



DATE: APRIL 12, 2023  
TO: ALL PROSPECTIVE VENDORS  
FROM: VERONICA JACKSON  
PURCHASING AND CONTRACTS COORDINATOR  
SUBJECT: ADDENDA# 1  
RFP# 23-0421 – WORLD LANGUAGES TEXTBOOK ADOPTION (GRADES 6-12)

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All respondents are hereby advised of the following amendments to the Request for Proposals (“RFP”) document which are hereby made an integral part of the proposal documents for the subject contract, prepared by the Clarke County School District (“CCSD or District”).

Proposals submitted shall be deemed to include contract document information as shown in **ADDENDUM NO. 1**. Respondents shall be required to acknowledge receipt of this addendum in their proposal response. Failure to acknowledge receipt of this addendum by the respondent may result in the rejection of their proposal response.

This addendum must be completed, signed and submitted with your proposal response to be considered for award. If you have already submitted a proposal, please complete the addendum and submit same in a sealed envelope, clearly marked with the “**RFP# 23-0421, WORLD LANGUAGES TEXTBOOK ADOPTION (GRADES 6-12)**”, response date, and return address. This will be accepted as part of your proposal response, **PROVIDING IT IS RECEIVED BY THE PURCHASING DEPARTMENT BY THE TIME AND DATE SPECIFIED IN THIS DOCUMENT.**

The Addendum becomes a part of the Original document and Modifies, as noted below:

A. **MODIFICATIONS & REVISIONS** (*clarifications in red*)

**Clarification:** Proposals shall be submitted electronically.

RFP Number listed incorrectly on cover and subsequent pages: 22-0421

**Revised:** 23-0421

6.4. DIGITAL RESOURCES / TOOLS REQUIREMENTS

**Add:**

a) Video Quality

b) Individual Readers

We would like vendors to include individual readers as supplementary resources.

B. **QUESTIONS & ANSWERS** (*clarifications in red*)

1. Will the recording from the pre-proposal conference be available?

Please click [here](#) for the recording.

Passcode: @WorldLanguage1

2. In regards to the three references, while we do not have any prior experience in the State of Georgia, we have successfully completed similar work in other countries around the world. We are currently expanding our operations into the United States, specifically the State of Georgia and we are confident we can deliver high quality results based on our work from similar projects. Please could you let us know if references from these past similar projects will suffice?

**Please provide references as stated in the RFP, Georgia references are preferred but we will review all reference information.**

3. We are in the process of registering our company in the State of Georgia, however the application process will not be complete by the deadline for submission of this tender. Is proof that we are in the process of filling suitable?  
Please provide proof of application submittal.
4. As we are a company based in the UK, are we able to send the samples electronically?  
Per Section IV, sample materials are to be shipped; however, if curriculum information is only available electronically, please provide within your submittal documents.
5. Is there more information regarding the potential number of textbooks and workbooks needed? For example, is one class size worth of textbooks the same number as 'enrolled students'?  
We will not know the total number of enrolled students until the master schedule is finalized for each school. Our high schools are scheduled in blocks and semesterized and, as such, our courses are one semester long. Our primary need is for digital textbooks, but teachers want one class set of printed textbooks per level and per school to use as a resource. In answer to the second question, the number of printed hardbooks does not equal the number of enrolled students. The number of digital licenses per school is closer to the number of enrolled students, but for a semesterized district.
6. For high school, as no workbooks are listed in the table, is all the material going to be supplied online?  
No; teachers have asked for individual readers to supplement the digital textbooks.
7. Are you looking for print materials and digital resources, or is this RFP for print materials only?  
This RFP is primarily for digital materials with print materials as resources. As one example, our middle school teachers are comfortable with digital textbooks, but prefer to have printed workbooks for their students.
8. For level 4 Spanish and French, are you specifically requesting Advanced Placement (AP) course materials?  
Yes, please share any information and/or pricing for AP titles. We offer level 4 Spanish and Level 4 French courses that are separate and apart from the AP Spanish and AP French courses.
9. What constitutes a class set?  
A hard copy class set constitutes 30 student textbooks and a teacher edition. We just need one class set per level per school.
10. Can you please share the anticipated contract length for this adoption?  
Section V, pp. 11, the term is for one (1) year and will automatically renew for two (2) additional on-year terms.
11. Would you like vendors to supply single- and multi-year pricing options?  
Yes, you can provide single and multi-year pricing options.
12. Could you please tell us if the district is seeking any AP titles with this adoption?  
Yes; please share any information and/or pricing for AP titles.
13. Is it possible to find out if you would accept a fully online resource - or if there needs to be a paper textbook component.  
This RFP is primarily for digital materials with print materials as resources. As one example, our middle school teachers are comfortable with digital textbooks, but prefer to have printed workbooks for their students.
14. Can we send a separate submittal form document? We prefer to use Adobe sign, which will generate a separate, secure PDF.  
Yes
15. When would [we] have the opportunity to review your technical requirements/Data Privacy Agreement?  
Proposers should provide their technical proposals and/or data agreements for the district's review. All should be in accordance to the terms and conditions established in this RFP.
16. Can you confirm which LMS and SIS you use?  
We are a Google district and we use Infinite Campus as our SIS.

17. We wanted to confirm that the Attachment A PHASE II – SAMPLE OF MATERIAL ASSESSMENT EVALUATION SCORING FORMS, are not required to return to you at this time? Please advise if we are to complete them and return them by the April 21st submission deadline or if they are not required by April 21st.  
**The sample "Attachment A" form was inserted to advise Proposers of the scoring criteria that the evaluators would use in this process.**
18. For the shipping address of the proposal, should we ship it to the same address listed for the samples?  
**Proposals shall be submitted electronically.**
19. Additionally, to confirm, along with 1 printed and mailed copy, you would also like one electronic copy in PDF emailed to you?  
**The RFP should be submitted electronically as stated at the Pre-Proposal conference.**
20. Is the district also looking for AP titles with this RFP?  
**Yes; please share any information and/or pricing for AP titles.**
21. 4.1.3. states that “Tabs should be used to separate each tabbed section.”. As 4.10 states that we should submitting the proposal electronically as a single PDF file, how you would like us to proceed – should we refer the sections of the proposal as Tabs, and start each new section on a new page?  
**Yes-  
 Since this is not a hard copy submittal, you can identify each section as Tabs and start a new page for each section.**

Proposal Due Date Remains: **APRIL 21, 2023 at 11:00 AM (EDT)**

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Name of Proposer

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Address

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Signature

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Date

Unless otherwise changed by an addendum, all other information will remain the same.

**END OF ADDENDA 1**