ADDENDUM #2
TO PRDE RFP NO: PRDE-OSIATD-FY2018-002 MOBILE DEVICES, PROFESSIONAL DEVELOPMENT AND PROJECT MANAGEMENT

September 24, 2018

CLARIFICATIONS AND AMENDMENTS TO THE RFP

1. Additional information on the Evaluation Criteria set forth in Section VIII of the RFP is provided as follows:

	CRITERIA	ELEMENTS TO BE CONSIDERED (Others May Be Added)
1	Quality and responsiveness of proposed services and/or products, to the specific requirements of the RFP, including minimum device functionality and Service Level Agreements.	Degree to which proposal includes all required submittals listed in the Submittal Checklist (APPENDIX IV)
		[For device proposals] Degree to which device functionality meets or exceeds the requested requirements.
		Quality of the proposer's Service Level Agreement and degree to which it meets minimum requirements.
		Quality of proposer's project plan and demonstrated ability to meet proposed schedule
2	Past performance on other contracts of comparable scopes and size with PRDE and/or other school systems, government agencies and/or businesses.	Average of 3 highest customer references
		Degree to which it is demonstrated that proposer has delivered projects of comparable size and scale
		Degree to which it is demonstrated that proposer has delivered projects of comparable requirements and scope
3	Price of equipment and services.	Vendor pricing in comparison to other submitted proposals
4	Ability of Proposer to deliver proposed equipment and services based on years of experience in the Proposer's industry and economic capacity and stability.	Years in Business
		The degree to which cash flow in audited Financial Statements is positive (3 Years)
		Auditors opinion on overall Financial Statements (3 Years)
		Size of proposal measured against company's highest revenue in past 3 years
		The degree to which Legal Actions (Potential Threats/Judgments) in past 3 years may indicate a risk to the DE
5	Comprehensiveness of proposal for delivering all categories of requested equipment and services.	Comprehensiveness of service parts proposed under a single proposal by vendor (2.5 points awarded for each service proposed beyond 1)

2. Additional information and clarifications pertaining to vendor questions on equipment and services requested under the RFP are provided on **Exhibit A** attached to this Addendum #2 and made a part hereof.

3. A list of vendors that submitted mandatory Letters of Intent by the 4:00 P.M. AST Friday, September 21, 2018 deadline is attached to this Addendum #2 as **Exhibit B** and has been posted on the Department's website at www.de.pr.gov.

4. Vendors are advised that the audited Financial Statements (including auditor's letter of opinion, auditor's notes, balance sheet, and statement of income/loss) required under the RFP must cover the past three (3) years and should <u>only</u> be submitted for the vendor submitting the proposal. Financials submitted for other companies involved in a proposal will not be considered in the evaluation of the proposal.

5. The services requested under the RFP will be evaluated and vendors selected in the following order: Devices will be selected first, Professional Development services for the selected devices will be chosen second, and Project Manager services will be selected third.

PUERTO RICO DEPARTMENT OF EDUCATION

EXHIBIT A TO ADDENDUM #2
REQUEST FOR PROPOSALS (RFP) NO: PRDE-OSIATD-FY2018-002
MOBILE DEVICES, PROFESSIONAL DEVELOPMENT AND PROJECT MANAGEMENT
PUERTO RICO DEPARTMENT OF EDUCATION - RESPONSES TO VENDOR QUESTIONS

