

Connecticut State Department of Education
14SDE0009RFP: QUESTIONS AND ANSWERS

TRAININGS AND PROFESSIONAL DEVELOPMENT (PD) SESSIONS/WORKSHOPS
SCHEDULE AND LOCATION

Will the workshops be concentrated in late summer/early fall? Or will this be an ongoing series of workshops throughout the 2013-14 school year?

The CSDE aims to begin trainings and PD sessions during the fall of 2013 with ongoing sessions through the 2013-14 school year.

When does the State expect the initial date of the Train-the-Trainer training to be delivered?

The CSDE aims to begin trainings and PD sessions during the fall of 2013 with ongoing sessions through the 2013-14 school year.

What is the schedule for when the workshops and training will be conducted?

The CSDE aims to begin trainings and PD sessions during the fall of 2013 with ongoing sessions through the 2013-14 school year. The final determination will be made after further discussion between the CSDE and selected vendor. However, the CSDE invites vendors to include an approach within their proposal.

Is there a schedule or calendar that is developed that the contractor will adhere to? If so, where can this schedule or calendar be located or when will it be published?

The CSDE aims to begin trainings and PD sessions during the fall of 2013 with ongoing sessions through the 2013-14 school year. The final determination will be made after further discussion between the CSDE and selected vendor. However, the CSDE invites vendors to include an approach within their proposal.

For the direct training of the 800-2000 coaches, we are wondering what expectations the state DoE has about how many sessions will be needed by grade band (both for ELA and Math). Is the training for the coaches to be held all at the beginning of the contract term or spread throughout the year?

The final determination will be made after further discussion between the CSDE and selected vendor. However, the CSDE invites vendors to include an approach within their proposal.

Are the workshops conducted in one central location or in locations throughout the state?

The final determination will be made after further discussion between the CSDE and selected vendor. However, the CSDE invites vendors to include an approach within their proposal. Event management, including location procurement, is the responsibility of the vendor.

Will the DOE provide space for the training at a central site?

No.

Will the DoE prove a venue for training and AV services, or are awardees required to provide these?

The final determination will be made after further discussion between the CSDE and selected vendor. However, the CSDE invites vendors to include an approach within their proposal. Vendors will be responsible for these arrangements and all event management.

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TRAINERS

In the Train-the-Trainer process, how many educators will the trainers be training at one time? For example, will a trainer train 20 educators in a workshop?

The final determination will be made after further discussion between the CSDE and selected vendor. However, the CSDE invites vendors to include an approach within their proposal with the ideal of 40-50 educators being trained per session.

Are the 50 trainers expected to train on both ELA and math, or will there be two separate groups?

The final determination will be made after further discussion between the CSDE and selected vendor. However, the CSDE invites vendors to include an approach within their proposal.

Are the 50 trainers expected to train on each of the grade bands, or will different trainers be responsible for particular grade bands?

The final determination will be made after further discussion between the CSDE and selected vendor. However, the CSDE invites vendors to include an approach within their proposal.

How will the 50 trainers for the 'train the trainer' model be selected? Will these trainers work independently or through district or regional organizations?

The final determination will be made after further discussion between the CSDE and selected vendor. However, the CSDE invites vendors to include an approach within their proposal.

Is CT responsible for identifying and paying the trainers, or is the contractor responsible for identifying and paying the trainers?

The CSDE and the chosen vendor will discuss who ideal trainers may be but the CSDE will ultimately decide and select the trainers as well as pay the trainers.

Will the successful applicant select [the trainers], or will they be identified by CSDE?

The CSDE and the chosen vendor will discuss who ideal trainers may be but the CSDE will ultimately decide and select the trainers.

Who does CSDE have in mind as the 50 trainers for each content area (for Proposals A and B)?

The CSDE has not made a determination at this point.

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IMPLEMENTATION

Is there an expectation as to who will lead the training for the 800-2,000 district coaches? Will these trainings be led by the contractor(s), 50 trained trainers, or both?

The selected vendor is responsible for delivering the trainings referenced in items C and D, on pages 7 and 8 of the RFP. The delivery to the District Teams will be done through trainers, which the vendor will train as referenced in items A and B on pages 5, 7 and 7 of the RFP.

Is the “design and implement the workshops” component of work a separate scope of work from training the trainers? Is the vendor delivering the trainings referenced in item D (page 8 of the RFP)?

The selected vendor is responsible for delivering the trainings referenced in items C and D, on pages 7 and 8 of the RFP. The delivery to the District Teams will be done through trainers, which the vendor will train as referenced in items A and B on pages 5, 7 and 7 of the RFP.

Please clarify the State’s expectation of the Train-the-Trainer model. Specifically, does the State expect that the approved Vendor will utilize a gradual release model, in which the state trainers/coaches will develop the presentation materials for the ELA/Math training for 1700 teachers and administrators? Or does the State expect to use the vendor’s developed presentation materials for these trainings?

The final determination will be made after further discussion between the CSDE and selected vendor.

Is the expectation that a vendor write the “curriculum” or “roadmap” for the Professional Development? Additionally, is it the expectation that the vendor write the objectives and action items for each workshop?

