

**Cobb County School District  
RFP P2622, Instructional Materials  
Questions and Answers**

#	Vendor	Question	Response
1.	Jennifer Zurawski, Learning A-Z	Will the district accept a 0% discount?	Refer to Section 4.1 in Special Terms and Conditions.
2.	Suzanne Massey, Frogstreet	Does this RFP include instructional materials for Pre-K classrooms?	Yes.
3.	Don Adelmeyer, Crisis Prevention Institute	Is this strictly for materials?	Refer to Section 3.1 in Special Terms and Conditions. It gives examples of the types of items CCSD is looking for.
4.	Don Adelmeyer, Crisis Prevention Institute	Does this include materials for training staff in CPI, or is this strictly for materials staff would use to teach their students?	Professional Development materials are included in this solicitation.
5.	Lori Wilson, Learning Without Tears	Is a discount required? If yes, our discount is based on volume purchases. We sell early literacy supplemental curriculum, is this something CCSD is interested in?	Refer to Section 4.1 in Special Terms and Conditions. CCSD is interested in early literacy supplemental curriculum.
6.	Lori Wilson, Learning Without Tears	Are you looking for curriculum or general supplies?	The CCSD is looking for both curriculum and general supplies. Refer to Section 3.1 in Special Terms and Conditions.
7.	Andrew Whittet, Activate Learning	Will Cobb County be reviewing resources in all content areas or only specific ones?	Refer to Section 3.1 in Special Terms and Conditions. It gives examples of the types of items CCSD is looking for.
8.	Kim Stuckey, Really Great Reading	I saw on the website that sometime in May you'll be partnering with Bonfire for submissions. Will this RFP be submitted through that portal or by physical copies mailed directly to the district as indicated on the specifications sheet?	Refer to Section 2.0 in Submission Requirements. Vendor responses <b>will not</b> be submitted through Bonfire.
9.	Kim Stuckey, Really Great Reading	For pricing purposes, could we please be provided with the number of classrooms at each grade for Kindergarten through 2nd?	This is a catalog discount solicitation. The number of classrooms is not available at this time.
10.	James Dean, Thinking Maps, Inc.	If we are already an approved vendor with Cobb County Schools, do we need to submit for the Instructional Materials RFP?	"Approved Vendors" are vendors who have been awarded a contract by the Procurement Department. This is a new solicitation, any vendor who wish to be considered for award will need to submit a response to this solicitation.
11.	Lisa Hone, Stage Accents	We manufacture performance apparel: gowns, tuxedos, and show choir outfits for choral groups. Should I participate in this RFP?	Yes.
12.	Lori Wilson, Learning Without Tears	Will you be accepting submissions through Bonfire? Or just mail and email?	See response to Question #8.
13.	Katie Edmonson, RYE Consulting	Is the district accepting Science preK-8 STEM kits and curricular units and guide/materials kits with PD available to train enrichment staff and personnel?	STEM materials are part of this solicitation.
14.	Cara Beers, FrogStreet	Frog Street has done recent business with Cobb County in 2020 and 2021. If we don't complete this particular RFP, will we still be able to do business with Cobb County or will we be excluded from consideration until the next RFP?	Preference is given to vendors who are awarded a CCSD contract through the procurement process.
15.	Peter Clifford, Benchmark Education Company	Does "instructional Materials" include core reading programs or is this just a call for supplemental materials?	See response to Question #7.
16.	Peter Clifford, Benchmark Education Company	Along with Appendix A (pricing sheet) do you want to see a detailed line list of all our products with codes and prices?	No.