COMPANY	DATE	QUESTIONS (COPIED FROM VENDOR EMAILS)	SUPPLEMENTAL PRDE RESPONSES & CLARIFICATIONS
WF COMPUTERS	09/07/18	If the purpose of the RFP is to include more proponents, but the RFP provides extra % to the weight for a contractor already with the PRDE and then additional weight for delivery of all categories, it could tilt unfairly the scale for an in house PRDE contractor by an additional 35%.	The RFP does not provide for extra weight to PRDE´s contractors nor will PRDE give extra % weight to its current contractors just because they are the PRDE´s contractors.
WF COMPUTERS	09/07/18	If purpose is for other contractors to be involved, why not extend the time to allow a more comprehensive sharing process.	Under the RFP, vendors have 6 weeks to collaborate and partner with other vendors on their proposals. PRDE considers the time allotted as adequate.
WF COMPUTERS	09/07/18	How was [7040] incorporated in the RFP?	Regulation 7040 allows the use of RFPs
WF COMPUTERS	09/07/18	On Page 58 of the RFP, it states that revisions on losing proposals should go to the Appellate Court, but Regulation 7040 provides revisions under Junta de Revisora. Is the PRDE revising or modifying its own rules and regulations.	Under Regulation 7040 the Junta Revisora does not review RFP processes.
WF COMPUTERS	09/07/18	Who will be appointing the Selection Committee? Will the selection process of the Committee be posted?	The Secretary of the Department of Education will appoint members of an Evaluation Committee (not "Selection Committee"). Copies of the award notices will be sent to all vendors that submitted proposals for the services covered in each of the notices.
WF COMPUTERS	09/07/18	Can you provide the information used under the Office that regulates/acquisition of non-Personal Services?	It is unclear as to what the meaning of the question is. As drafted, this question cannot be answered.
WF COMPUTERS	09/07/18	Why did the PRDE not involve IT services in preparing the RFP?	This assumption is incorrect. The PRDE´s technical team participated in the drafting of the specifications of the RFP.
WF COMPUTERS	09/07/18	Why is no person of the Junta de Subastas present at this meeting?	Under Regulation 7040 the Junta de Subastas does not participate in RFP processes.
WF COMPUTERS	09/07/18	How will the RFP evaluate estimated costs by proposer regarding matters that have no PRDE procedures already in place? (Regulations)	It is unclear as to what is the meaning of the question is. This question cannot be answered as drafted.
WF COMPUTERS	09/07/18	RFP Page 58 – PRDE Rules and Regulations on Acquisitions (7040) has the power to regulate the RFP Process. How did Connected comply with Section 6.6 that requests that Connected has complied with state, Federal, municipal laws?	The basic premises of the question are incorrect. Therefore, we cannot provide an answer.

COMPANY	DATE	QUESTIONS (COPIED FROM VENDOR EMAILS)	SUPPLEMENTAL PRDE RESPONSES & CLARIFICATIONS
SM INC	09/07/18	Does PD have to be tied to the actual rates approved by the DE? Title II - DOE has established professional development rates. Do these rates impact the RFP proposal prices, and if so please publish those rates and describe how the rates are applicable to mobile devices RFP.	The Professional Development costs under the under the Title I, Part A programs; Title II, Part A and Title III, Part A of the Elementary and Secondary Law of 1965 (ESEA, as amended) apply to curriculum integration courses. Offers in the modalities of mentoring, coaching, demonstration classes, web based training, workshops and seminars whose content is related to curriculum integration shall not exceed the Department's rates, which are described on the price schedule below. However, it is important to take note that the Department reserves the right to negotiate the costs to be presented in each proposal and they will be evaluated according to allowable, reasonable and necessary costs. The Tittle I, Tittle II pre-established costs do not apply to trainings on the basic usage of technology devices nor commercial applications such as Word and Excel. Exceptions could apply in cases where teachers are learning how to use the application to teach topics that are included in the curriculum. For example, teaching linear equations using Excel. See **Exhibit C** to Addendum #2 to the RFP to view the price schedule and definitions of the types of courses.
UNIDENTIFIED	09/07/18	DOE Tagging System - please describe the process in detail so proposers can take into consideration for timeline determinations and pricing.	The process in Property begins after the receiver registers the receipt of the goods and / or equipment in the system. As applicable, the receipt identifies the amount, custodian, serial number, location among other items. The information automatically passes to the Asset Management module and property asset tag numbers are generated. Then, the Department generates the property receipts in use and prints the labels to be used to tag the equipment and obtain the signature on the property receipt of the person who will be the custodian of the equipment.
WF COMPUTERS	09/04/18	b. Provide regulations as to manner of labeling each property item. That includes places and dates of delivery, person to be delivered to and installation. What are the procedures in place for the acceptance of the items?	See immediately preceding response. No additional information is available at this time.
UNIDENTIFIED	09/07/18	Payment Terms - what are they and what are Proposer payment options?	There is no standard payment term. Payment terms will be negotiated by the Department and selected vendor(s).
UNIDENTIFIED	09/07/18	Evaluation Criteria Subparts - please publish.	See Paragraph 1 on Page 1 of Addendum #2 to the RFP.

