Addendum Two (2)

Additional Q&A

Questions

Book Fair Format: Display model vs. traditional sponsored fair case model

1. Is the display-and-order model (described in Attachment 6.4) required for the study design, or is ETSU open to other book fair formats that maintain fidelity to the program's goals? – ***Answer: Display-and-order model (described in Attachment 6.4) will be required for the study design in North Carolina.***
2. Will ETSU accept a proposal with two options: a.) the display-and-order model as described and b.) a traditional book fair in which students select and take home their books the same day, with separate pricing for each? If so, should both options go on one Technical and Cost Proposal? Or be submitted separately? Since only Sections D.1-D.4 of the Cost Proposal are scored, how would pricing for the second option be evaluated? — ***Answer: Display-and-order model (described in Attachment 6.4) will be required for the Annual Book Fair project in North Carolina. There is no need for providing pricing for the traditional book fair option.***
3. Is the timing of book delivery to students (for example, near the end of the school year) an essential part of the study design? Would students taking books home the same day affect the study? ***Answer: The timing is an essential part of the project. Students will need to receive their packages during the last week of school.***
4. Item 2 calls for "8-10 display book sets" – Does this mean 8-10 sets in total that are shared and rotated among all participating schools, or 8-10 display cases for each school's book fair? If the sets are shared, who is responsible for moving them between schools? ***Answer: Display sets will be shared among participating schools for the display-and-order model. The exact number of display sets will depend on the total number of participating schools. The display sets will be purchased and kept by ETSU.***

Title List

5. Attachment 6.4 (Minimum Service Requirements, Item 1) states 450-600 titles, while the Table of Contents in Sections B and C states 400-600. Please confirm the number of titles required. ***Answer: 400-600 titles.***

6. Rather than developing a new curated list with ETSU, may we provide our own list of approximately 400-450 titles drawn from our standard book fair assortment? In a traditional book fair, these would be the titles shipped to each school, and students select their books on site. Would this approach meet the title list requirements? ***Answer: ETSU will develop their own curated lists, which will be required for the display-and-order model implementation.***

7. If a vendor-provided list is acceptable, would ETSU review and approve before each project year? How much flexibility would vendors have to update titles from year-to-year based on availability? ***Answer: Not acceptable.***

8. The Cost Proposal requests pricing for a list of 50 specific titles provided in Addendum One. Is this list intended only as a pricing exercise to allow an equal comparison across RFP submissions? Or will the selected vendor be required to carry these specific titles on the final title list? ***Answer: Only as a pricing exercise.***

Program Scope and Volume

9. Addendum 1 notes that the award value will depend on the number of recruited schools. What is the minimum and maximum number of treatment schools ETSU expects to recruit? Can ETSU provide estimated enrollment for the participating cohort (or the target districts) so we can size inventory and offer volume discounts as applicable? ***Answer: The estimated number of schools is 10-40. No further details are available at this time.***

10. Beyond additional recruited schools, does ETSU anticipate any expansion of the program (e.g., additional grade levels or states) during or after the study period? If so, could that work be added to this contract? ***Answer: No expansion is expected. However, if expansion occurs, a new contract will be initiated.***

Technical Proposal

11. The notice on page 7 says the Technical Proposal can't mention items provided "free" or "at no additional cost". Because free books to kids are a core feature of a Funded Book Fair, may we describe that part of the program? We would not mention any items provided free to ETSU. ***Answer: No, attend to the guidelines of the RFP as written: NO COST OR PRICING INFORMATION SHALL BE INCLUDED IN THE TECHNICAL PROPOSAL. THIS INCLUDES REFERENCES TO ITEMS THAT ARE INCLUDED "FREE" OR "AT NO ADDITIONAL COST", ETC. INCLUSION OF COST OR PRICING INFORMATION IN THE TECHNICAL PROPOSAL MAY MAKE THE PROPOSAL NON-RESPONSIVE, AND THE INSTITUTION MAY REJECT IT, AT ITS SOLE DISCRETION.***

Data Compliance

12. The Table of Contents doesn't appear to include a place to respond to the accessibility and data requirements in Section 5.4. Do these requirements apply to this contract, or only if the vendor provides an online ordering website? ***Answer: This does not apply to this contract. The public will not interact with the online ordering system.***

13. If that requirement applies, where in the proposal should this be included? Is a VPAT required with the proposal, or only from the vendor selected? ***Answer: Does not apply.***

14. Addendum 1 says each student's package must be labeled with student ID, teacher name, and grade. Will the student IDs be assigned anonymous numbers for the study, so they do not include personally identifiable information? ***Answer: Yes, anonymous numbers will be assigned. No personally identifiable information will be included.***

Submission Logistics

15. Addendum 1 lists the Vendor Application Form (Attachment 6.10, pages 41-42) as requiring an original signature. Do vendors need to complete this form as part of their proposal, or only if selected? If it's required now, should it go in the hard copy proposal package, or be sent separately by fax or email as the form says? ***Answer: Yes, with proposal.***

Signature:
Printed Name:
Date: