	<p>Alhambra School District No. 68 RFP#S25-06-30 Material and/or Service: PROFESSIONAL DEVELOPMENT, COACHING, AND RELATED MATERIALS</p>	<p>4510 N. 37th Ave. Phoenix, AZ 85019</p>
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SOLICITATION AMENDMENT

August 7, 2025

Amendment Number One (1)

Proposal Opening Date: August 28, 2025 – 10:00 a.m. Arizona Time.

This amendment/addendum amends and supplements the original Specifications and shall be taken into account in preparing bids, and become a part of the Contract Documents. In case of conflict between the original Specifications and this amendment, this amendment shall govern. Careful note of this amendment must be taken by the offeror.

The following questions have been asked:

Q. The Offer and Acceptance page 42, the language is not clear if I am to fill this out or does the school district complete if they accept proposal?

A. The top portion is to be completed by vendor (Offeror). See page 11 (C.) Evidence of Intent to be Bound. The bottom portion is completed by the procurement officer upon acceptance of the proposal. See page 14 (B) Contract Commencement.


Attached is a revised page to correct the format.

Q. I have a question regarding signatures. We are a remote company and our CEO lives in another state. Is it required for her signatures on forms to be “wet”, or is electronic and verified on Adobe PDF acceptable?

Q. In regard to the required Notary on the Non-Collusion Affidavit, is an e-notary signature acceptable?


A. AESD will accept an electronic signature verified by Adobe PDF. This will also include an e-notary if this is the only means of electronic signing in this event.

Page 11 (C) Evidence of Intent to be Bound. The Offer and Acceptance form within the Solicitation must be submitted with the Proposal and must include a signature by the person authorized to sign the Offer, *to include a verifiable, dated Adobe PDF signature in an electronic format. In the State of Arizona, e-notaries are legally valid as long as the notary is properly commissioned and authorized*

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as a RON notary to include a time/date stamp and the notary's commission expiration date. Failure to submit verifiable evidence of intent to be bound, such as an original signature may result in rejection of the Proposal.

- Q. Can you please clarify whether the RFP requires a full curriculum submission along with professional development services, or only the curriculum components that directly support the proposed professional development?
- A. See page 29, 1 Purpose. This RFP is seeking to contract with Professional Development and/or Coaching services. If a vendor has curriculum material that is related to the proposed services, this is an added value or enhancement. This may not be the case with all vendors, but it is an option aside from training materials.
- Q. In reference to Paragraph 1 (Survey Information) on page 7 of the RFP, is the estimated annual usage for each of the districts listed what each district anticipates spending under a potential contract for Professional Development, Coaching, and Related Materials, or what each district anticipates spending under all SAVE contracts each year?
- A. The annual expenditure amount pertains only to the Professional Development, Coaching, and Related Materials. All other SAVE contracts stand on their own.
- Q. In reference to Paragraph 1 (Survey Information) on page 7 of the RFP, do you know approximately what the average student enrollment count is for the districts listed, or do you have an approximate student enrollment count available for each of these districts?
- A. It's not a common practice to list all districts enrollment counts on SAVE cooperative solicitations, however, individual districts would provide information for vendors they intend to work with.
- Q. In reference to Paragraph 7 (Tab 4. Cost – Itemized Proposal Price Sheet and Paragraph 1) on page 37 of the RFP and (Tab 5. Required Forms and Checklist) on page 38 of the RFP, should vendors submit the Proposal Cost Form (page 40) in Tab 4 or Tab 5 of their response?
- A. Please submit the Proposal Price Sheet in Tab 4. This may include additional documents if applicable and may go beyond the price sheet alone.

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Tab 5. Required Forms and Checklist:

- ☐ Proposal Price Sheet (page 39) **Include in Tab 4 (can use as a checklist only).**
- ☐ Proposal Cost Form (page 40)
- ☐ Reference Form (page 41)

Q. Do vendors need to respond to every piece of the specifications/scope of work in this RFP?

A. No, not every area will meet a vendor's content or service area. We are accepting multiple topic areas and different types of delivery models. AESD requests that vendors submit proposals that best suits their services and materials, if applicable. Please see page 37, Proposal Submittals, Tab 2 Overall Value of the Program.

There are forms that are a requirement listed on page 38, Tab 5 Required Forms and Checklist.

The original RFP #S25-06-30 and Amendments are located on Alhambra School District webpage:

<https://www.alhambraesd.org/page/purchasing>

Offeror should acknowledge this amendment using the Amendment Acknowledgement form on page 46 of 51 of the Request for Proposal.