



## **OFFICE OF COUNTY MAYOR GLENN JACOBS**

Procurement Division, 1000 N. Central Street, Suite 100, Knoxville, TN 37917

### **Knox County Procurement Division Addendum II to Request for Proposals No. 3395 Literacy Intervention Programs**

**Addendum Date: April 21, 2023**

**Buyer: Rachel Cabrera**

**Closing Date: May 3, 2023**

**The following is to be amended:**

**Knox County and Knox County Schools will not award points to Pre-K programs. The grade band evaluations will be based on the Grade Band K-2. However, if your company offers a Pre-K program, please submit that information under Tab VII of your response.**

**The following is for clarification:**

**Question 1:** *"In an organized format, the vendor should include sample intervention program materials, correlated student activity materials, assessments and any suggested strategies or multimedia tutorials per grade level band Pre-K-2, 3-5 and 6-12."*

Is the district requesting exact copies of assessments?

**Answer 1:** Knox County Schools is looking for a sample of what assessments might look like within the materials (i.e., question types, sample questions, length of assessment, etc.). We do not have to be able to view the exact assessment.

**Question 2:** *"Common misconceptions are clearly marked."*

Can you provide more information about what is being requested?

**Answer 2:** Knox County Schools would like to know if your program points out common misconceptions or misunderstandings students may have while learning that specific skill or standard.

**Question 3:** Would you accept digital (DocuSign) signatures and notarization?

**Answer 3:** Knox County will allow DocuSign signatures and notarization.

**Question 4:** Our program covers Grades K-8. Two indicated grade bands are PreK-2 and 6-12, respectively. Are you open to K-2 and 6-8 solutions for these grade bands, respectively?

**Answer 4:** Knox County Schools follow the Response to Instruction and Intervention Framework. This RFP was designed around that, and responses will be evaluated based on the evaluation criteria. The RFP has been amended to evaluate based on the Grade Band K-2.



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**Question 5:** In lieu of printed lesson samples within our proposal, will the district accept a link to a digital sample that includes full eBooks of Teacher and Student editions?

**Answer 5:** Knox County Schools will accept a link to a digital sample as long as there is a full URL, that if necessary, can be typed in to access the link.

**Question 6:** Samples were stated as being within the proposal but also mailed separately, which method is preferred?

**Answer 6:** Knox County and Knox County Schools request that sample materials be included in the proposal.

**Question 7:** Knox County is currently using some of our intervention resources, should those products be submitted for consideration as well or does the county only want intervention resources that are not currently being used in the district?

**Answer 7:** Knox County and Knox County Schools request that anything relating to the Scope of Work of RFP 3395 be submitted.

**Question 8:** In the proposal on PDF pg. 5 point 2.17, it states that there are special terms and conditions as well as general terms and conditions, is there another PDF with general terms and conditions or is Exhibit C "Sample Contract" the general terms and conditions?

**Answer 8:** The General Terms and Conditions are stated in Section I of RFP 3395 and the Special Terms and Conditions are stated in Section III of RFP 3395.

**Question 9:** For Pricing, Attachment A, there is only space to enter one program per grade band, per tiered intervention number, is it possible to have multiple Attachment A's if we are submitting multiple products per grade band and tiered intervention number? Or are we only able to submit one program per grade band, per intervention tier.

**Answer 9:** Evaluations will be based on the completed Attachment A. Knox County and Knox County Schools request that one program be recommended that best matches our desired needs. However, your company may provide additional information about other programs and pricing under Tab VII.

**Question 10:** Will the District accept a program for K-2 Intervention?

**Answer 10:** The RFP has been amended to evaluate based on the Grade Band K-2.

**Question 11:** Will the district accept a 6-8 grade band solution rather than 6-12?

**Answer 11:** Knox County Schools follow the Response to Instruction and Intervention Framework. This RFP was designed according to the framework, and responses will be evaluated based on the evaluation criteria.

**Question 12:** Does the Intervention Program have to be digital?

**Answer 12:** Please reference Section 4.6

Material and Services: Physical and/or digital instructional materials, Audience: students/staff, Outcome: Student and staff access to high-quality instructional materials



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**Question 13:** Does it have to focus on all elements of reading or can it focus on one aspect, i.e., comprehension or phonics?

**Answer 13:** Please reference Section 4.5. Literacy interventions should include at least one and up to five components of reading (phonemic awareness, phonics, fluency, vocabulary, and comprehension). Programming may address phonological awareness, phonics and word recognition, fluency, vocabulary, listening & reading comprehension, and/or written expression. (A variety of highly engaging texts across content areas and literary genres.)

