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## **GLOSSARY OF TERMS** **RFQ# R00R820083**

### **Local Education Agency (LEA)**

The Maryland county school system where the Supplemental Education Services (SES) eligible student attends school.

### **Estimated Number of Eligible Students**

The aggregate number of SES eligible students from all schools in each LEA.

### **Assessment Cost per Eligible Student**

The cost per student that will be charged by the provider to perform the initial diagnostics of the eligible students progress so that the provider could design a specific supplemental education program help improve the student's learning outcome.

### **Hourly Rate for Services Per Student**

The dollar rate per hour that the provider will charge to provide the SES to an eligible student in each county preferred by the SES provider

### **Group Rates—Assessment**

The discounted dollar rate per student that the provider will charge to perform the initial diagnostics of the eligible student if certain minimum number of students is enrolled in the program at a time.

### **Group Rates —Minimum Students for Assessment**

The minimum number of students that must be enrolled in the program at a time for the discounted assessment rate per student to be applicable.

### **Group Rates—Hourly Rate for Services**

The discounted dollar rate per hour that the provider will charge to provide the SES to an eligible student in each county preferred by the SES provider if certain minimum number of students is enrolled in the program at a time.

### **Group Hourly Rates—Minimum Students**

Minimum number of students that must be enrolled in the program for the group hourly rate for services to be applicable.



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**QUESTIONS AND ANSWERS FROM THE PRE-PROPOSAL CONFERENCE**  
**January 11, 2008** **RFQ# R00R820083**

1. Q. For small businesses, how important is it that we have liability insurance, and where would we go to purchase such insurance?

*1. A: The State requires providers to carry liability insurance for all programs that entail services to children. Please consult your business insurance agent to arrange coverage. Note that the proof of insurance coverage will be reviewed.*

2. Q. What is meant by professional and executive liability?

*2. A: Professional liability insurance coverage protects against loss from a claim of alleged negligent acts, errors or omissions in the performance of your professional services. Executive liability insurance coverage protects executives of organizations against loss from claims of alleged negligent acts, errors or omissions in the performance of executive duty on behalf of the organization. Executive liability insurance is often referred to as Directors' or Officers' liability insurance.*

3. Q. How do you respond to proof of liability insurance when you're responding to the RFQ?

*3. A: You must complete exhibit 17 of the RFQ which is a written assurance that you will provide the proof of insurance.*

4. Q. Can you give an example of how the evidence of alignment with the Voluntary State Curriculum (VSC) must be included in the proposal?

*4. A: For grades Pre-k to grade 2, use skill levels (multiple sources) and for grades 3-8, use the grade level alignment with the VSC. Vendors may want to read the approved proposals on the SES webpage of the MSDE website.*

5. Q. How do you present modification for students with an Individual Educational Plan? (IEP) and English Language Learners (ELL)?

*5. A: Student learning plans must include goals for all students, including students with IEPs and ELL plans*

6. Q. How do you determine when to serve a student one-on-one?

*6. A: The provider determines this based on the student's IEP or ELL plan and the unique needs of each student.*



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7. Q. How do you link to research if you do not have data? Do you need to address each indicator in this requirement? (page 14 of the RFQ)

*7. A: Please submit all relevant research and be sure to address all 4 indicators on pages 14 and 15 of the RFQ. This section explains how to respond when data are not available.*

8. Q. Give some clarification of SES and the per pupil allocation (PPA).

*8. A: Local Education Agencies (LEA) must reserve 20% of their Title I funds for school choice and Supplemental Educational Services (SES) for schools that are in school improvement status. Based on the amount that the LEA will use for school choice, LEAs determine their per pupil allotment (PPA) for SES. Per pupil allotment will vary from LEA to LEA.*

9. Q. Can we have a breakdown of the number of eligible schools by level?

*9. A: Most SES schools are elementary schools. There are some middle schools. There are no high schools. The brochure on the Maryland State Department of Education's SES webpage includes the list of all SES schools.*

10. Q. Do you have what was charged for services in the past?

*10. A: Yes. Approved applications are posted on the SES webpage with the Providers' hourly rates.*

11. Q. Does a vendor have to explain their charges?

*11. A: No. Hourly rates are a vendor decision.*

12. Q. Do we need to call each school to get their per pupil allocation (PPA)?

*12. A: No. Call the Title I Coordinator in each of the five LEAs in Maryland that have SES programs. The current list of Title I Coordinators is included in the RFQ as Exhibit 7.*

