July 25, 2017

To: All Potential Respondents

From: Nancy Wheelock, Purchasing Agent

Subject: RFP1117282197 – Statewide Assessment of Student Progress

**Addendum Three**

**Please amend the subject RFP to include answers to the following timely received questions:**

Q1. On the Attachment 5 – Cost Proposal Rev. 7.21.17, under *Cost Detail* tab, line 17 states: 4*.1 Feasibility of Implementation of School Districts*. Line 18 states: ***Online Platform Agency Owned.***

However, under the *Cost Chart* tab, line 12 states: 4.1 *Feasibility of Implementation by School Districts - The Contractor shall provide a firm, fixed total price for the initial Contract period and each renewal period for fixed costs associated with Feasibility of Implementation by School Districts-, including but not necessarily limited to project management, staffing, communication, travel to meetings and TAC meetings.* Please clarify the intended Agency verbiage.

 A1. The State has amended the Cost Proposal to remove the language, “*Online Platform Agency Owned”,* from the Cost Detail Tab for Section 4.1 only.

Q2. On the Attachment 5 – Cost Proposal Rev. 7.21.17, under Cost Detail tab, for example, one line 19, column 2: Cost Detail, the chart does not allow visible input into this cell. The chart will allow for input toward the far-right total Cost.

Please correct this matter and please provide a revised Cost Proposal for the vendors.

A2. Some sections of the Cost Detail tab had white selected for the font color. The state has changed the font color to black so the text entries will appear in the fields.

Q3. On the Attachment 5 – Cost Proposal Rev. 7.21.17, under Cost Detail tab, the instructions in rows 2 and 3 include to: Please provide additional line item cost detail below per the example provided. Contractors should provide the breakdown of costs associated with the total cost per year for each item shown below. The description field will expand to accommodate additional text. Contractors may insert additional lines to provide for additional cost breakdown per item.

However, the chart does not provide separate tabs by year. Please confirm that vendors are just to provide costs details for year one only.

A3. The state requires cost detail per year and has amended the Cost Proposal to add four additional Cost Detail tabs for Respondents to provide annual cost detail for all five years.

Q4. Based upon the Agency’s timeframe for proposal submittal, and in consideration of the above potential RFP revisions, we respectfully request an extension for vendors to submit proposals to August 18, 2017.

A4. The state will not extend the due date of this RFP. The worksheets are not protected and allow the Contractor to correct any font color, size, or style issues. Original content provided by the state shall not be revised by the Contractor.

**COST PROPOSAL AMENDMENTS**

The State has amended the Cost Proposal per the responses to questions 1 through 3 above and added formulas to the Sub-Total and Grand Total fields on the Cost Chart tab only in Column I to provide the sum total per row where applicable and the Grand Total for all of the green colored fields only in Column I. Contractor is solely responsible for checking the final calculations submitted in their Cost Proposal.

A revised Cost Proposal has been revised which replaces the original Cost Proposal. **Respondents will use the replacement file “Attachment 5 – Cost Proposal Rev. 7.24.17” to submit their Cost Proposal.** **No further revisions will be made to the Cost Proposal by the State.**

**Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your offer (do not send back separately).**

I hereby acknowledge receipt of this addendum.

Signature Date

Typed or Printed Name