



Lillian M. Lowery, Ed.D.
State Superintendent of Schools

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD

Date: October 15, 2013

To: Offeror

Re: CATS+ TORFP #R00B4400069 Addendum #1—Race To The Top (RTTT) Expansion of the Online Instructional Toolkit

Summary of Questions Submitted

Sender: Alan Delman, Procurement Officer
E-mail: adelman@msde.state.md.us

YOU SHOULD RECEIVE 7 PAGES INCLUDING COVER SHEET. IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE E-MAIL adelman@msde.state.md.us.

As a result of the pre-proposal conference on October 7, 2013 the following information is being submitted to you:

- *Summary of the Pre-Proposal conference*
- *Attendance sheet*
- *All Communications Pertaining to this RFP shall be done by e-mail only to adelman@msde.state.md.us*

Please, acknowledge receipt of this Addendum #1 by filling out the attached form and e-mailing to my attention at: adelman@msde.state.md.us. Thank you.

Thank You,

Alan Delman, Procurement Officer
Procurement Section

c: Albert Annan
Val Emrich
Donnell Josiah

ADDENDUM #1

**CATS+ TORFP #R00B4400069 Addendum #1—Race To The Top (RTTT) Expansion
of the Online Instructional Toolkit**

Summary of Questions Submitted

ACKNOWLEDGEMENT OF RECEIPT FORM

Received By: _____
(PRINT NAME)

Signature: _____ Date: _____

Organization: _____

Telephone No. _____ Federal ID # _____

E-mail: _____

Please e-mail to: adelman@msde.state.md.us

ATTENTION: ALAN DELMAN
MARYLAND STATE DEPARTMENT OF EDUCATION
200 WEST BALTIMORE STREET
BALTIMORE, MARYLAND 21201

CHANGES TO THE SCOPE OF WORK

2.8 TO CONTRACTOR MINIMUM QUALIFICATIONS

1. At least eight four (84) years of experience working within web environments and managing online resources

2.4 REQUIREMENTS

Based on review of ~~minimum of 6,000~~ qualitative instructional resources,

- *Please make sure to consider this new information in your response to the RFP.*
1. **What is the granularity of the resources that you are expecting to receive from this project?** The vendor should provide resources that are aligned to the Common Core Standards, for relevant content areas, grades, etc. Basic meta-tagging is required, but the vendor may choose a more advanced meta-tagging schema at their discretion.
 2. **What is MSDE's Learning Management System (LMS)?** Blackboard is the LMS currently being used by MSDE.
 3. **Do you have any updates on MBE regulations?** There have been no notifications as to any updates or changes to MBE regulations as they pertain to counting prime participation when the prime is an MBE.
 4. **How will MSDE test that the resources are accessible?** The vendor should stage the resources in a vendor managed test environment and use guidelines to test the data (tags, color, closed captioning, etc.). The data should be 508 compliant.
 5. **Pg.9 Section 2.4.11 - Are there requirements to provide a secure login? Is it unique to the vendor system?** Yes, the staging area should be secure so information can be vetted by MSDE staff. Once approved, the data will be housed in a public area of Blackboard.
 6. **Why isn't there a test environment similar to the state LMS?** MSDE would like to confirm that the vendor has completed the task successfully before accessing the LMS. Once the resources are approved by MSDE staff, a migration will occur.

7. **Who is responsible for transferring resources from the test environment to the LMS?** This process will be a shared effort between the vendor and MSDE; however, MSDE will provide access to the system and the vendor will migrate the data.
8. **Does MSDE expect the 4,000 - 6,000 resources to be specific to education?** Yes, all resources should support education and be aligned to the Common Core Standards and STEM Standards.
9. **Does MSDE expect the resources to be aligned to subject area content?** Yes, using the Common Core Standards and STEM Standards as a guide will link the data to the appropriate subject areas.
10. **Is the task to be completed by September 2014?** Yes. MSDE will advise the vendor of any changes to the performance period.
11. **Is the vendor required to provide ongoing support?** No, the vendor is not required to provide support to teachers and students accessing the site.
12. **How did MSDE determine that 4,000 – 6,000 resources are needed in the repository?** MSDE solicited LEAs and grant writing teams to determine the resource need. Content area staff will share links that are necessary for inclusion on the site.
13. **Will any resources be new content or is there existing content?** MSDE expect vendors to utilize existing content. However, a vendor can decide to create new content at their discretion. MSDE has the final approval of all resources that will be housed on the official site.
14. **Is there a multimedia requirement (i.e. flash)?** MSDE will track what multimedia is being used by local school systems in terms of format; however, MSDE does require that content be available on most desktop and tablet platforms. The vendor must also consider copyright laws or licenses
15. ***Pg. 13 Section 2.8 #1* – Is there a reason why MSDE requires at least 8 years of experience working within web environments and managing online resources?** MSDE will accept at least 4 years of experience.

16. **Will MSDE provide direction as to what resources are credible?** Yes, MSDE will provide some support in the early stages of the project. The vendor will then work independently until the approval process is complete.
17. **Pg. 11 Section 2.5.2.1 – What is MSDE’s expectation for this deliverable?** Vendor will provide a MS Word document that describes the resources being delivered relative to the State’s meta tagging guidelines.
18. **Has MSDE already provisioned a team of people to support this project with resources?** A team of MSDE staff is available to support this project with resources; however, we must be mindful of their time as they are also working with other projects.
19. **Regarding the MBE goal-are the sub-goals mandatory? From the workload it seems impossible to break the work out for 4 or more firms and per the guidelines on sub-goals a single firm cannot qualify as both a woman owned firm and an African American-owned firm. Therefore, based on your guidelines it appears that the minimum number of firms required to partner and respond is 4. The MBE sub-goals are mandatory and represent the minimum required per category. Information regarding the sub-goals can be found at:**
<http://goma.maryland.gov/MiscDocs/SubgoalGuidance-FAQfinal-website.pdf>

While it is true that a firm cannot qualify in dual categories, i.e. woman and African American, if there is a compelling justification and a firm has done their due diligence in soliciting an MBE partner (and can demonstrate that), a waiver of the sub-goal may be requested. The State must be satisfied that an Offeror has exhausted all means to try to fulfill the MBE goal and sub-goals and simply cannot.

MARYLAND STATE DEPARTMENT OF EDUCATION

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(ATTENDANCE SHEET)

PRE-PROPOSAL CONFERENCE DATE:

OCTOBER 7, 2013

8TH FLOOR CONF. RM. #6

NAME (Please Print)	ORGANIZATION	ADDRESS	TELEPHONE #	FAX#	E-MAIL
Rob Day	Soul Tree Consulting	1255 Montague St, DC Washington, DC 20011	410 499 8613		RDay@SoulTreeconsulting.com
Jana Preati	Group Z, Inc.	9250 Bridle Path North Columbia, MD 21045	410 772 0888	410 779 9608	jpreati@groupz.net
Sudhakar G	A P Ventures	9520 Bayview Reef, #107 Columbia, MD 21046	301-760-7276		
Shambhavi Gokulakrishnan	APV - Inc	9520 Bayview Reef, #107 Columbia, MD 21046	301-760-7276		
Suzey Shaw	SOBO Production	839 Bestgate Rd, #400 Annapolis, MD 21401	301-410-7577 301-589-5899		suzey@soboproducts.com
Ryan Tackler	Shaw Federal	1783 Forest Drive Suite 306 Annapolis, MD 21401	703 410-602-52		rtackler@shawfed.com
Alban DeLina	MSP E				
Jane Dwyer	MSP E				jdwyer@mspe.state.md.us

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