The CSDE expects that the selected vendor write the roadmap and supporting materials for trainings and PD sessions along with the objectives and action items for each session/workshop. This will be done in conjunction with and after further discussion between the CSDE and selected vendor. However, the CSDE invites vendors to include an approach within their proposal.

Would you like additional “implementation” support during the Train-the-Trainer process?

The final determination will be made after further discussion between the CSDE and selected vendor. However, the CSDE invites vendors to include an approach within their proposal.

Would you like additional support during the Train-the-Trainer process? For example, would you want our Professional Development Associate to attend and observe a workshop and give feedback?

The final determination will be made after further discussion between the CSDE and selected vendor. However, the CSDE invites vendors to include an approach within their proposal with the understanding that a strong application will include a quality control approach.

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How many workshops will you roll out to CT educators?

The final determination will be made after further discussion between the CSDE and selected vendor. However, the CSDE invites vendors to include an approach within their proposal.

How long will the workshops last? Will they be half-day sessions?

The final determination will be made after further discussion between the CSDE and selected vendor. However, the CSDE invites vendors to include an approach within their proposal.

Will the services described within the RFP be available to all CT school districts, or only to those who have submitted signed Memoranda of Collaboration?

The CSDE intends to make these services available to all LEAs but with a preference for those LEAs that submitted Memoranda of Collaboration and specifically marked the PD box.

Please define “event management” so that we know what activities are included in this specification.

Event management includes but is not limited to selection and reservation (after discussion with the CSDE) of venues for trainings and PD sessions, administrative work needed in preparation for trainings and PD sessions, administrative support and/or planning for trainings and PD sessions, the printing and collation of materials for trainings and PD session, and videotaping portions of the training to support the development of online blended learning training for educators.

Does “event management” mean that the vendor must secure the training locations and include the costs of training such as room rental, refreshments, etc. in the bid?

Please see the response above for more details.

Is it the expectation of CT DOE that the contractor provide and pay for the cost of facilities in which to provide the training or will the training be in state or district provided facilities? In either case does the contractor need to arrange and obtain catering for the trainees?

Please see the response above for more details.

Will it be different attendees for math and ELA or the same attendees for both content areas?

It will be different for each LEA. In some instances LEAs may choose to send different people but for others, it may be the same attendees.

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BUDGET AND MISC.

BUDGET

What is the budget for the Professional Learning Workshops?

The budget has not yet been determined but vendors should submit a budget as required. The cap on a budget for the design and implementation of a system of training on standards-based professional learning that can accommodate up to 50 trainers, who will in turn (in a train-the-trainer model) provide the professional learning aligned to the CT CCS in ELA and mathematics for up to 1700 teachers and administrators is: \$1,500,000. However, vendors should aim to submit proposals that are much lower than the cap.

The budget has not yet been determined but vendors should submit a budget as required. The cap on a budget for the design and implementation for the design and implementation of professional learning workshops for 800-2000 Common Core District Coaches as well as creation of a system of training modules that address the practices, processes, and performance aligned to CCS in ELA and mathematics by grade bands K-2, 3-5, 6-8 and High School is: \$1,500,000. However, vendors should aim to submit proposals that are much lower than the cap.

What is the budget for certification?

The RFP does not reference certification—this is not required. Please see the response above for more details.

Is CT responsible for identifying and paying stipends for workshop participants, or is the contractor responsible for identifying and paying stipends for participants?

Stipends will not be needed unless training occurs outside school hours, such as weekends. If so, the vendor should budget for the stipends.

CONTRACT

What is the schedule of evaluation and award? How much time with the contractor be given to prepare for a contract start date of September 2, 2013?

The closing date for this RFP is August 9, 2013. The CSDE selection committee aims to select a vendor before September of 2013.

Who will own the copyright for materials developed under this contract?

Materials developed prior to signing the contract with CSDE would be owned by the vendor.

Any new materials developed after signing the contract would be owned by the CSDE.

How will the CSDE protect the contractor's copyrighted materials developed previous to this contract?

Materials developed prior to signing the contract with CSDE would be owned by the vendor.

Any new materials developed after signing the contract would be owned by the CSDE.

Will joint ownership of developed materials be allowed? How will the issue of materials currently owned by the contractor/provider be handled?

Materials developed prior to signing the contract with CSDE would be owned by the vendor.

Any new materials developed after signing the contract would be owned by the CSDE.

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Will the CT DOE make public a redacted version of the response to allow the respondent to maintain confidentiality over proprietary information?

The response is subject to FOIA, but will not be published publicly, however, confidential information must be clearly identified in the response in order to be redacted from any version of the response distributed under FOIA.

On page 11, IX. Erroneous Awards, it reads: This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. For purposes of this section, how is 'extreme circumstances' defined? Can CT provide examples under which this may be utilized?

"Extreme Circumstances" may be defined (but not limited in this definition) as CSDE learns at a later date that the proposer fails to meet the criteria or stipulations within the RFP or contract to be eligible or capable to execute or operate such contract.

Under these circumstances would CSDE pay for all services rendered and work done up to the point of revoking the contract?

Yes.

