

Development and Delivery of Resources and Services to Support Professional Learning Activities for Local Educational Agencies RFP

Questions and Clarifications
October 20, 2020

Below are the California Collaborative for Educational Excellence's ("CCEE") responses to questions and requests for clarification received from prospective Respondents by the deadline of October 14, 2020, at 4 p.m., regarding the Request for Proposals for Development and Delivery of Resources and Services to Support Professional Learning Activities for Local Educational Agencies (the "RFP"), issued on October 5, 2020. CCEE cannot guarantee that any questions and requests for clarification submitted after the deadline are included or responded to herein. CCEE staff has endeavored to respond as thoroughly as possible, and cited relevant language from the RFP where appropriate. Questions and requests for clarification that are similar or on the same topic have been grouped together for ease of navigation and response. Questions that were submitted are not necessarily provided verbatim as submitted, and may have been edited for clarity, but have not been altered in substance. CCEE will presume that all Respondents will be presumed to have read and understood all of the responses provided herein upon submittal of any Proposal.

Content Areas/Methods of Delivery

- Will you accept a proposal in the context of science education improvement?
- Does the work scope appear to reflect a desirable proposal?

RESPONSE: CCEE will be reviewing Proposals based on its best understanding of the needs of the field, and the degree to which they are responsive to the components required in the RFP. Suggested content areas are identified on page 6 of the RFP, but are not exclusive. CCEE encourages Respondents to submit high-quality Proposals describing resources and/or services that are responsive to the requirements outlined in the RFP and that Respondents believe will be of use to local educational agency ("LEA") teams.

- I would like to know if a "fundable" project scope would involve helping LEAs to assess learning progress using CAASPP data 2019 to 2021 and/or other data sources to assess student progress compared to expected progress in comparison to similar students and school populations statewide. Actionable steps.

RESPONSE: Examples of professional learning content areas to support instruction within distance and hybrid learning models may include the use of data inquiry processes and tools. Please see Section IV. Scope of Services, beginning on Page 4 of the RFP for a more thorough discussion of the purpose of these professional learning services/tools and examples of content areas for additional guidance.

- Our organization has a large Curriculum and Instruction ("C&I") department that has provided "For Fee", Professional learning and coaching "from classroom to boardroom" for over 15 years. We are well suited to apply for this partnership. However, applying as an organization would result in a HUGE application as it would include content addressing the 5 Focus areas from our various departments: Systems & Leadership Development ELA/ELD, STEM, ITS, VAPA, Assessment and Support. Would it be most appropriate to have each department submit an individual RFP specific to their area or one large application?

RESPONSE: An entity may elect to submit more than one Proposal if the content of the Proposals are materially different. For example, differences in delivery method, approach, or content area may require submittal of separate Proposals. CCEE asks that entities submitting more than one Proposal consider and discuss any efficiencies in activity or budget that would result from selecting more than one Proposal from a single entity.

- If an organization offers multiple trainings in different content areas can they submit separate proposals for each area?

RESPONSE: Yes. If the Proposals for the development and delivery of resources and services to support multiple content areas are materially different, it is permissible for a single entity to submit more than one Proposal. Otherwise, CCEE suggests that applicants submit a single Proposal detailing their capacity and expertise to support the topic areas they are interested in. If an entity chooses to submit multiple Proposals, CCEE asks that it consider and address any efficiencies in activity or budget that would result from CCEE selecting more than one Proposal from the entity.

- Would it be acceptable to submit a proposal that focuses solely on delivery of professional learning, rather than delivery and development?

RESPONSE: While respondents may submit a Proposal that focuses solely on the delivery of professional learning rather than development and delivery, CCEE is in need of both services. As such, a Respondent who submits a Proposal for both development and delivery may be preferred over one that submits a Proposal only covering the delivery component.

- Is there a preference for materials that offer a standalone course that an individual could complete asynchronously, or for materials that could be used to facilitate professional learning with a group of teachers? For example, we could develop materials that an administrator or professional learning community (PLC) could use to facilitate learning with teachers. If possible, we would appreciate any guidance about whether this RFP has a preference for a particular type of materials under this method of delivery.

