



# **RFP #22-4512 – Digital English Language Learner Language Curricular Program**

## **ADDENDUM 1 – QUESTIONS AND ANSWERS**

This Addendum updates the solicitation document to address written questions submitted. Please download, sign this document and email it to [procurement@sde.idaho.gov](mailto:procurement@sde.idaho.gov). The RFP due date has been extended through September 22<sup>nd</sup> to allow time to review questions and provide any additional information.

Thank you for your interest in supplying the needs of the State of Idaho Department of Education.



Question	RFP Section	RFP Page	Question	SDE Answer
1	1.2 Overview	2	If the purpose is to award multiple price agreement, may we propose more than digital program?	Yes, multiple programs may be proposed.
2	1.2 Overview	2	If we are allowed to propose more than one digital program, would you prefer completely separate submissions?	When submitting multiple programs, include separate responses for Attachment #3 - Functional Requirements and Attachment #4 Cost Proposal for each program.
3	8 Scope of Work	10	On page 10, Section 8: Scope of Work the list of requirements has the Cover Letter and the Signature page split up. We were unable to find an attachment entitled 'Signature Page.' Is the Signature page the same as the second page of Attachment 2? If so, do you want them to appear in the order listed on page 10?	Under the Scope of Work, it was intended for the respondent to provide their own signature page. Due to the information not being clear in the RFP, it will not be a mandatory requirement.
4	Attachment 2	12	Attachment 2 is entitled "Cover Letter." May we supply a traditional cover letter addressing the review committee?	Yes, please provide a traditional cover letter.
5	Attachment 3	14	Before Question #1, the Attachment says, "Overall System Features and Professional Development: Describe in Detail." Is that a heading or shall we address the overall system features and professional development?	In Attachment #3, the question before #1 is a column heading.
6	3 – Instructions for Submission of Proposal	8	Due to COVID-19 office closures, will the SDE accept DocuSign signatures?	Yes the SDE will accept DocuSign signatures.
7	6 – Mandatory Submission Requirements	11	Are vendors expected to submit the Signature Page as the very first page of their response? Or can the signature page be placed behind a cover page of the vendor's design?	Please see answer to question #3.
8	General	General	The RFP refers to "uploading" when submitting an electronic response. Please confirm this is synonymous with attaching a document to the email vendors will send to the email address listed in the RFP.	When referring to "uploading" a response, it is meant to be submitting an email with attachments to the email in the RFP.
9	Section 6 – Mandatory Submission Requirements	11	The Signature Page was not supplied in the RFP. Please provide the form.	Please see answer to question #2.
10	3 – Instructions for Submission of Proposal	15	As the district expects vendors to submit their responses in a Word format, is this requirement suspended for pages requiring a signature—i.e., Signature Page and Cover Letter?	For this RFP for the SDE that is separate from the districts, you can submit using Word, Excel or PDF.
11	3 – Instructions for Submission of Proposal	15	Please confirm vendors are expected to recreate Attachment 3 – Functional Requirements and Attachment 4 – Cost proposal in a Word format.	The vendors can recreate the attachments in Word, Excel, PDF or download and fill in the information in the case of Attachment #4. We do not stipulate the program that must be used.
12	4 – Proposal Format	9	Will the Table of Contents and required forms count towards the suggested 30-page limit?	No, they will not count toward the suggested 30 page limit.
13	General	General	Are vendors permitted to propose multiple programs?	Please see answer to question #3.
14	4 – Proposal Format	9	If vendors submit multiple programs for consideration, does the suggested 30-page limit still apply to the entire proposal?	No, we will take exception to allow for additional pages. The 30-page limit is a guide only, submissions longer than the 30 pages will be accepted.
15	8 – Scope of Work	13	The Scope of Work lists the signature page as part of the Scope of Work. However, the RFP also states the Signature Page must be provided in the beginning of the proposal. Please confirm which instruction vendors are expected follow.	Please see answer to question #3. We will accept a signature page no matter if it is at the beginning or end of proposal.
16	General	General	Please confirm the Cost Proposal is to remain a separate document than the rest of a vendor's proposals.	The SDE is requesting the cost proposal to be provided as a separate document contained with the RFP response.



Please acknowledge receipt of this Addendum by completing the spaces below and email to [procurement@sde.idaho.gov](mailto:procurement@sde.idaho.gov).

**ACKNOWLEDGEMENT OF ADDENDUM 1:**

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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Company Name