# RFP 4138 – AP Psychology Core Materials

**Vendor Questions/Inquiries and Responses**

**1: Please clarify the date of the Vendor Conference as it is stated as March 5th on page 8 and March 4th on page 9.**

**RESPONSE: The Vendor Conference will be held on March 4th. We apologize for the error and confusion.**

**2: Please confirm that there should be a total of two (2) hardcopy cost proposals, both of which are to be sealed separately from the two (2) primary hardcopy proposals.**

**RESPONSE: Two (2) hardcopy proposals responding to the RFP is required. One (1) hardcopy cost proposal is sufficient and should be submitted separately from the proposal.**

**3: Should the electronic copy of the proposal include a cost proposal?**

**RESPONSE: The electronic copy may include a cost proposal, but not required. If it is included, please include it in a separate file.**

**4: Is the Vendor Conference on March 4th or March 5th?**

**RESPONSE:**  **The Vendor Conference will be held on March 4th. We apologize for the error and confusion.**

**5: Are you requesting samples of digital components?**

**RESPONSE:** **If you have a strong complementary digital component you can share access to, please do as this is an identified need in the RFP. If you aren't able to provide demo account access in the proposal directly, we will follow up to ask more about how to set it up once the proposal has been received.**

**6: Clarification on the pricing/cost proposal. References attachment but also paragraph/section in the body of the proposal. Can you explain where/where not to include cost info?**

**RESPONSE:** **Preference is that it is submitted separately and NOT included in the proposal so the proposal can be assessed without cost info. Full proposal should be submitted original and copy, cost proposals can come in duplicate but only one submission is necessary.**

**7: This is a mail submission--would you also like a digital copy?**

**RESPONSE:** **Digital copy should be submitted by USB, not via email.**

**8: We've already sent sample student editions. Do you want teacher materials?**

**RESPONSE:** **Teacher materials are important to understand the curriculum design and alignment with the content requirements. Teachers review, so understanding teacher resources is helpful. Considering the student experience is also part of the process. In some cases, the teacher materials are sufficient to show what student materials would look like. If this is not sufficient, we will follow up to request anything further that is needed.**

**9: Affirmative action requirements noted within Appendix A, there is an option to submit one's one affirmative action program. If we do this, must we also submit a signed version of Appendix C?**

**RESPONSE:** **Yes. Unless the vendor demonstrates (1), (2), and (3), they must complete the highlighted section below (which includes submitting their own AAP and Sign/adopt Appdx C): "Vendors/contractors, not exempt, shall indicate (1) with what agency their Affirmative Action Plan is on file, (2) whether or not the Plan is certified, and (3) whether the employment goal(s) stated in the Plan has/have been achieved. If the vendor/contractor has not met each of the above stated requirements, the vendor/contractor must sign and adopt the District’s Affirmative Action &amp; Equal Opportunity Policy Statement (Appendix C); and complete the Employer’s Information Report (Appendix B); and submit a copy of vendor/contractor’s Affirmative Action Plan. In addition the completed Affirmative Action Requirements for Contractors and Vendors Form (Appendix A) should be submitted with the bid or proposal".**

**10: Is the March 11th Deadline for proposals and the sample materials?**

**RESPONSE:** **The proposals must be submitted by the date/time indicated in the RFP. We hope to also have the sample materials on or soon after this date, though there is more flexibility.**

**11: Should we reach out to you in the final days with any further questions?**

**RESPONSE:**  **Please send any questions to Purchasing Department at bids@madison.k12.wi.us**