



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 25-061 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: May 7, 2025 No. of Pages: 8	Proposal Submissions: May 16, 2025 10:00 AM, Eastern Standard Time
	RFP No.: PUR 25-061	RFP Issuance Date: April 10, 2025
	TITLE: OFFICE OF COMMUNITY SCHOOLS ENRICHMENT SERVICES	

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 April 10, 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:

PROPOSAL SUBMISSION DATE:

The Proposal submission due date and time has changed from **Monday, May 12, 2025, at 2:00 P.M.** to **Friday, May 16, 2025, at 10:00 A.M.**

OFFERORS' QUESTIONS AND RESPONSES:

Question	Response
1. One more question for you regarding the School Enrichment Program- Dare to Dream has been in operation for 2.5 years. We are currently operating at a few community schools in Prince George's County Public Schools system, and	Vendors are required to meet all eligibility criteria specified in the solicitation. Additionally, references from the past five years must be provided.



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we're excited at the opportunity to expand. Are we eligible to apply? At one place, the RFP says you need to be in operation for 5 years and in another it says you need references from the past five years. Can you please clarify if we're eligible?	
2. If selected as a vender, is vendor responsible for working with all community schools? Or will there be assigned schools or a selection process for schools?	Schools will have the opportunity to select the vendor they believe best meets the specific needs of their community. The selection process will be based on each school's priorities, which may include the vendor's experience, proposed services, cultural alignment, and ability to engage effectively with students and families. Vendors will not be automatically assigned to all community schools.
3. Our agency has multiple independent programs with defined outcomes. Would we need to submit separate applications for each service, or would we submit one application with all services presented as part of one model?	Only one application is required. Please include all relevant services that fall within the Scope of Work outlined in the solicitation. When presenting multiple services, clearly identify each program, its objectives, target population, and how it aligns with the overall model. Be sure to demonstrate how the services work together to meet the needs of the community and support the intended outcomes.
4. Our organization intends to apply under both Enrichment Services and Academic Supports and Intervention Services RFAs as our services fall under both service areas applications be considered across RFA areas? Or should we note in applications that our organization have applied to multiple RFAs as our services are interrelated?	Each RFA will be evaluated independently. You are not required to include this information in your application.
5. Can schools select specific services based on needs of their community, or would the entire vendor model need to be implemented at all schools?	Schools will have the flexibility to select services that best meet their specific needs, as determined by the Needs Assessment and other supporting data sources.
6. If the vendor has multiple academic and intervention services, is a youth required to participate in all services? Or can they select specific services If and not all?	Schools will have the flexibility to select services that best align with their unique needs, as identified through the Needs Assessment and other relevant data sources.



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7. Our organization has expertise working with middle and high school students, can vendor apply for specific academic levels, or must vendor submit for K-12?	The selection or approach is left to the discretion of the vendor, based on their professional judgment and proposed service model.
8. Can vendor provide services during the summer?	The allocated funding is intended to support activities and services delivered during the academic year, with all expenditures to be incurred on or before June 30th.
9. Under Key Requirements section 3.1.5, for enrolled participants: is there a required enrollment number that vendor is required to meet per school?	This decision is determined at the school level, based on its specific priorities, student needs, and available resources.
10. If vendor provides all school events, how would vendor track and account for those events?	Vendors are strongly encouraged to establish an internal tracking system to document all school events provided, including dates, locations, participants, and services delivered. This system will support accurate invoicing and performance reporting. Additionally, the Office of Community Schools will introduce a new Data Management System, CitySpan, which may be used to supplement or align with vendor reporting efforts. Further guidance on the use of CitySpan will be provided upon implementation.
11. For overhead (indirect costs), can vendor use approved NICRA rates? Or is there a standard rate required?	Vendors should incorporate all overhead and indirect costs, including those associated with an approved NICRA rate, into their proposed cost per student. There is no separate or standard indirect cost rate applied; all expenses must be reflected in the total per-student pricing submitted in the proposal.
12. 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)	A complete list of Community Schools expected to receive enrichment services during the SY25–26 academic year will be published on the Office of Community Schools website after July 1st. Information regarding student enrollment by grade level may be requested directly from each individual school, as enrollment figures are maintained at the school level.
13. Will PGCPS be providing physical space for enrichment programming at the schools, or are vendors responsible for securing their own	The availability of physical space for enrichment programming will be determined in coordination with each individual school. Vendors are



