

Addendum #1

Contract services for high quality curricular resources for Library Media Products, Resources and/or Manipulatives to Support Library Instruction (SY22)

Issue Date: Friday, December 4, 2020

Bids Due: Friday, December 18, 2020

1. In the instructions, it is requested that Tab 4 include an item-by-item response to the Scope of Work and Specific Conditions and Specification sections. As the headings in the RFP do not appear to be listed in this manner, we are requesting clarification on how Tab 4 should be structured. Is a point by point response to II. Required Qualifications and III. Work Scope appropriate?

Answer: In TAB 4, A point by point response is appropriate and the company can list anything they have issues concerning the RFP.

2. We cannot participate in the full scope of the bid but we do offer supplemental materials to support your interest areas. Can we set up a time to talk further about this bid to understand how we can support you through this contract?

Answer: The RFP is our official process for assessing goods and services from vendors. If vendors cannot respond to this RFP we will not be meeting regarding their products.

3. The pdf document, starting at page 14, needs to be filled out with certain information (date of agreement, name of bidder, names of subprocessors, etc.), yet such spaces have been disabled and cannot be completed. Could you please re-send a **fillable** copy of the RFP? Thank you in advance.

Answer: The template is to serve as an example of the terms they would be agreeing to. Our team would fill in the details in those boxes during the contract process with vendors following bid evaluation. Those fields do not need to be completed right now.

4. We require contractual documents to be delivered in word or equivalent editable format for the event we need to propose any redlines. Could you please provide me with such a copy? We will track any changes to make sure we're all on the same page. Thank you in advance.

Answer: You requested an editable "Request for Proposal for Library Media for Providence Public Schools." We do not provide such a document to vendors. The official response that I got back from our finance department is as follows:

In treating this as a question, I would say that we would not provide such a document in an editable format. If they would like to propose changes, however, they should do so in their proposal. This information should be included in Tab 4 "A Detailed Project plan for Providing Service."

5. In order to ensure that we satisfy the requirements of the RFP, would it be possible to share more specific information regarding the insurance?

For example,

- Is there a specific type of insurance that PPSD is looking for us to show proof of?
- Are there requirements for the Name and Address on the documents themselves?
- Any guidelines on the level of expected coverage?

Answer: We expect a certificate of liability insurance on file for all awarded vendors and this info would ideally be submitted as part of the bid to save time later. We do not have specific guidance around expected coverage.