13. Q. Is there a page limit for alignment to State standards?

*13. A: No. Each provider determines which standards are addressed. LEAs have curricula available. Contact the LEAs for local curriculum information.*

14. Q. What areas in the RFQ have providers had problems addressing in the past?

*14. A: All areas must be adequately addressed. Student achievement and*



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*communication with schools and parents both require thorough responses.*

15. Q. If a company does not have adequate financial records, what must be submitted?

*15. A: In the RFQ, it is stated that if a potential SES provider has not been in business for more than a year, they would not have a corporate tax return for the business. In that case, MSDE requires that the owner(s) of the business submit their two most recent personal income tax returns as evidence of their financial viability.*

16. Q. Are providers expected to hire only the instructors/tutors whose resumes they submit with their proposals?

*16. A: No. Resumes of key personnel must be submitted. When there are staff changes, providers must immediately submit updated resumes, including tutors. Tutors can be hired before services begin. Remember: Only tutors with cleared background checks may deliver services to children.*

17. Q. Is the SES program only for students who were “basic” on the State’s standard test?

*17. A: SES is only for Title I schools in school improvement. All income-eligible students in those schools, regardless of their performance on the Maryland State Assessment, may be offered SES services. If a Local Education Agency (LEA) does not have enough funds to offer every eligible child SES, the LEA must prioritize, offering services to children with the most academic need first.*

18. Q. How much MSDE support is provided to providers after approval?

*18. A: Once a provider is approved, they work closely with the LEAs. MSDE will monitor each provider’s program and offer periodic technical assistance.*

19. Q. If you submit an individual tax return, will it be posted on the SES webpage?

*19. A: Yes, financial information becomes public information and is posted on the webpage. The provider should black out their social security number on the copies to be posted.*

20. Q. Is there any specific model of training for the parent communication component?

*20. A: No*

21. Q. Do providers need to explain the type of people they will be seeking to hire in key positions?

*21. A: Yes*



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22. Q. What is the time frame for payment of services?

22. A: *Providers are paid after services are rendered and the payment schedule is the Local Education Agency decision.*

23. Q. Can a provider offer any incentives above the \$3 to \$5 amount?

23. A: *No. Please refer to the Code of Conduct, Exhibit 9 of the RFQ which every approved provider signs.*

24. Q. If a provider cannot get access to student IEPs, how can they develop student learning plans that meet the student's academic needs?

24. A: *Elicit help from the Title I Coordinator and parents in accessing IEPs if this is a challenge.*

25. Q. Does MSDE have to be named on the insurance certificate?

25. A: *Yes*

26. Q. If a school is a school wide Title I school, are all students in that school eligible for SES?

26. A: *Students who are from economically-disadvantaged families ( i.e., receive Free and/or Reduced Meals), as defined in the No Child Left Behind Act of 2001, are the only students eligible to receive Supplemental Educational Services. Local Education Agencies have information on all of their eligible students.*

27. Q. Are all Maryland school systems approved to provide their own SES services?

27. A: *At this time, the only LEA approved to deliver SES services is Montgomery County. Currently, there are no schools required to offer SES in Montgomery County.*

28. Q. Should the provider include documentation of their student program assessments in the appendix?

28. A: *It is sufficient to name or describe the assessments. Do not include them in the appendix.*

29. Q. What documentation is required if a provider does not currently have the requested licenses that signal legal status to do business in Maryland?

29. A: *There is no substitute for the required license. You need to obtain this documentation before submitting your proposal. See page 21, Section C of the RFQ.*



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30. Q. Can a nonprofit group delivering after-school tutoring services to students in a school combine SES and non-SES students in the same tutoring group?

30. A: *No. You cannot have SES and non-SES students in the same group.*

31. Q. Regarding financial records, is it acceptable for a provider to provide financial letters of credit in lieu of personal tax returns?

31. A: *The requirement in the RFQ is that the proposal include the two most recent audited financial statements for an established business and the two most recent personal income tax returns for a business that is not yet established. No, we will not accept a letter of credit in lieu of personal tax returns for businesses that are not yet established.*

32. Q. Must a provider submit their entire personal tax return if it is the information being used for financial records' documentation?

32. A: *Yes*

33. Q. Are students required to be tutored at their ability level?

33. A: *Yes*

34. Q. Do vendors submit a financial statement for one year or two years?

34. A: *Two consecutive years*

35. Q. Is there a difference between a review of one's finances and a financial audit?

35. A: *Yes, there is a difference between a review of one's financial statements and an audit of one's financial statements. While both are performed by a CPA, audited financial statements give the requester a higher level of assurance of the financial position of the company. For the SES program, MSDE requests audited financial statements as opposed to reviewed financial statements to decrease any risk that the entity is not financially viable.*

36. Q. If a provider currently has an after school program which uses a student learning plan form, can they use that same form for student learning plans for their SES program?

