

Request for Proposals (RFP) for the Development and Delivery of Resources and Services to Support Professional Learning Activities for Local Educational Agencies (LEAs)

Questions and Clarifications

April 19, 2023

Below are the responses of the California Collaborative for Educational Excellence (“CCEE”) to questions and requests for clarification that CCEE received from prospective Respondents by the deadline of April 12, 2023, at 4:00 p.m. PST, regarding the above-listed RFP, issued on March 24, 2023. CCEE cannot guarantee that responses to questions and requests for clarification that were submitted after the deadline are included 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, and may have been edited for clarity, but have not been altered in substance. Respondents will be presumed to have read and understood the responses provided herein upon submittal of a Proposal.

RFP Process/ Timeline

- I am submitting a Proposal to fund a project that I have already identified. Is this the appropriate opportunity to pursue funding support for my project?

RESPONSE: The purpose of this RFP is for CCEE to identify potential partners who may be able to support professional learning and technical assistance needs for LEAs that CCEE is currently serving or may serve in the future. This is not a grant opportunity or a mechanism for funding projects external to CCEE.

- How many RFP awards does CCEE anticipate awarding to service providers?
- I notice the window for submission is about six months. As multiple Proposals will come in for all of these topics, would it be best to submit early because CCEE may select a Proposal before the end of the submission window?
- How might submitting an application after May 1, 2023, reduce the chances of winning an award? For example, will CCEE first go through all the Proposals submitted by May 1, 2023, and conceivably award all the available funds before beginning review of Proposals submitted on or after May 2, 2023? Are there preference points awarded based on date of submittal? Or are there any other advantages to submitting early (i.e., by May 1, 2023)?

RESPONSE: CCEE does not have a set number of intended awards at this time, and will not be awarding additional points for early submittals. Proposals will be reviewed and revisited based on the needs of the LEAs that the CCEE is working with at any given time. However, to the degree that it will not adversely affect the quality of the Proposal submitted, CCEE recommends submitting Proposals as soon as feasible.

- If I am interested in participating in a multi-year program like the Data Research Learning Network (DRLN), does this RFP cover the length of the program, or just this next fiscal year? Is an RFP required annually?

RESPONSE: As stated in the RFP at Section VI.G, Costs and Fees, “Due to the year-to-year nature of the CCEE’s funding, while Proposals may include multi-year project proposals, any contract with the selected Respondent(s) will need to be written such that it is for a single fiscal year with the ability to extend it to the next fiscal year at the exclusive option of the CCEE.” An RFP is not required annually, but approval of a Proposal for this year does not guarantee approval for future years.

- If we submit this year, will our Proposal still be considered in the future or will we need to resubmit each year to be considered?

RESPONSE: Proposals for the instant RFP will be accepted through Monday, October 30, 2023, at 4:00 p.m. PST. CCEE may review submitted Proposals as needed for future professional learning needs. However, Respondents will need to submit a separate Proposal to be considered for any RFPs released in the future.

- What will the process look like for matching selected Respondents to the needs of LEAs?

RESPONSE: Submissions will be reviewed based on the needs of the LEAs that the CCEE is working with at any given time. Further discussions with Respondents may be needed in order to finalize any scope of work to support the needs of the CCEE and the LEAs CCEE is serving.

- Can I have the name(s) of the participants of the RFP evaluation team?

RESPONSE: The evaluation panel for any individual RFP submission may vary depending on the content expertise required to evaluate the proposal.

Budget

- Is there a budget ballpark figure or range CCEE has in mind?
- How much funding is available in the current fiscal year for this program?
- What is the average award size CCEE anticipates, the range of award sizes, and what is the sum (budget maximum) of the total awards CCEE can make for the 2023-2024 fiscal year?
- Is there a maximum dollar amount per single award?
- Can CCEE provide an example of an ideal cost structure breakdown for an RFP of this nature?

RESPONSE: CCEE does not have a set budget for this project or a maximum dollar amount per single award. CCEE anticipates that there will be variations in proposed budgets and awards depending upon the approaches that Respondents take to address the requirements set forth in the RFP and the needs of identified LEAs. CCEE has asked Respondents to provide an annual breakdown of the fees and costs for their proposed scope of work. The total annual fees and costs must be stated as a “not to exceed” amount.

- As project costs increase year-to-year, can we include a cost multiplier for future years? Or can the submitted cost breakdown be amended in the future if CCEE decides to contract with a Respondent for specific services?