COMPANY	DATE	QUESTIONS (COPIED FROM VENDOR EMAILS)	SUPPLEMENTAL PRDE RESPONSES & CLARIFICATIONS
UNIDENTIFIED	09/07/18	Clarification on curriculum integration requirements and who's responsible for what	See **Exhibit D** to Addendum #2 to the RFP.
WF COMPUTERS	09/04/18	4. Describe the operating system for Tablet and version required? Android or Windows? Describe procedures as to updates.	Requirements for Tablets are either Windows or iOS, depending on the equipment proposed. Selected vendor(s) will not be responsible for operating system updates.

EXHIBIT B TO ADDENDUM #2
REQUEST FOR PROPOSALS (RFP) NO: PRDE-OSIATD-FY2018-002
MOBILE DEVICES, PROFESSIONAL DEVELOPMENT AND PROJECT MANAGEMENT
LETTERS OF INTENT RECEIVED BY SEPTEMBER 21, 2018 DEADLINE

	COMPANY	CONTACT INFORMATION		
		CONTACT NAME	MAIL	OFFICE
1	CAMERA MUNDI INC	Eduardo Fuertes	efuertes@cameramundi.com	787-653-4876
2	CARIBBEAN DATA SYSTEM INC	Ana Rivera	arivera@caribbeandata.com	787-774-6969
3	COMPUTER NETWORK SYSTEMS CORP DBA COMPUTERLINK	Dave Morales	dave.morales@computerlink.cc	787-250-5465
4	DELL TECHNOLOGIES INC	Jeniffer Solivan	Jeniffer_Solivan@Dell.com	787 775 3008
5	EDICIONES SANTILLANA	Ignacio Romero Rovira	iromero@santillana.com	787-781-9800
6	EVERTECH GROUP LLC	Carlos J. Ramirez Padilla	carlos.ramirez@evertecinc.com	787-759-9999 ext 6001
7	ISLAND COMPUTER COMPONENTS (ICC)	Shary Gil Lozano	shary@icc.pr.com	787-961-2222 ext 2028
8	J SAAD NAZER INC	Jesus Saad Nazer	jsn@jsaadnazer.com	787-763-0303
9	LS INNOVATIVE EDUCATION CENTER INC	Cesar A. Vargas	info@lseducationcenter.com	787-818-0100
10	NETXAR	Marla Rodriguez	Marla.rodriguez@netxar.com	787-765-0058 ext 2019
11	RICOH	Daniel Perez Miranda	daniel.perez@ricoh-l.com	787-641-4690
12	SESCO TECHNOLOGY SOLUTIONS	Miguel A. Ayala Ayala	mayala@sescopr.com	787-772-6368
13	SM, INC	Sheila Vazquez	Sheila.vazquez@sm-pr.com	787-625-9800
14	UNITED DATA TECHNOLOGIES (UDT)	Joe Montesinos	jmontesinos@udtonline.com	305-882-0435
15	WF COMPUTER SERVICES	William Figueroa	wfigueroa@wfcomputerpr.com	787-757-2570

EXHIBIT C TO ADDENDUM #2
REQUEST FOR PROPOSALS (RFP) NO: PRDE-OSIATD-FY2018-002
MOBILE DEVICES, PROFESSIONAL DEVELOPMENT AND PROJECT MANAGEMENT
PROFESSIONAL DEVELOPMENT PRICE SCHEDULE AND COURSE DEFINITIONS

Tittle I, Tittle II Standard Costs for Professional Development

COACHING					MENTORING	
Master's Degree 2 hours	Master's Degree 3 hours	PhD Degree 2 hours	PhD Degree 3 hours		Master's Degree 10 hours	PhD Degree 10 hours
$305.00	$525.00	$360.00	$635.00		$660.00	$770.00

DEMONSTRATION CLASSES / WEBINARS							
Master's Degree 2 hours Individual	Master's Degree 4 hours Individual	PhD Degree 2 hours Individual	PhD Degree 4 hours Individual	Master's Degree 2 hours 10-30 participants	Master's Degree 4 hours 10-30 participants	PhD Degree 2 hours 10-30 participants	PhD Degree 4 hours 10-30 participants
$195.00	$360.00	$250.00	$445.00	$585.00	$1,080.00	$750.00	$1,335.00

WORKSHOPS (10 PARTICIPANTS)				SEMINARS/CONFERENCES		
Master's Degree 6 hours	PhD Degree 6 hours	Comments		Master's Degree 6 hours	PhD Degree 6 hours	Comments
$1,700.00	$1,700.00	$170 Additional participant		$5,000.00	$5,000.00	$135 Additional participant

