

**Request for Proposals**

**CT Core Standards in K-3 Reading: A System of Professional Learning**



**Addendum to RFP Number 15SDE0003**

**August 19, 2015**

Please note that duplicative questions submitted by multiple respondents are listed once.

**Proposal Requirements and Selection Criteria:**

**When are proposals due?**

Proposals are due September 9, 2015

**How many vendors will be selected to provide the services as described in the RFP?**

The CSDE intends to select one (1) vendor. However, the State reserves the right to award this Contract in a manner deemed to be in the best interest of the State and may include, but not be limited to: by item, group of items or in its entirety; geographic location to adequately service the entire State of Connecticut in the best possible manner; or multiple vendor awards.

**Is the grantee/vendor required to provide all of the services listed in the face-to-face and virtual reading intensives?**

See page 4 of the RFP.

**Can you tell us more about the methodology?**

Methodology includes the procedures you will use to provide requested services, and an explanation of the resources you will use to provide the requested services.

**CT Regional Educational Service Centers usually charge indirect. Is the indirect included in this budget, and the daily \$800 per consultant fee?**

It is the responsibility of prospective vendors to provide a budget narrative and an itemized, detailed budget. See page 7 of the RFP for additional information.

**Will our proposal be considered non-responsive if we take an exception to the following copyright term? "Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State unless otherwise stated in the contract."**

Proposals will be reviewed and scored based on the requirements, terms and conditions identified throughout the RFP document, and each of the items listed in the Selection Criteria section beginning on page 6 of the RFP.

**The RFP calls for various types of media such as videos and web sites. What kind of media can be included in the application? Can a video be included? Will the reviewing committee visit any electronic links provided in the application?**

Only hard copies (paper documents) of proposals submitted in the manner specified on page 11 of the RFP will be accepted, and reviewed and scored by the selection committee.

**Is there a page limit for the proposal?**

There is no page limit. However, proposals must follow the guidelines contained in the RFP, including the appendices.

**Why would the state not attempt this project independently?**

The CSDE is seeking a qualified organization to collaborate on building the capacity of professional learning for Connecticut’s K-3 teachers.

**Scope of Services and Service Specifications:**

**Will the CSDE accept a proposal for initial face-to-face training that is already developed and utilized across the country, or is the CSDE’s preference to award a vendor that will do a complete customization for the initial face-to-face training?**

The content developed for professional learning must directly address the components as provided on pages 2-6 of the RFP. However, the CSDE invites vendors to include an approach within their proposal. Proposals will be reviewed and scored based on the requirements, terms and conditions identified throughout RFP document.

**What is the maximum number of trainees we might need to serve in a year?**

See pages 4-6 of the RFP. The final determination will be made after further discussion between the CSDE and selected vendor.

**How do you see the pacing of the development of online modules over the five years?**

See pages 12-13 of the RFP. The final determination will be made after further discussion between the CSDE and selected vendor.

**Do you have a number of online modules you expect the vendor to develop?**

See pages 12-13 of the RFP. The final determination will be made after further discussion between the CSDE and selected vendor.

**Does the CSDE have any specifics about what you want for the first year of the project, in two years, and in five years?**

See pages 4-6, and 12-13 of the RFP.

**Describe the collaboration in the development of the content. Will the CSDE be guiding the development directly or vetting/reviewing?**

The CSDE is responsible for oversight of the CT Core Standards in K-3 Reading: A System of Professional Learning, and as such, will vet all content.

**Does the CSDE have the materials to be included in the virtual library or will the vendor provide/develop all materials?**

See page 5 of the RFP. The CSDE invites prospective vendors to include an approach within their proposal.

**Who will maintain the library and content past the contract, and for how long?**

Final decisions about the library will be determined in consultation with the CSDE. However, the CSDE invites vendors to include an approach within their proposal.

**For Year 1 in building the face-to-face professional learning/blended learning, will all eight sessions need to be developed and delivered in Year 1?**

See pages 4-6, and pages 12-13 of the RFP. Final decisions about product development will be made after further discussion between the CSDE and selected vendor.

**For the initial face-to-face training, may we bid 100% face-to-face and only do digital trainings in the second year?**

See pages 4-6, and pages 12-13 of the RFP.

**To save on production costs, is the CSDE interested in using freely available video resources where appropriate and when available?**

See page 7 of the RFP. The CSDE invites prospective vendors to include an approach within their proposal.

**Whom will the vendor work with at the CSDE?**

The selected vendor will work with staff in the CSDE Academic Office on all aspects of the project.

**Will the vendor be responsible for costs associated with the statewide stakeholder conference (catering, filming, registration, event center, fees)? If so, is the vendor responsible for travel and lodging?**

The selected vendor will be responsible for all aspects of event management. See pages 4-6 and pages 12-13 of the RFP for additional information.

**Is the state looking for vendors to provide professional learning in the CT Core Standards (e.g., by standard, sub-skills)? Alternatively, is the state looking for professional learning in the background aspects of reading, i.e., how children learn to read, why some students struggle, and how to effectively teach them to read, and not necessarily tied to specific standards?**

Professional learning must be designed as described in the Scope of Services and Service Specifications section of the RFP. See pages 1-6 of the RFP.