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facilities? Schools, or are vendors responsible for securing their own facilities?	encouraged to engage directly with the school to discuss space availability and make appropriate arrangements.
14. What is the name of the “designated office of Community Schools data sharing system” referenced for entering staff clearances, participant information, and attendance data? (Reference: Part III, Section 3.1.4 – Data Collection and Reporting)	The designated data sharing system referenced by the Office of Community Schools for entering staff clearances, participant information, attendance, and related program data is CitySpan. This system will serve as the central platform for data collection, reporting, and compliance monitoring. Additional training and access information will be provided to selected vendors upon award.
15. 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)	Vendors are permitted to propose and utilize their own pre- and post-assessment tools to measure student academic growth in ELA and Math. However, all proposed assessment methods should be evidence-based and aligned with the program’s learning objectives. PGCPS reserves the right to review and approve the assessment tools to ensure consistency and effectiveness across programs.
16. 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)	Student recruitment and enrollment into enrichment programming is the primary responsibility of the awarded vendor. Vendors are expected to implement effective outreach and engagement strategies to ensure adequate participation. While school-based Community School Coordinators may provide support or collaboration as needed, the vendor holds full responsibility for meeting enrollment targets and maintaining participation levels.
17. What is the preferred or maximum student-to-staff ratio for enrichment activities and tutoring sessions? (Reference: Part III, Section 3 – Scope of Work)	A student-to-staff ratio of 10 to 12 students per one staff member is generally considered optimal for structured enrichment activities such as STEM, arts, and leadership workshops. This ratio allows for effective supervision, individualized attention, and meaningful student engagement. While this is the preferred standard, vendors should consider the nature of the activity, student needs, and staff expertise when determining appropriate staffing levels. Any significant



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	deviations from this ratio should be justified in the proposal.
18. Are vendors allowed to include costs for student incentives—such as meals, field trip fees, or giveaway items—as part of their proposed budgets? (Reference: Part III, Section 6 – Financial Proposal)	Yes, vendors may include costs for student incentives such as field trip fees and giveaway items in their proposed budgets. However, costs for meals are not allowable unless the enrichment activity is specifically a cooking or culinary class where food is an essential part of the instructional experience.
19. Will vendors be reimbursed for transportation, if offering off-site enrichment sessions (e.g., field trips or community-based programs)? (Reference: Part III, Section 6 – Financial Proposal)	Transportation costs are not reimbursed separately by PGCPS. If vendors plan to offer off-site enrichment sessions—such as field trips or community-based programs—any associated transportation expenses must be included within the proposed budget and clearly outlined in the Scope of Work. Vendors are responsible for managing and covering these costs as part of their overall program delivery.
20. What is the anticipated per-student or per-session funding range PGCPS expects to award under this contract? (Reference: Part III, Section 6 – Financial Proposal)	The anticipated per-student or per-session funding amount is determined at the school level, based on each school's specific needs, priorities, and available budget. Vendors are encouraged to coordinate with individual schools to develop cost proposals that align with their programmatic goals and funding capacity.
21. 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 2 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)	Yes, the scope of enrichment programming under this solicitation is not limited to STE[A]M activities. Enrichment includes, but is not limited to, visual and performing arts, music and dance, photography, robotics, debate clubs, financial literacy programs, and other high-quality, engaging experiences that support student growth and development. The list provided in the Summary of Services (Page 2) reflects the full range of allowable enrichment activities eligible for implementation under this contract.
22. 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:	All.