Mentoring	- Individual process (1-to-1) and personalized, which is led by people with vast/recognized experience in the topic. - It must be offered continuously and consistently. - The mentor must have more experience than the participant in the academic area in which he is offering the service. - It will take place in the workplace (job-embedded) 10 contact hours
Coaching	- Process with up to three participants that is led by people with vast/recognized experience in the topic. - It is integrated to the workspace, which aims to implement new strategies, scientifically proven and effective, relevant to the classroom - Between 2 and 3 contact hours - These can be offered individually or in groups.
Demonstration classes/ Webinar	- Focused on the occupational and technical subjects and the relevant educational strategies, with the participation of a specialist that succeeds in demonstrating the conceptual development and application of the concepts. - In the case of groups, the number of participants must be between 10 to 30 for each group. - Between 2 and 4 hours contacts
Workshops	- Each topic will be covered in in one or several days with a total of six (6) contact hours. - They have to integrate theory with practice as the driving force of the pedagogical process to develop and improve knowledge, skills, abilities and attitudes of each participant. - The workshops have to provide space for participation, conceptualization and reflection. - The number of participants must be no less than 10 and no more than 30 for each group.
Seminars or Conferences	- Each topic will be covered in one or several days with a total of six (6) contact hours. - Must provide the opportunity to build knowledge through interaction and activity. - Include supervised sessions with shared participation (teachers, students, experts, etc.). - The number of participants must be no less than 31 and no more than 100, for each group. - They can be using by Web-Based Seminars mode.

EXHIBIT D TO ADDENDUM #2
REQUEST FOR PROPOSALS (RFP) NO: PRDE-OSIATD-FY2018-002
MOBILE DEVICES, PROFESSIONAL DEVELOPMENT AND PROJECT MANAGEMENT
PUERTO RICO DEPARTMENT OF EDUCATION – CURRICULUM INTEGRATION REQUIREMENTS AND ALLOCATION OF RESPONSIBILITIES

VENDOR QUESTION: Clarification on curriculum integration requirements and who's responsible for what.

PRDE SUPPLEMENTAL RESPONSE:

The Department of Education is making an investment in technology and PD that are intended to extend learning and improve academic achievement. Our goal in curriculum integration is that teachers are able to use the new tools (laptops, training, and instructional resources) to provide students and themselves with:

- Access to up-to-date, primary source material
- Methods of collecting/recording data
- Ways to collaborate with students, teachers, and experts around the world
- Opportunities for expressing understanding via multimedia
- Learning that is relevant
- Training for publishing and presenting their new knowledge

As teachers are taught how to use tools, we need to make sure they are developing a new mindset that they will be use tools to investigate, find interesting instructional materials, and present them using innovative ways. Vendors can feel free to propose courses, activities, or software tools that will help teachers:

a) develop a new mindset (such as change management sessions, workshops where teachers practice how incorporate technology to sample curriculums);

b) find interesting instructional materials (using search engines, freely available instructional repositories, optional proprietary tools);

c) identify when and how to incorporate the instructional tools into the class lessons;

d) present materials to students using interesting ways (using tools such as, but not limited to, Powerpoint, Onenote, a Wiki, virtual tours, Sway, and Skype).

The department has the following resources that can be used to support and/or complement training activities:

1. Access to eleven (11) digital textbook repositories, most of which provide instructional materials and comprehension questions.

2. Email accounts and access to the Office 365 Education suite.
3. Laboratories with PCs, internet access.
4. A Digital Library with access to over 200 instructional learning repositories classified by subject matter and type (for example, PBL, gaming).
5. A system that automates the generation of educational plans, which includes over 6,000 educational standards and indicators in all disciplines taught across all grades. These are available to companies interested in executing activities using DE-specific sample curriculum.

The teacher PD will take them through the SAMR Progression Model for Technology Integration, and prepare them to do the same with their students.

As far as the who is responsible for what:

- Section 6.2.1 specifies the responsibilities of proposers.
- The responsibilities of the Department include:
  o Calling for the participation of teachers in the trainings.
  o Removing obstacles that could impede the successful execution of trainings.
  o Providing supplementary educational materials that are specific to the Puerto Rico educational system to the proposers that request so.