**Where will the professional development take place?**

Venues for professional learning sessions will be determined in consultation with the CSDE. All face-to-face professional learning will occur in Connecticut, and online materials must be made available to all K-3 teachers and administrators.

**Product Development and Contract Period:**

**Page 2 of the RFP identifies the topics of professional learning aligned to the reading survey subareas and objectives. Given that the Connecticut Core Standards in English Language Arts require that Grade 3 students provide written evidence to demonstrate reading comprehension, it would be useful to include writing to sources in the professional learning. Would the CSDE consider adding Development of Writing to Sources as a topic for professional learning?**

The professional learning must be aligned to components of the teacher survey and the Connecticut Core Standards in English Language Arts: Foundational Skills, and effective teaching practices as described on pages 2-6 of the RFP.

**Page 7 of the RFP indicates the contract for this project will begin on January 4, 2016. Elsewhere in the RFP, the State uses the terms “first year” of the project and “second year” of the project. Can you clarify what is meant by “first year” and other project years? Are these calendar years or school years?**

The CSDE intends for the contract to be in effect for a period of 5 years, beginning January 4, 2016. In subsequent years, professional learning will be offered July 1 through June 30 of the following year.

**How does CSDE intend to inform teachers and administrators of available offerings? What responsibility, if any, does CSDE expect of the vendor in promotion?**

See page 6 of the RFP. In addition, the CSDE will provide coordinated and consistent communication to districts through the Reading Survey District Liaisons.

**What concessions will be provided to vendors in the event of low enrollment or cancellation?**

See page 7 of the RFP. The CSDE invites prospective vendors to include an approach within their proposal.

**How does the CSDE measure the effectiveness of professional learning offerings? Does the CSDE have a preferred survey or assessment system, or would the CSDE prefer that the vendor create one?**

The CSDE invites prospective vendors to include an approach within their proposal.

**Will the CSDE arrange for credits to be granted to participants (i.e., professional development points, graduate credit, licensure requirements, etc.)?**

Credits are not applicable for this system of professional learning.

**Will the CSDE support costs involved in meeting the RFP requirement of vendor platform management?**

See page 7 of the RFP. The CSDE invites prospective vendors to include an approach with their proposal.

**Section IV of the proposal requirements indicates validity of pricing for 120 days beyond due date, but section VI disallows modifications to the proposal.**

No additions or changes to any proposal will be allowed after the proposal due date unless such modification is specifically requested by the CSDE.

**Does the CSDE intend for the scope of work and pricing to remain the same for the 5-year period?**

The CSDE invites prospective vendors to include an approach with their proposal.

**What is the typical or union-approved hourly rate for teacher stipends?**

Stipends will not be required unless professional learning occurs beyond participants' contracted work hours (e.g., beyond the school day) or weekends. The final determination for stipend amounts will be made after further discussion between the CSDE and selected vendor. However, the CSDE invites vendors to include an approach within their proposal.

**Were the documents listed on page 14 of the RFP intended to be included in the RFP, or do the web site links refer to the same documents intended?**

Click on the links provided in the appendices in the electronic version of the RFP to view documents in an Internet browser. Alternatively, enter the web address for each document in the Internet browser for access.

**What kind of functionality does the CSDE expect to see in each of these modules (e.g., video, audio, interactive activities)?**

See page 6 of the RFP. The CSDE invites vendors to include an approach within their proposal.

**Is the CSDE open to a rolling release of content?**

See pages 4-6 of the RFP. The CSDE invites vendors to include an approach within their proposal.

**Is the State open to using parts or components of existing Amplify technology to create, house, and service users and content?**

The selected vendor will make decisions about matters related to technology in consultation with the CSDE. However, the CSDE invites vendors to include an approach within their proposal.

**Who will provide or recommend video/technology production companies?**

See page 9 of the RFP. The selected vendor will make decisions about matters related to technology in consultation with the CSDE.

**Is the CSDE looking for the virtual library (described on pages 5 and 6) to be publicly available through the state web site or behind a password protected site?**

See page 6 of the RFP. In addition, the selected vendor will make decisions about matters related to technology in consultation with the CSDE.

**Is the CSDE looking for a single statewide stakeholder conference, or looking for the conference to be presented regionally?**

The selected vendor will plan and organize the conference in consultation with the CSDE. However, the CSDE invites vendors to include an approach within their proposal.

### **Foundations of Reading Survey/Reading Survey**

**Can the CSDE share the survey questions so that we may understand the scope of the needs assessment?**

See page 14 of the RFP.

**Would you describe how the teacher survey is currently administered? How do teachers receive their results?**

See page 14 of the RFP.

**Are the results of the teacher survey available?**

The results of the teacher survey are not available to the public. Furthermore, the results are not subject to disclosure under the Freedom of Information (FOI) Act. For additional information, see page 14 of the RFP.

**Has the CSDE developed a methodology for linking teachers to training topics, or are you looking for the vendor to do it?**

Since the need for professional learning will be determined by reading survey outcomes, K-3 teachers will determine which series of sessions to attend.