, the RFP states that a minimum of five (5) years of experience in providing enrichment services to K–12 schools is required. However, Section 4.2 (“Pre-Qualification Regulations”) indicates a requirement of three (3) years. Could you please confirm which experience threshold applies?	Offerors must have a minimum of three (3) years of experience in providing Academic Supports and Invention Services to K-12.
38. Open Enrollment Process (Section 5.1, Page 18); Section 5.1 references an “open enrollment” process. 1. How does open enrollment interact with the pre-qualification timeline and requirements? 2. If enrollment is “open,” why is there a firm RFP response deadline? Any detail you can provide on timing, sequence, and enrollment mechanics would be very helpful.	The open enrollment period is a provision for vendors to submit a proposal after August 18 th , to allow PGCPS an option to select vendors if there is a need to service current or additional Community Schools. Pre-qualification requirements offerors must meet during the initial August 18th submission. If an offeror does not meet the requirements, offeror can submit a proposal during the open enrollment period. Its imperative interested offerors submit a proposal on the aforementioned submission date.
39. Evaluation Criteria; We did not find the specific evaluation criteria or scoring rubric in the RFP document. Could you direct us to where the technical and cost proposals will be evaluated, or provide a summary of the criteria and relative weights?	Evaluation criteria/scoring rubric is not applicable for this solicitation.
40. Diagnostics vs. Tutoring Scope (Part III); Part III, Section 1 (“Introduction”) states that students will require additional academic assistance in literacy, mathematics, science, and other core subjects, but Part III, Section 3 (“Scope of Work”) only references meeting	Math /reading with the understanding this can be taught across various content.



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performance standards in ELA and Mathematics. 1. Does the District intend to require diagnostics only in ELA and Math, yet provide tutoring across all core subject areas? 2. Please clarify which subjects must be assessed and which must be supported through tutoring.	
Reading Partners is a nonprofit organization. How should I respond to the question on Page 2:	Indicate in your proposal submission that your firm is a nonprofit organization.

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