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Part III, Section 3.1.2 – Pre/Post-assessments to capture student growth)	
23. 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? (Reference: Part IV Proposal Award)	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.
24. I am writing to request clarification regarding RFP PUR-25-061, Appendix K. Specifically, could you please confirm whether a proposal would still be eligible for award consideration if a vendor has a relationship with a PGCPS employee or if a PGCPS employee has an interest in the company submitting the proposal?	Vendors must fully comply with the requirements outlined in Appendix K. If a relationship or potential conflict of interest involving a PGCPS employee exists, it must be disclosed as required. Any such disclosure will be reviewed, and a formal determination will be made by PGCPS regarding the vendor's eligibility for award. Failure to disclose a known conflict may result in disqualification.
25. Our firm has been a PGCPS partner for multi-level student services (Tier 2 and 3). With the upcoming RFP, we understand we can continue providing enrichment activities, such as life skills 222 groups. However, I would like to know if intensive case management and school navigation will be considered part of the proposal.	Intensive case management and school navigation services are not considered part of the scope of enrichment services under this RFP. The focus of this solicitation is on enrichment programming that supports student engagement, learning, and development, rather than individualized case management or clinical support services.

COST PROPOSAL FORM:

The following language is replacing Cost Proposal Form – Attachment A that will not be provided:

- Proposers ***shall*** provide a cost proposal based on a per student basis for the Initial Contract Term (three (3) years) for enrichment services as indicated in the RFP. Also, proposers ***shall*** break down the per student costs to show how money is to be spent/allocated per student.
- Furthermore, proposers ***shall*** provide a cost based on a per student basis for Option Year 1 & Option Year 2 for enrichment services as indicated in the RFP. Also, proposers ***shall*** break down the per student costs to show how money is to be spent/allocated per student.



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OPEN ENROLLMENT PERIOD:

To ensure the Board continuously meets the needs of the school system, the Board encourages vendors awarded under RFP PUR-25-061, OCS Enrichment Services to actively recruit and retain staff necessary to fulfill contract requirements throughout the duration of the agreement. If vendors under contract are unable to provide sufficient services to meet PGCPS needs, Prince George's County Public Schools (PGCPS) reserves the right to utilize the open enrollment procedures as outlined in this addendum.

During open enrollment, PGCPS will accept proposals from additional interested vendors and may award contracts to those qualified vendors determined to offer services beneficial to PGCPS under the scope of RFP PUR-25-061. These vendors will be contracted through the Open Enrollment Process as described below:

During the designated open enrollment periods, the PGCPS Purchasing Department will accept technical and cost proposals from additional vendors seeking to qualify under RFP PUR-25-061. Vendors submitting under open enrollment are expected to meet all original solicitation requirements, including the submission of separate technical and cost proposals, and must offer competitive rates. These vendors will be bound by the same terms and conditions set forth in RFP PUR-25-061, unless otherwise revised.

Open Enrollment Periods:

Open Enrollment Submission Period (through Year 2030)	Open Enrollment Questions and Letter of Intent to Submit a Proposal Due Date
July 1 – July 31 at 5:00 PM (ET)	Not later than the 15 th calendar day of this month (open enrollment is not applicable for July 2025)
October 1 – October 31 at 5:00 PM (ET)	Not later than the 15 th calendar day of this month
January 1 – January 31 at 5:00 PM (ET)	Not later than the 15 th calendar day of this month
April 1 – April 30 at 5:00 PM (ET)	Not later than the 15 th calendar day of the month

Note: Proposals and questions received outside of the above open enrollment period will not be reviewed nor considered for award by PGCPS. Offeror(s) must resubmit their question(s) and proposal(s) during the next open enrollment period.



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Offerors shall structure their proposals in accordance with the procedures indicated in RFP PUR-25-061, Part II, Instructions to Offerors, Section 5 – Proposal Submission Layout, while observing the due dates listed above.

Offerors shall respond to all requirements as stated in Part III – Scope of Work and Part IV – Evaluation Criteria of RFP PUR-25-061.

Offerors will receive notification of a contract award within 45 days of proposal submission.

All open enrollment proposals and inquiries must be submitted via email to: PSSD.Procurement@pgcps.org

END OF ADDENDUM NO. 1