RESPONSE: CCEE will be reviewing Proposals based on its best understanding of the needs of the field, and the degree to which they are responsive to the components required in the RFP. Suggested methods of delivery are identified on page 5 of the RFP, but are not intended to be prescriptive.

CCEE encourages Respondents to submit high-quality proposals describing resources and/or services that are responsive to the requirements outlined in the RFP and that applicants believe will provide the highest quality opportunities for LEA teams to access and implement professional learning.

- The RFP asks respondents to “address processes to support recruitment, registration, and communication with educators across the state in partnership with CCEE.” Can you please provide additional insight into how CCEE plans on matching vendors with districts?

- Please provide more information about how services will be provided. For example, will providers work with individual LEAs, geographic regions, or need-alike clusters, etc.?

RESPONSE: Recruitment of educators will depend on the content area, purpose, and type of professional learning activity/resource being offered. CCEE will work with contract awardees

to support recruitment, dissemination, and communication to ensure that developed resources and services are made available and accessible. There is no plan to “match” awardees to specific LEAs.

- Can other standards be referenced, such as those from ISTE (International Society for Technical Education)?

RESPONSE: Yes, other standards that may be better aligned to the content areas and/or methods of delivery discussed in the Proposal may be referenced.

Budget/Funding

- Is there a budget that's been set which you'll provide? It would help all of us who are interested in this work to scope our proposal to fit the funds available.
- How much money is available?
- Our district is doing an immense amount of professional development this year and we think we could provide great content via the RFP. Can you clarify the range of costs/fees that might be covered through the RFP?
- What is the minimum and maximum dollar amount/funding for proposal submissions?
- What might the potential funding range be for this opportunity?
- What is the range of the grant amounts?
- If there is no set range for grant amount, what is the range of past grants for professional learning made by the CCEE?
- I did not see any kind of budget guidance in the proposal. Can you recommend any guidelines to consider when developing a budget for our proposal?
- Can you provide a grant budget range to help guide applicants' development of the scope of work?
- How much money is allotted for this RFP?
- Can you share with us the maximum that applicants should consider?
- What is the available funding for this scope of work and is there a do-not-exceed cost for a proposed scope of work?
- What is the total budget for these services?
- Is there a budget envelope that we should have in mind as we construct the proposed work plan and scope of work?
- What is the total funding being awarded through this RFP?
- What guidelines are there for the amount of funding requested per application?
- Can you provide guidance on how to price Development of Resources and Tools (page 5), given that there are different costs for developing different resources (toolkits, videos, facilitation guides, etc.)?
- Is it correct to assume that the funding request should be commensurate with costs? If both components are included, the cost would increase. Can they include staff time or only non-staff costs?
- Is the reach of the project a factor in the funding level?

RESPONSE: CCEE does not have a set budget for this project and anticipates that there will be variations depending upon the approaches that Respondents may take to address the requirements set forth in the RFP. We have asked Respondents to provide an annual breakdown of the proposed fees and costs (including for organization personnel) for their proposed scope of work. The total annual fees and costs must be stated as a “not to exceed”

amount. Respondents should describe their willingness to commit to the estimate provided, and what factors may influence the estimate in the event of programmatic changes. CCEE will be making final decisions based on the content and deliverables included in the submitted proposals. While cost estimates may be a factor in awarding the contract, since an RFP is not required, the CCEE/MCOE is not obligated to accept a bid based on cost estimates.

- Given the indefinite quantity of services, how should we calculate the annual breakdown of fees or total annual not to exceed number for services like training and coaching?

RESPONSE: Applicants may consider “per unit” costs, if that is applicable to their Proposal.

- Is there an indirect cost limit?

RESPONSE: CCEE does not allow Respondents to charge for indirect costs as a line item.

- Could these funds be used for the development of resources in 2020-2021 to be implemented/used next academic year, 2021-2022?

RESPONSE: While it is possible that negotiated project timelines may include delivery and implementation support in 2021-22, the funds for this project must be focused on development and delivery primarily to take place during the 2020-21 school year, and Proposals should therefore focus on the current school year. Extension to the following fiscal year will be at the exclusive option of CCEE

- What is the source of the funds, e.g., state, federal? Can you provide the citation to the appropriation in the state budget or other document?