As a contractor, will a company's annual company audit meet this requirement for an independent audit, or will the audit need to be specific for this RFP's scope of work, with audits costs included in the proposal's budget? Finally, if the audit is specific for this scope of work, are there requirements for selecting the audit company?

This is in relation to the Standard Assurances that will be part of any contract issued to a vendor. All vendors are required to comply with State Single Audit Requirements (below). If during that audit it is determined that the contractor has received funds under the contract for goods or services in the contract that have not been delivered to the State, it is expected that funds shall be returned. To that end, the vendor is entitled to be paid the amount stated in the contract for any work performed under the contract that was appropriately identified in the contract and successfully delivered to the State. State single audit requirements:

Sec. 4-231. **Single audit** or program-specific audit requirements. Exemption. Records. (a)(1) Each nonstate entity which expends a total amount of state financial assistance equal to or in excess of three hundred thousand dollars in any fiscal year of such nonstate entity beginning on or after July 1, 2009, shall have either a **single audit** or a program-specific audit made for such fiscal year, in accordance with the provisions of subdivision (2) or (3) of this subsection and the requirements of regulations adopted pursuant to section 4-236.

(2) If the total amount of state financial assistance expended in any such fiscal year is for a single program, such nonstate entity may elect to have a program-specific audit made in lieu of a **single audit**, provided a grant agreement or a statutory or regulatory provision governing the program of state financial assistance does not require a financial statement audit of such nonstate entity.

(3) If the total amount of state financial assistance expended in any such fiscal year is for more than one program, such entity shall have a **single audit** made for such fiscal year.

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(b) Notwithstanding any provision of the general statutes or any regulation adopted under any provision of the general statutes, each nonstate entity that expends total state financial assistance of less than three hundred thousand dollars in any fiscal year of such nonstate entity beginning on or after July 1, 2009, shall be exempt with respect to such year from complying with any statutory or regulatory requirements concerning financial or financial and compliance audits that would otherwise be applicable.

(c) No provision of this section shall be deemed to exempt a nonstate entity from complying with any statutory or regulatory provision requiring the entity to (1) maintain records concerning state financial assistance or (2) provide access to such records to a state agency.

MISC.

Does the state have its own online system for managing content? Or, does one need to be provided? If yes, does the content need to be provided.

The CSDE intends to have a new website available in the fall.

How is the phrase ‘unlimited access’ defined by the CT DOE? Is it unlimited access to the public or only to district personnel? (Please define types of ‘resources’ as used in this sentence.)
“Unlimited access” is defined as easily accessible and always available at no cost (other than services paid for within the contract) to the CSDE and authorized CSDE and LEA personnel.

In various instances, both CCSS and CT CCS are referenced? Are the standards the same or different?

Connecticut’s Common Core Standards are the Common Core State Standards.

Would you prefer a short, intense certification process in the late summer/early fall (e.g. 3-day certification process the last week of August)? Or would you prefer a certification that is roll out over the course of the 2013-14 school year?

Trainings are not synonymous for certification. There is no required certification process for these trainings and PD sessions.

Is the Appendix A information about collaboration between the state and the district or is the vendor expected to facilitate this collaboration?

Appendix A was provided so vendors could see the process the CSDE has created with LEAs.

PD MODULES

What is the vision of the online modules? Would the vendor have these ready to go? Or would the content be provided by the vendor and State Education Department post online?

These need to be ready to be released on the CSDE website by fall. A vendor could create these throughout the year as long as some were ready by September.

Will all modules be designed for each of the grade bands?

Yes. Grade bands for each ELA and math, and other special topics as determined by vendor are possible.

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Is the contractor responsible for developing module materials and event management for the participant workshops with the trained trainers delivering the modules, or is the contractor also responsible for delivering the module content to the workshop participants?

If the vendor applies and is chosen for the training of trainers and the educator trainings, they will be responsible for event management for the educator trainings.

On page 6, there's the following statement: "Professional development modules and professional learning tools/resources must be available through a platform with unlimited access." Does this platform currently exist? If so, what is it? If not, can it be co-created? Will school leaders be included in the module training sessions or will separate sessions be developed for district and school administration?

The CSDE intends to have a new website available in the fall. "Unlimited access" is defined as easily accessible and always available at no cost (other than services paid for within the contract) to the CSDE and authorized CSDE and LEA personnel. It is possible for the platform to be co-created. School leaders are incorporated within District Teams and could possibly District Coaches.

What is the State's timeline for delivery of the Professional Learning 24-7 online modules?

The CSDE aims to begin trainings and PD sessions during the fall of 2013 with ongoing sessions through the 2013-14 school year.

Are the online modules and resources solely for personnel being trained by the provider (CCDT trainers and CCDT coaches) or is the expectation that all teachers and staff across the state will have access, as well?

Modules and resources should be easily accessible and always available at no cost (other than services paid for within the contract) to the CSDE and authorized CSDE and LEA personnel.

Where does blended learning fit in to the train-the-trainer model?

The vendor should include a proposal for how to incorporate blended learning into the trainings. This can be accomplished in many ways, but at least should include webinars or archived videos of trainings, etc.