



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. 3398 Numeracy Intervention Programs

Addendum Date: April 21, 2023

Buyer: Rachel Cabrera

Closing Date: May 4, 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: Does the district plan to make this purchase district-wide, or will schools be opting-in to receive the solution, or will this award result in an approved list of vendors?

Answer 1: Knox County and Knox County Schools will utilize services on a per student basis, as needed.

Question 2: What is the district's budget for this purchase?

Answer 2: The information for this question is not currently available.

Question 3: Will the district allow e-signatures in blue ink to meet the requirement listed at 1.23, on pg. 3?

Answer 3: Knox County will allow e-signatures in blue ink on the requirement in Section 1.23.

Question 4: What is the official term of this contract? Is the initial term 36 months (with 4 optional 1-year renewals) as listed on pg. 6 of the bid document, or June 1, 2023-May 31, 2024 (with 4 optional 1-year renewals) as listed on pg. 24 of the bid document.

Answer 4: Please reference Section 3.5.

The initial Term-Contract is one year with the option to renew for four (4) one-year periods, for a possible total of five (5) years. The pricing must remain firm for the first thirty-six months or three years of the possible total 60 months or five years.

Question 5: Our product is sold on a per-school basis, not a per-student basis. Can the detailed pricing attachment list pricing in that format?

Answer 5: 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 6:

Tier III: About how many classrooms for each level? [Pre-K – Grade 2, Grades 3-5, Grades 6-12]

Specialized Instruction: About how many classrooms for each level? [Pre-K – Grade 2, Grades 3-5, Grades 6-12]

ELL: About how many classrooms for each level? [Pre-K – Grade 2, Grades 3-5, Grades 6-12]



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Answer 6:

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 ELL 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	Math -Tier III Number of students	Classrooms with proper ratio	Math - Tier II numbers of students	Classrooms with proper ratio	ELL Number of Students
Kindergarten	6	2	21	4	435
First	25	8	32	6	534
Second	130	43	132	26	441
Third	199	66	246	49	468
Fourth	201	67	232	46	430
Fifth	168	56	243	49	423
Sixth	81	7	147	12	349
Seventh	58	5	133	11	294
Eighth	69	6	151	13	241
Ninth	24	2	63	5	312
Tenth	9	1	47	4	312
Eleventh	0	0	4	1	184
Twelfth	0	0	6	1	150

Specialized instruction student numbers are as follows:

Grade Level	Students with Goals in: Math
PreK-2nd	657
3rd-5th	994
6th-12th	2192
Grand Total	3843

Question 7: Would the district consider awarding the Pre-K-2 and the 6-12 grade band to a vendor that specializes in K-8 only?

Answer 7: 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. The RFP has been amended to evaluate based on the Grade Band K-2.



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Question 8: 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 8: 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 9: Samples were stated as being within the proposal but also mailed separately, which method is preferred?

Answer 9: Knox County and Knox County Schools want the sample materials included in the proposal.

Question 10: 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 10: Knox County and Knox County Schools request that anything that relating to the Scope of Work of RFP 3398 be submitted.

Question 11: 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 11: The General Terms and Conditions are stated in Section I of RFP 3398 and the Special Terms and Conditions are stated in Section III of RFP 3398.

Question 12: 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 12: 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 13: For the purposes of pricing teacher materials, how many educators (teachers, interventionists, tutors, etc.) would be utilizing a teacher edition to facilitate instruction?

Answer 13: 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 ELL teachers who teach 4-6 classes a day.

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Question 14: Should the "per student" pricing listed on the Attachment A Cost Sheet be for 1 school year or for the entire 36-month term of the contract?

Answer 14: The "per student" pricing should be for one school year.

Question 15: What does Knox County use to define acceptance? Does this mean Knox County will submit a Purchase Order or is there some other method Knox County uses to show acceptance of the agreement?

Answer 15: For purposes of this Request for Proposals, acceptance of the agreement is full payment of an invoice.

Question 16: If our proposal contains proprietary information and trade secrets, are we able to provide a redacted copy for requests made under the Tennessee Open Records Act?

Answer 16: Knox County will comply with the Tennessee Open Records Act 10-7-503 et seq. upon request. Anything submitted will be reviewed by the evaluation committee and provided to the Board of Education and Commission for final approval. Please reference Section 3.34 which states Knox County is subject to the Tennessee Open Records Act 10-7-503 et seq. Proposers are cautioned that all documents submitted on behalf of this Request for Proposals shall be open to the public for viewing and inspection.

The vendor may provide a complete copy to the County and provide a redacted copy to use for open records if necessary. Please use caution because redactions must be truly related to proprietary information and trade secrets. The vendor could be violating the Tennessee Open Records Act 10-7-503 et seq if they are redacting information that does not fit in those categories.

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.

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?



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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 K-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.

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