36. A: *The format of the student learning plan is an LEA decision and must be worked out between the provider and the LEA.*



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37. Q. Should a provider include all of their costs in the hourly rate they charge for services (i.e. building use, etc.)?

37. A: *Yes. The rate is a firm figure and should include the total costs for providing the educational services. The approved rate remains the same for two years, with **no adjustments** during that two-year period.*

38. Q. Can a provider employ school administrators (i.e. principal, assistant principal) in their SES program?

38. A: *No*

39. Q. What are the major changes in the new RFQ from previous years?

39. A: *There are many changes throughout. It would be difficult to highlight all of them. You may want to compare past RFQs with the current one.*

40. Q. Can providers submit different variations of their cost proposals depending on location, transportation, etc.?

40. A: *No. The State will approve only one cost. Providers must make this decision prior to submitting their proposals. There can be **no changes** for two years.*

41. Q. Can a provider lower their rate if they have budgeted too high?

41. A: *No adjustments in approved rates can be made for two years.*

42. Q. Can the LEA change the payment rate of a provider?

42. A: *No.*

43. Q. Can teachers be hired by the provider to recruit students for their programs?

43. A: *Teachers or other school personnel cannot be hired to recruit students for particular providers. School personnel cannot be given incentives to recruit students. Teachers may be hired to serve as tutors as decided by the LEAs.*

44. Q. Where will the signed copy of the *Code of Conduct* be placed in the proposal packet?

44. A: *In the appendices.*

45. Q. In what file format should the CD of the proposal be submitted?

45. A: ***PDF** format. If the CD is submitted in **Word**, it will be changed to **PDF***



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*format to post on the webpage.*

46. Q. How will providers get the word out to the community after they are approved?

*46. A: MSDE will post all approved providers and their proposals on the SES webpage. Approved providers should work with Title I Coordinators to help advertise their services.*

47. Q. Can a provider advertise their program?

*47. A: Yes. Please refer to the Code of Conduct, Exhibit 9 of the RFQ.*

48. Q. If a provider wants to present additional information about their program that is not required in the RFQ, where will this information be placed?

*48. A: Place this information in the "Other" section of your proposal. You must adhere to the page limit requirements in all sections.*

49. Q. When are oral presentations scheduled?

*49. A: During the past 5 years, there have not been any oral presentations. MSDE will first give proposal offerors an opportunity to respond to clarifying questions in writing. Clarifying questions will be sent out by email and in hard copy during this RFQ's evaluation cycle.*

50. Q. When should providers expect final determination of approval?

*50. A: Our intent is to send notifications by the end of April and post the entire list of approved providers in June.*

51. Q. Will the scoring rubric for proposals be shared with vendors after the scoring?

*51. A: No. However, an opportunity to discuss your individual proposal will be made available if requested in writing.*

52. Q. Does the SES program fund services for students such as health or social service interventions only?

*52. A: No. SES activities are meant to address the academic needs of students to help them achieve at higher levels in core areas in order to meet State academic standards in those areas.*



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53. Q. The RFQ states that SES services may be tutoring, remediation or other intervention activities. What is meant by other activities?

*53. A: Some students who are eligible for SES may be performing well in reading and mathematics, but may need challenging instruction or enrichment activities that accelerate their learning and performance. These kinds of activities are permissible activities based on the student's needs.*

54. Q. Regarding page 18 of the RFQ, Section H, Question #4: Does this question reference all Frederick County Public School building/grounds, only the Title I schools or only the Title I schools' after school activities?

*54. A: Only the buildings where Title I activities would be provided*

55. Q. On page 20 of the RFQ, Section 3.6 C: What type of documentation is appropriate for a Local Education Agency to submit to fulfill this requirement?

*55. A: The LEA could submit a letter from their Superintendent attesting to LEA financial viability.*

56. Q. On page 86, Exhibit 17: Proof of Liability Insurance: Do you need a Local Education Agency that applies to complete this form or will a certificate from our insurer fulfill this requirement?

*56. A: Any State educational agency, including LEAs, that apply needs to submit the name and kind of liability insurance it has. If the insurance adheres to COMAR self- insurance rules, it will be acceptable.*