

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

Questions and Clarifications

March 2021

Below are the California Collaborative for Educational Excellence's ("CCEE") responses to questions and requests for clarification received from prospective Respondents, regarding the [Addendum](#), posted on February 19, 2021, to 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. Questions and request for clarifications may be submitted on an ongoing basis and CCEE will provide a response that will be posted to the CCEE website. CCEE staff has endeavored to respond as thoroughly as possible, and cited relevant language from the Addendum 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. Respondents may submit additional questions and requests for clarification or additional information specific to this Addendum, in writing only, to Kashani Daniels (the "CCEE Contact," kdaniels@ccee-ca.org).

Content Areas/Methods of Delivery

Is the cover letter separate from the 15 pages?

RESPONSE: As specified in the RFP Submission Template, which supplements Section VI of the RFP and is incorporated into the RFP Addendum, the Template must be accompanied by a cover letter, as specified in Section VI. The completed Template must be no more than 15 pages. The page limit does not include curricula vitae of identified personnel. Proposals can utilize tables and/or bullets to more clearly communicate main ideas and flow of work.

Is the cover letter in addition to section 1 (Applicant Information) or should section 1 (Applicant Information) be incorporated into the cover letter and be turned into page 1 of the proposal?

RESPONSE: The Proposal must address all parts of Section VI (Proposal Specifications/Requirements for Submittal) of the RFP. All tasks and subtasks outlined in Section IV (Scope of Services), as set forth in the RFP Addendum, must be addressed.

Timeline

Given the revised RFP, can you provide a new timeline for the project for when the work would begin and end?

RESPONSE: Proposals will be reviewed through April 15, 2021, for contracting in the 2020-2021 fiscal year. The current fiscal year will end on June 30, 2021. Any submissions following this deadline will be reviewed for the 2021-2022 fiscal year. The 2021-2022 fiscal year begins on July 1, 2021 and will end on June 30, 2022. Respondents should propose project timelines that correspond to these dates.

Does our budget need to align with the State of California’s fiscal years? If so, is the current fiscal year July 1, 2021-June 30, 2022?

RESPONSE: CCEE’s fiscal year runs from July 1 through June 30 of each year (e.g. July 1, 2021-June 30, 2022). Respondents must propose budgets that align with the applicable fiscal year depending on the submission date of their Proposal (see above).

Would the timeline I’ve included in the proposal be allowable (where the deliverables are expected to be built and finalized from May to August) or would I need to figure out how to break up the work and resubmit half of the work for the next cycle?

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.

Please provide clarification on whether we need to submit the application to the current RFP if we are proposing a program that will cover the 21-22 school year by the April 15 deadline. The website currently says that the proposals will be reviewed for contracting in the 20-21 fiscal year. Is there a different deadline for proposals that will cover the upcoming school year?

RESPONSE: In accordance with the Addendum issued on February 18, 2021, the deadline for proposals to be submitted in response to the Professional Learning RFP, for consideration for the 2020-2021 fiscal year, was April 15, 2021. Proposals may be submitted after April 15, 2021, and, at its discretion, CCEE may review those Proposals as needed for this RFP or future professional learning service needs, which work may commence after the 2020-2021 fiscal year. Proposals that are submitted after April 15, 2021, must still adhere to all other requirements of the Professional Learning RFP and Addendum. Any Proposals submitted following this deadline will be reviewed for the 2021-2022 fiscal year, which runs from July 1, 2021, through June 30, 2022.

Budget

What is a fair budget request to provide a big picture overview of the work (to build leadership and shape mindsets)?

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.

If we submit our proposals before the April 15th deadline, and if we would like to apply for both the 2020-2021 fiscal year and the 2021-2022 fiscal year, should we submit two separate budgets/pricing within our proposal, for each year? Any guidance on how we should submit this information for each year would be appreciated.

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.