RESPONSE: The funds that will be used to support this initiative come from funds identified in the CCEE annual budget for the support of internal capacity to support technical assistance and professional learning needs. 2020-21 fiscal year funding for CCEE is based on the State Budget Act for 2020, enacted on June 26, 2020.

- Are only districts eligible for funding?

RESPONSE: There are no limitations on the types of entities that may apply for this RFP.

- Should the "Not to Exceed" include any line items?

RESPONSE: The proposed budget should include sufficient information to understand how the project budget/not-to-exceed amount was calculated. CCEE does not, however, allow Respondents to charge for indirect costs as a line item.

Timeline

- Is there an end date for the completion of the proposed scope of work in the proposal?
- Please share additional information on the timeframe for this work.
- Should the start date for the scope of work proposed be November 2, 2020 and close June 30, 2021?
- Is there some chance the work is awarded on a later and/or shorter timeframe?
- May an applicant propose a start date later than November 2, 2020?

RESPONSE: Any contract ensuing from this RFP will have an end-date of June 30, 2021, but individual contracts may have different start dates based on their proposed scopes of work. Additionally, CCEE may, at its exclusive option, extend the contract to the next fiscal year.

- Should the assumption be to budget for November 2, 2020 through June 30, 2021? And then scope and budget of future years of work would be revisited near the close of the fiscal year in 2021?

RESPONSE: The expected term for any contracts that result from this RFP will be through June 30, 2021. Budgets should reflect this timeframe. While it is possible that project timelines may include delivery and implementation support in 2021-22, the funds for this project must be focused on development and delivery primarily to take place during the 2020-21 school year. Extension to the following fiscal year will be at the exclusive option of CCEE. Any contract ensuing from this RFP will have an end-date of June 30, 2021.

- We see there is an open, rolling deadline for proposal submissions. What is the timeline for Marin COE/CCEE to review proposals that are not submitted on October 26th?

RESPONSE: CCEE will review Proposals submitted after October 26, 2020, as they are received

Eligibility

- Are IHEs eligible to apply?

RESPONSE: Yes, IHEs are eligible to apply

- The RFP references applicants' LCAPS. As a county office of education, our organization does not have an LCAP but would use the funding to provide support to districts in alignment with the goals outlined in the RFP. Is a county office of education an eligible LEA for this RFP?

RESPONSE: This RFP references LCAPs as background and context for CCEE's work overall. There is no requirement for the focus of the professional learning resources or services to explicitly support LEAs in the development or implementation of LCAPs. There are no limitations in this RFP regarding the type of agency that may submit a Proposal.

- Can the Exploratorium submit a proposal or do we need to partner with a County Office of Education or specific school district in order to be part of a proposal?

RESPONSE: There are no limitations in this RFP regarding the type of agency that may submit a Proposal. This RFP does not require submissions to include a partnership with county offices of education or any specific school districts.

Staffing

- Under Section VI, F of the RFP, can the number of staff assigned be for the total scope of the project, or should the number of staff be assigned per project deliverable?

RESPONSE: Respondents may determine the best format to provide the information requested in Section IV, F (Proposed Work Plan) in order to provide transparent, meaningful information.

- Can Section VI, E.3.,c. (Subcontractor resume) be attached to the proposal, or is it included in the 15-page proposal submission?
RESPONSE: Curricula vitae of identified personnel, including subcontractors, are excluded from the Proposal length limitation. (See Section VI. Proposal Specifications/Requirements for Submittal, paragraph 1, Page 8 of the RFP.)
- Section VI, E.2. (Changes to Key Personnel) & Section VI, J (Submission Review Rubric): What is required for submission in regard to these sections? For example, do we write that we acknowledge the policy requirements for changes to Key Personnel?
RESPONSE: Yes, an acknowledgment of the key personnel policy requirement and the CCEE's submission review rubric is sufficient for the submission of a Proposal.

