



COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

DEPARTMENT OF FINANCE
OSCAR KNOTT, CPP, CPPO, VCO
PURCHASING DIRECTOR

RFP 22-2441-11ARA
Classroom Library Book Services
Questions and Answers
December 15, 2022

- What is the total number of schools that would be included in the initial purchase?

Answer: There is not a set number of classroom libraries that will be initially purchased. Libraries will be purchased as schools need them updated.

- Is it just the 29 Title I School?

Answer: There are 22 Title I elementary schools and 7 schools with PreK only. Title I will be replacing classrooms at Title I schools only at this time. Preschool will replace libraries as they deem necessary.

- Is it just the elementary schools or middle schools also?

Answer: Currently, there are 22 Title I elementary schools. Title I will be replacing classrooms at Title I schools only at this time when the need arises.

- Will the purchase include 1 set of books for each school or is it per classroom?

Answer: Purchases vary depending on the needs of the school. It may be to add a library for a new section, replace K-2 or 3-5 classroom libraries, or to update all classroom libraries in the school.

- Would you like us to provide a separate list of Spanish and or Bi-lingual titles for selection?

Answer: Yes

- Page 3, 7.-8.: Is number 8 just an error of a run-on requirement of number 7?

Answer: Correct.

- Page 17- Tabs: Tab 6 is listed twice. Would the following be true? *Tab 7 Exception, Tab 8*

Assumptions, and Tab 9 Appendices

Answer: **Yes. Change Exceptions to Tab 7, Assumptions to Tab 8, and Appendices to Tab 9.**

- For the Title I schools that are not PreK only, are those elementary schools PreK through 5th or Kindergarten through 5th?

Answer: **K-5**

- What percentage of the collections should be in Spanish?

Answer: **A separate list of Spanish titles would be greatly appreciated.**

- Are Bilingual titles acceptable with English and Spanish being within the same title?

Answer: **Yes**

- For Spanish titles, does the district want them to mirror available the same title available in English? Answer: **Not necessarily, we would like relevant, engaging, new titles**

- Or, can they be unique without a corresponding English version?

Answer: **Yes**

- How many classrooms are being included for each grade level?

Answer: **This varies according to needs of schools. Also, the number of classrooms per school vary.**

- Will shipments be sent one centralized location or to the individual district school sites?

Answer: **No, they will be shipped to the individual schools.**

- The list requirements indicate 300 titles per grade. Is it the intent to order the sample list in its entirety or will titles be selected from that list?

Answer: **It's to show a sampling of titles available. More than 300 titles should be available for purchase.**

- If titles are to be selected from that list on average how many titles are anticipated being ordered for each classroom?

Answer: **See above**

- Will this be a sole source or multi-vendor award?

Answer: **The County reserves the right to award this contract to multiple Offerors.**

- What is the final date all materials need to be delivered by?

Answer: **There is no set date since materials will be ordered based on needs of schools at varying points.**