**Cobb County School District  
RFP P2622, Instructional Materials  
Questions and Answers**

#	Vendor	Question	Response
17.	Katya Zakharova, Avant Assessment	Would you please clarify if we should include 5 copies of the non-cost sections of our proposal response (in addition to the original hard copy response) if we send the response via email?	Only one copy is needed if submitted via email. However, per the submission requirements, you must still submit hard copies which must be received by 3:00 PM ET the next business day after the proposal is due.
18.	Katharine Bonasera, Center for the Collaborative Classroom	Is this RFP to be on your approved vendor list?	See response to Question #10.
19.	Katharine Bonasera, Center for the Collaborative Classroom	If individual schools or the district wish to purchase instructional materials for core instruction or intervention, must the vendor be on this list?	See response to Question #14.
20.	Katharine Bonasera, Center for the Collaborative Classroom	Is it a non-negotiable to offer a discount on the products and/or services provided to be on the approved list?	CCSD needs clarification before a response can be provided.
21.	Katharine Bonasera, Center for the Collaborative Classroom	Are the expectations regarding discounts the same for for-profit and non profit organizations?	Yes.
22.	Katharine Bonasera, Center for the Collaborative Classroom	Is any type of materials review planned to vet the vendors that will be approved for the list?	No.
23.	Maren Boulton, RYE Consulting	Does this opportunity include Pre-K curriculum materials?	Yes.
24.	Jennifer Pustejovsky, Perfection Learning	Can you clarify what is considered the print submission? I know the USB Flash Drive should include the three sections below, but are the only components due in print the Cost and Non Cost Proposals, sections 6.1-6.2?	The non-cost print submission will include 1 original and 5 additional copies of the non-cost proposal (including supporting documentation) and the required documents.
25.	Katie Edmonson, RYE Consulting	Does a potential bidder need to register anywhere in order to submit a proposal? With Cobb County or Bonfire?	Vendors do not need to register with the CCSD in order to submit a proposal for this solicitation. NOTE: Responses are to be submitted per the instructions in the solicitation document, <b>NOT</b> via Bonfire.
26.	Laura Flavin, Davis Publications	Are instructional materials for visual arts included in this bid?	Yes.
27.	Doug Smith, Capstone	Are electronic signatures allowed on documents that need to be signed?	Since hard copies are required, an original signature should be included.
28.	Doug Smith, Capstone	Is a Certificate of Insurance form required to be submitted with this RFP?	No.
29.	Carolyn Freeman, RYE Consulting	If a company is providing supplemental instructional material (i.e. a subscription) and will not have any onsite work with the district, is insurance required for this response?	Yes. However, per Special Terms and Conditions Section 8.0, <i>"Alternate coverage may be evaluated and accepted prior to award."</i>
30.	Carrie Rhodes, A Teaching Company	On Attachment B, it states: Describe the procedures for setting up and maintaining a vendor-hosted catalog including log-in, price changes, product offerings, etc. Is it your intent that the catalog be hosted on a Cobb County Procurement site? Or can the catalog remain on the publishers site?	The catalog would remain on the publisher's site.
31.	Carrie Rhodes, A Teaching Company	Do you want the materials listed under each of the categories on section 3.0?	No.
32.	Carrie Rhodes, A Teaching Company	Would items be shipped directly to schools or to CCSD warehouse?	Items may be shipped to any CCSD location.