**Question 14:** Does it have to apply to all grade levels or can it be geared towards third grade readers and above?

**Answer 14:** Please reference Section 3.13.

Each grade level band will be evaluated separately from the others and will be based off the following criteria for a total of 100 points per each grade level band. Bidders may bid on all grade level bands or any combination of grade level bands. There is no requirement that bidders bid on all grade level bands to be considered for award. As per Section 1.5, Knox County will determine the award structure that is in its best interest.

**Question 15:** For pricing purposes, could you please provide a breakdown of students/classrooms by grade?

**Answer 15:**

Tier II is at a 1:5 ratio and Tier III is at a 1:3 ratio in grades K-5. Grades 6-12 have a ratio of 1:12 for both Tier II and Tier III. Each ELL teacher student ratio is 1:35. Currently we have 124 teachers who teach 4-6 classes a day.

Our students receiving specialized instruction in a class do so at 1:10 ratio. Below is the number of students by grade level in each area. Pre-K students are not placed in a tier, but teachers do intervene as needed in Tier I instruction.

Grade	Reading - Tier III Number of students	Classrooms with proper ratio	Reading - Tier II numbers of students	Classrooms with proper ratio	ELL Number of Students
Kindergarten	496	168	521	109	435
First	754	260	815	170	534
Second	553	228	638	154	441
Third	433	211	548	159	468
Fourth	300	167	796	206	430
Fifth	222	130	425	134	423
Sixth	103	16	186	28	349
Seventh	58	10	129	22	294
Eighth	55	11	127	24	241
Ninth	21	4	63	12	312
Tenth	9	2	34	7	312
Eleventh	2	1	6	2	184
Twelfth	0	0	11	2	150



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Specialized instruction student numbers are as follows:

Grade Level	Students with Goals in:
	Reading
PreK-2nd	875
3rd-5th	1704
6th-12th	2948
Grand Total	5527

**Question 16:** In section 4.5, under **Program Content & Methodology**, KCS has outlined how you would like to receive the sample materials and correlations for each proposed grade band. However, our samples are quite extensive. Would you consider either of the following instead:

- a) A submission of links to the digital versions of our programs?
- b) Sample materials submitted in separately (in the same order requested in the RFP)?
  - If yes to b, may we submit the samples to the same address indicated for proposals?
  - May we also submit samples under separate cover?

**Answer 16:** Knox County Schools will accept a link to a digital sample as long as there is a full URL, that if necessary, can be typed in to access the link.

**Question 17:** Can you clarify Tier 1, as the RFP is requesting pricing for Tier 1 and these are intervention requests?

**Answer 17:** Knox County and Knox County Schools is not requesting Tier I core instruction materials, but for intervention materials that could potentially be used for tutoring.

**Question 18:** Is this RFP for core programs or is Knox seeking intervention programs for Tier 1?

**Answer 18:** Knox County and Knox County Schools requests intervention programming options for Tier I students, not for core instruction.

**Question 19:** Are correlations required to be submitted with the response?

**Answer 19:** No

**Question 20:** Are electronic signatures acceptable?

**Answer 20:** Knox County will allow e-signatures.

**Question 21:** In addition to completing Attachment A: Cost Sheet, are vendors allowed to submit cost proposals or other information regarding their pricing?

**Answer 21:** Evaluations will be based on the completed Attachment A.

Please reference Section V for other information.

### TAB VII OTHER INFORMATION

Proposers may include any other information deemed pertinent to this solicitation, such as optional services to support district development. Information/pricing regarding supplementary materials/resources may be included in this section.



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**Question 22:** Are physical samples requested with the responses?

- a. If so, how many samples are requested and where should the physical samples be submitted?

**Answer 22:**

Knox County and Knox County Schools request physical or digital samples. Knox County Schools will accept a link to a digital sample as long as there is a full URL, that if necessary, can be typed in to access the link.

Samples for Grade Band Pre-K through 2 should be behind Tab III of the response

Samples for Grade Band 3-5 should be behind Tab IV of the response.

Samples for Grade Band 6-12 should be behind Tab V of the response.

**Question 23:** Typically, our intervention programs are sold as kits which include all the teacher resources and student materials for a set number of students. As a result, we do not normally price our intervention programs on a per student basis, something the RFP pricing form requires. How should we handle that?

**Answer 23:** Due to the nature of this RFP, Knox County and Knox County Schools require the completed Cost Sheet (Attachment A) provided in the solicitation that is a per student cost based on the level of instruction that student is receiving.

**Question 24:** The RFP provided current student numbers in a chart just above the pricing form. Are you looking for a total cost for purchasing a program for each grade band based on those student numbers or are those number just to give vendors an idea of the potential size of the purchase?

**Answer 24:** Those numbers are to give vendors an idea of potential needs.

End of Addendum II

**Note:** Addendum must be acknowledged in Section V under Tab I of the response.

A handwritten signature in black ink that reads "Rachel Cabrera".

Rachel Cabrera  
Senior Buyer, Knox County Procurement