Submission Requirements/Proposal Format

- The 15 page maximum for the proposal is clear. Are there any other formatting requirements – notably line spacing or font size?
RESPONSE: There are no requirements regarding line spacing or font size, although we anticipate that Respondents will submit Proposals in a format that is reasonable and relatively easy to read and navigate.
- We have a full catalog of workshops that can address each of the 6 content areas and we are planning on responding to *each* of the 6 content areas. Given the RFP's request for vendors to include learning objectives and measurement information on each workshop, and given the 15-page limit to responses, can we include a second appendix that includes our Professional Development (PD) catalog?
RESPONSE: Additional appendices may be included. However, appendices may only be used to provide additional detail to support information that is already clearly articulated in the body of the Proposal. They cannot be used to introduce required information and circumvent the page limits.
- In order to provide adequate descriptions within the page limit of 15 pages, will the reviewers accept the use of hyperlinks embedded within the narrative to catalogs, research, or additional information?
RESPONSE: Embedded hyperlinks may be included. However, these may only be used to provide additional detail to support information that is already clearly articulated in the body of the Proposal. These cannot be used to introduce required information and circumvent the page limits.
- Is it appropriate to sign on our Cover Letter or are there other sections where you required separate signatures or initials?
RESPONSE: No signatures are necessary for the submission of a Proposal.
- Do you require us to sign the original RFP scope document (attached) and submit alongside our proposal, or should we just submit the proposal as a standalone document?

RESPONSE: The Proposal should be submitted as a standalone document referencing the scope of work outlined in the RFP, and include all specifications outlined in Section VI, Proposal Specifications/Requirements for Submittal, beginning on Page 8 of the RFP.

- Is there a minimum or maximum number of references that an organization can submitted?
RESPONSE: There is no minimum or maximum number of references that may be submitted under Section VI, I, References, of the RFP
- Is there a limit on the number of proposals submitted from each organization?
RESPONSE: An entity may elect to submit more than one Proposal if the content of the Proposals are materially different. This may be a difference in delivery method, approach, or content area which requires submittal of separate Proposals.
CCEE asks that entities submitting more than one Proposal consider and discuss any efficiencies in activity or budget that would result from selection of more than one Proposal from a single entity.

Contracting/Process

- Are the CCEE and MCOE seeking to select just one provider of these resource and services?
- Does CCEE plan on selecting 1 vendor or multiple vendors?
- Does CCEE expect to make multiple awards or is CCEE anticipating a single awardee?
- How many grants are you expecting to make?
RESPONSE: The purpose of this RFP, as set forth in Section II, Purpose, is “[t]o secure (a) project team(s) to provide services to support the identification, review, development, and delivery of professional learning resources, services, and programs to build capacity for improving student outcomes and support high priority needs for California local educational agencies (‘LEAs’).
The number of awards will depend on the number and content of the Proposals submitted. CCEE does not have a predetermined number of awards it is anticipating making through this RFP process.
- Will we contract directly with LEAs for services? Or will CCEE contract directly with providers for the provision of services to LEAs?
RESPONSE: The contract for the development and delivery of professional learning resources and services will be made directly with the Marin County Office of Education (“MCOE”) on behalf of the CCEE.
- How many LEAs, schools, and personnel does Marin COE/CCEE envision serving?
RESPONSE: CCEE does not have an anticipated number of participants or LEAs targeted as recipients of professional learning services through the contracts awarded for this RFP. These will be determined based on the types of services and resources to be developed as a result of the contracts awarded through this RFP process.
- Beyond regular updates and communications to CCEE staff assigned to projects, are there specific reports or deliverables due to the State? If so, are there any known deadlines currently? (e.g., end of fiscal year)

RESPONSE: There are no reports or other deliverables due to the State. CCEE does require all contractors to measure and submit impact statements at the conclusion of all projects.

Ownership/Copyrights

- If we currently have our own professional learning trainings that are proprietary, do they become open source and/or property of CCEE/ Marin County Office of Education if our organization facilitates these trainings using grant funds?

RESPONSE: Respondent agrees to grant CCEE a free, transferable, non-exclusive license to use, reproduce and distribute all information and content created by Respondent and provided to CCEE, subject to additional terms in the contract between CCEE/MCOE and Respondent. CCEE will also consider Proposals that outline the expansion of development or delivery for professional learning modules/trainings that Respondents have already developed, subject to the same licensing rights and requirements as set forth above and in the contract between CCEE/MCOE and Respondent.