**Cobb County School District  
RFP P2622, Instructional Materials  
Questions and Answers**

#	Vendor	Question	Response
33.	Carrie Rhodes, A Teaching Company	Would you like all items submitted listed on the excel sheet attachment with the discounts given or is this a generic list of discount types?	Discounts only.
34.	Collin Odell, Discovery Education	In General Requirements 2.5, the RFP states, "The purchase of software licensing, and/or online subscription-based content is NOT part of this RFP." Also in Scope of Work 3.1.7, online subscriptions are listed as examples of periodicals. Does the RFP Scope of Work include online subscriptions like digital textbooks?	The only online subscriptions under this solicitation are magazines, journals, and newspapers.
35.	Jill Smith, TeachTown	Are software licenses allowed in tandem with printed requirements; would we still meet the RFP requirements with an online/print hybrid curriculum model?	Software is not part of this solicitation.
36.	Jill Smith, TeachTown	Is this RFP for printed materials only?	Refer to Section 3.1 in Special Terms and Conditions. It gives examples of the types of items CCSD is looking for.
37.	Don Adelmeyer, Crisis Intervention Institute	In regard to the online catalog request on this RFP, do you need a specific online catalog, IE a PDF or word document, or is access to online ordering through our company website considered an online catalog as well?	Your company website would be considered an online catalog.
38.	Scott Olson, Riverside Insights	Will public schools in Cobb County only be able to purchase K-12 instructional materials in the categories identified in the Scope of Work from vendors that are approved and/or awarded a contract through this solicitation?	Preference is given to vendors who are awarded a CCSD contract through the procurement process.
39.	Christi Klingman, Nasco Education	I have a question regarding the minimum. " <i>Responses that contain minimum order amounts will not be accepted unless called for in the solicitation document</i> ". On the cost attachment, it allows you to put your shipping terms and exclusions to shipping terms under the additional information. If we submit the bid with our standard shipping terms, will the proposal be considered?	Yes.
40.	Scott Olson, Riverside Insights	For vendors not offering such a platform, is it necessary to complete the e-Commerce questionnaire?	Indicate on the e-Commerce Questionnaire that your company is not offering this platform.
41.	Scott Olson, Riverside Insights	Please describe the content of the sample reports being sought in paragraph 6.2.3.	Vendors are to describe the types of reports they can provide. Some reports that CCSD may request are total district spend, list of top items purchased by CCSD, and district spend based on categories.
42.	Anne Peacock, Istation	Our solution is a blended learning software with online instruction and teacher-led intervention. We are subscription-based, but we can support several criteria outlined in the Scope of Work. Can you provide further clarification?	See response to Question #34 and #35.
43.	Cheryl Burckhard, Audio Enhancement, Inc.	Are you able to provide examples of proof of compliance with PCI standards?	No.

**Cobb County School District  
RFP P2622, Instructional Materials  
Questions and Answers**

#	Vendor	Question	Response
44.	Cheryl Burckhard, Audio Enhancement, Inc.	Should the proposals be organized according to the check list on page 29, or should section 6 – Non-Cost proposal submission requirements be provided first?	Refer to Section 2.0 in Submission Requirements.
45.	Cheryl Burckhard, Audio Enhancement, Inc.	Within the checklist on page 29, reference form is listed twice. Item number 5, and under special terms and conditions <ul style="list-style-type: none"> <li>Is item number 5 “Vendor Reference Form” referring to page 17 the representatives form?</li> <li>Under special terms and conditions References – Section 13.0, is this section 12.0?</li> </ul>	Both are referring to Section 12.0, References on page 18.
46.	Cheryl Burckhard, Audio Enhancement, Inc.	6.2.3 “Describe your reporting capabilities and provide sample reports...” What type of reporting are you looking for in this section?	See response to Question #41.
47.	Collins Foster, HealthWise	Is this a required action for all vendors, every year?	No.
48.	Collins Foster, HealthWise	Is this a new process (or one that my predecessors would have submitted last year)?	This is a new solicitation that has not been issued before.
49.	Collins Foster, HealthWise	Specifically, does HealthWise need to submit a proposal?	Preference is given to vendors who are awarded a CCSD contract through the procurement process.
50.	Christina Williams, GALE	Is this a purchasing cooperative or is it to fulfill a specific need? Specific and immediate need for school year 2022-23. Will the purchase occur in July 2022?	Per the solicitation, “ <i>The purpose of this RFP is to offer CCSD schools and departments with a list of qualified and approved vendors from which they can purchase K-12 instructional materials on an as-needed basis with a discount off list price.</i> ”
51.	Christina Williams, GALE	Are purchases be made at the district level or are individual schools going to purchase separately? If at district level, will district be purchasing for all schools at each level (ie elementary middle, high)?	Orders may be placed at the district level or by individual schools.
52.	Christina Williams, GALE	Is being on the purchasing list a requirement to do business with Cobb Co? if not on the purchasing list, can we still sell directly to schools?	See response to Question #38.
53.	Christina Williams, GALE	As Gale is an established vendor, do we need to re-submit our details for this RFP?	See response to Question #49.
54.	Christina Williams, GALE	Are you looking for a percentage discount or detailed pricing? For ebooks do you want a title list with list pricing?	CCSD is looking for percent discounts.
55.	Christina Williams, GALE	Is this purchasing agreement contract for multiyear subscription? If so, how many years?	See response to Question #34.
56.	Sandy Kline, PRC-Salttilo	Does this bid include Speech Generating Devices for the non-verbal student?	Special Education devices are included in this solicitation.
57.	Kacy Kish, ACT	Page 5. The RFP requires vendors to submit original and hard copy proposals. Will CCSD accept docusign signatures in the original proposal instead of wet ink signatures?	See response to Question #27.

