



July 9, 2024

TO: All Prospective Respondents

REF: **Anne Arundel County Public Schools (AACPS)  
Request for Bid #25CM-002, Materials of Instruction (MOI) Catalog Discount Program**

FROM: Anne Arundel County Public Schools, Julie Hale, Senior Buyer Specialist  
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### **ADDENDUM #2**

The Referenced Addendum #2 consists of three (3) pages (including attachment).

#### **Please be advised of the following clarification to the Subject RFB:**

**This bid is not designed for instructional assessments, curriculum-based programs, etc. Portions of your catalogs that contain curriculum-specific materials will not be considered. Anne Arundel County Public Schools procures curriculum materials under separate solicitations.**

#### **Be advised of the following *change* to the answer to question addressed in Addendum #1:**

##### **Original Question #1:**

We wanted to confirm the district was accepting proposals from companies that provide educational software when saying “other educational tools”.

##### **Revised AACPS Answer #1:**

Although educational software does technically qualify as Materials of Instruction (MOI), this bid is not being driven by curriculum and we will not be considering curriculum-based materials. See above.

#### **Be advised of the following answers to additional questions submitted for the Subject RFB:**

##### **Question #1:**

Can we provide a discount range, or does it have to be a flat percentage discount? For some manufacturers, we are able to offer much higher discounts off of MSRP than others, and a range would allow us to offer these discounted rates.

##### **AACPS Answer #1:**

Yes, you may offer a range of discounts as long as the discounts are *at least* 10%.

**Question #2:**

If we provide range, how specific can we be? We are able to offer different discount points within manufacturers depending on the product type/category.

**AACPS Answer #2:**

You can be specific when offering discounts based on product type/category, but please keep in mind that end users will need to understand the structure to be able to confirm pricing.

**Question #3:**

Are we able to specify which manufacturers the discounts cover? This differs per manufacturer, and so we would like to make sure exclusions are allowed if there are any.

**AACPS Answer #3:**

Yes, but again, it needs to be clear to end users. Exclusions should be kept to a very minimum.

**Question #4:**

What is the "Completed Acknowledgement of Nepotism Policies" as listed on checklist item 26.e.?

**AACPS Answer #4:**

This form was inadvertently left off the RFB. The form is attached and is a requirement for all bidders to complete.

These are the only responses contemplated by this Addendum #2. All other Specifications, Terms, and Conditions shall remain as originally stated.

**THE COMPLETE ADDENDUM AND THE COMPLETED "ACKNOWLEDGEMENT OF NEPOTISM POLICY" MUST BE RETURNED WITH THE BID SUBMISSION.**



# Acknowledgement of Nepotism Policy

Effective Date of Change

Name (Last)	(First)	(MI)	Employee ID#	Supervisor's Name (if applicable)
Position			<input type="checkbox"/> Employee <input type="checkbox"/> Board Member <input type="checkbox"/> Contractor	Location

Please be aware of Board of Education Policy GAF and Administrative Regulation GAF-RA regarding nepotism. To comply with this policy and regulation, you must complete the following:

- I **do not** have any of the family members defined in #2 or #3 below, or persons living in my household who are employed by Anne Arundel County Public Schools (AACPS)/Board of Education.  
*(If you select this box, proceed to Signature/Date section)*
- The following **immediate family members** (spouse, parent, child, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent-in-law, grandchild-in-law, uncle-in-law, niece-in-law, nephew-in-law, and all step relationships) are employed by AACPS/Board of Education:

Name	Relationship
Position Title	Position Location
Name	Relationship
Position Title	Position Location
Name	Relationship
Position Title	Position Location
Name	Relationship
Position Title	Position Location

- The following **non-relatives** live in my household and are employed by AACPS/Board of Education:

Name	Relationship
Position Title	Position Location
Name	Relationship
Position Title	Position Location

**I affirm that the information provided by me on this form is correct to the best of my knowledge. I understand that I am required to complete a new nepotism form should circumstances change and relationships as detailed above develop during my employment with AACPS/Board of Education. I will submit a new form within 30 days in accordance with Administrative Regulation GAF-RA.**

Signature

Date

**Internal Use Only**

Reviewed by: \_\_\_\_\_  
Date Initial

Contacted Employee/ Board Member     Contract Lead     Filed