**Cobb County School District  
RFP P2622, Instructional Materials  
Questions and Answers**

#	Vendor	Question	Response
58.	Kacy Kish, ACT	Page 6, Requirement 2.5. Please confirm that the numbering 2.5.1, 2.5.2, and 2.5.3 does not need to be used when submitting the electronic files, and that vendors should label the Non Cost Proposal Section 6 and the Cost Proposal Section 7, as requested on pages 13-14.	See response to Question #17.
59.	Kacy Kish, ACT	Page 7, Requirement 3.5. Given that this is a catalog RFP where vendors can propose a large range of products for CCSD to consider and add to the approved list, does the “cost evaluation formula” and application of “lowest price” apply? Isn’t it possible that the product with the lowest price might not be directly related to what another vendor is proposing?	Yes, that is possible.
60.	Kacy Kish, ACT	Page 8, Requirement 2.5. This requirement states “the purchase of software licensing, and/or online subscription-based content is NOT part of this RFP. Please confirm that CCSD will consider proposals that include a student license for curriculum, assessment, or practice test materials.	See response to Question #34 and #35.
61.	Kacy Kish, ACT	Page 29, RFP Checklist. The fifth item on the bulleted list and the last sub-bullet on the list seem to be for the same requirement “references,” however in the last sub-bullet it says “References-Section 13.0” and there does not appear to be a section 13.0. Please clarify if there are two reference requirements.	See response to Question #45.
62.	Kacy Kish, ACT	Attachment A, Cost Proposal. If vendors are proposing more than one product for a category (two assessments), how should this be shown in the Cost Proposal. For example, do vendors add a line for each product under a category? Or in order to answer the questions in row 10 and below do we need to create a separate tab for each product proposed?	Refer to Section 4.0 in Special Terms and Conditions.
63.	Kacy Kish, ACT	Attachment A, Cost Proposal. It appears in columns E, F, G, and H that vendors indicate yes/no if a discount is being offered. What information is requested in column D “Discount”? Do vendors put the proposed price to CCSD for each product in Column D?	Vendors are to list the discount being offered in Column D.
64.	Jon Dantzler, Great Minds	Does this RFP include full core curriculum programs for consideration (such as a core science curriculum or a core ELA curriculum)?	Refer to Section 3.1 in Special Terms and Conditions. It gives examples of the types of items CCSD is looking for.
65.	Jon Dantzler, Great Minds	How many classrooms are there in the district in grades K-2?	The number of classrooms is not available at this time.
66.	Jon Dantzler, Great Minds	How many students are there in grades K-5?	The number of students is not available at this time.
67.	Jon Dantzler, Great Minds	How many teachers are there in grades K-5?	The number of teachers is not available at this time.
68.	Jon Dantzler, Great Minds	How many students are there in grades 6-8?	The number of students is not available at this time.
69.	Jon Dantzler, Great Minds	How many ELA teachers are there in grades 6-8?	The number of teachers is not available at this time.
70.	Procurement Team, Thimble	Should we still respond to this RFP if software/curriculum licenses are part of our offering?	Software/licensing is not part of this solicitation.

**Cobb County School District  
RFP P2622, Instructional Materials  
Questions and Answers**

#	Vendor	Question	Response
71.	Laika Sanchez, Nearpod	We are an online subscription based company. Should we proceed with responding to this RFP?	See response to Question #34.