RESPONSE: Project costs should reflect accurate costs for the fiscal year in which the Proposal is being submitted. Extension or renewal of any contract shall be at the exclusive option of the CCEE, and subject to a new written agreement. New agreements may reflect updated cost breakdowns.

- If a Respondent proposes co-developing professional learning supports using Respondent’s existing research as foundation for the Proposal, then...
 - Can Respondent propose ongoing charges for their staff delivering the professional learning?
 - If a selected Respondent will not be providing direct training to an LEA, but, rather, is developing the curriculum and train-the-trainer materials for local staff, can they propose a per-participant licensing fee for the curriculum?
 - If CCEE retains the intellectual property rights to the materials developed by a Respondent pursuant to any contract resulting from this RFP and CCEE is not continuing to pay for such intellectual property/materials on an ongoing basis, may the selected Respondent offer this same support or derivatives thereof in geographic areas that CCEE does not service?

RESPONSE: Project budgets should reflect accurate costs for the projects and services being described in the Proposal. Any per-participant proposed fees should be captured in the appropriate budget section of the Proposal, along with any additional relevant costs and fees. Requirements and terms regarding intellectual property rights will depend on the specific nature of the Proposal and the materials or services being developed and provided by a selected Respondent. The contract(s) executed between CCEE, through its Administrative Agent, and a selected Respondent(s) will contain provisions to address intellectual property rights. Depending on the nature of the particular Proposal, it may be agreed upon by the parties that a selected Respondent could offer the same or similar support or derivative works in geographic areas not serviced by the CCEE (i.e., outside the State of California). For additional information regarding intellectual property rights, please refer to the section below on Ownership.

Project Timelines

- When is the earliest that a contract could be awarded, the earliest that cost-recovery for work could start (i.e. perhaps cost-recovery could start after contract award but before contract finalization), and when work/cost recovery needs to stop (relative to staying within a single fiscal year)?

RESPONSE: CCEE and its Administrative Agent will begin reviewing Proposals on May 1, 2023. CCEE anticipates that contracts could be awarded as soon as June 2023. CCEE’s fiscal year runs from July 1 through June 30 of each year. Any work associated with a contract would need to take place during the then-current fiscal year (i.e., 2023-2024), and be invoiced within 30 days of the closing or termination date of the agreement. The specific terms of payment, including what costs would be covered and the timing of invoicing and payments, would be specified in the final contract.

- For Respondents who submit Proposals in the fall of 2023, is the work on the same timeline? Will the work need to begin and conclude within the same school year?

RESPONSE: Any contract ensuing from this RFP will cover only the 2023-2024 fiscal year and have an end-date of June 30, 2024, 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.

Proposal Parameters/Specification

- What is the maximum number of pages for the Scope of Project?

RESPONSE: There is no maximum page limit for the Scope of Project other than the overall page limit of 15 pages for the entire Proposal.

- What is the scope of work that you are looking for? Are you imagining we will train 25 people, 100 people, 1,000 people?

RESPONSE: CCEE is not looking to fund specific projects at this time, but to identify the costs associated with programs and services that it may need to support current and future work with local educational agencies. CCEE is asking Respondents to provide a breakdown of costs and fees associated with the services they propose, including identifying where the proposed costs and fees could vary depending upon, for example, how many participants there would be in a proposed training or if there is a per-participant or per-participant cohort cost.

- Is a 15-page limit required overall? If we are proposing multiple services under different categories, can we submit multiple separate proposals that are 15 pages each?
- Can a Respondent submit a Proposal in more than one content area?

RESPONSE: Yes, there is a 15-page limit on Proposals. As stated in the RFP at Section VI, Proposal Specifications/Requirements for Submittal, “Proposals should be no longer than 15 pages, excluding curricula vitae of identified personnel.” 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 Respondent to submit more than one Proposal. Otherwise, CCEE recommends that Respondents submit a single Proposal detailing their capacity and expertise to support the topic areas in which they are interested. If a Respondent chooses to submit multiple Proposals, CCEE asks that it consider and address efficiency with respect to the activities and proposed budgets that would result from CCEE selecting more than one Proposal from the Respondent.

- The RFP seems to imply that only California entities are permitted applicants. Could a Massachusetts-based company with a California-based employee submit a Proposal? The employee has extensive experience in California. This company is authorized to do business in California.

RESPONSE: Respondents must meet the eligibility requirements outlined within the RFP at Section V.A, Respondents’ Eligibility. That Section states, in relevant part: “Sole proprietorships, partnerships, and public or private agencies may submit Proposals in response to this RFP. The Respondent must be legally constituted and qualified to do business within the State of California.” Respondents do not necessarily need to be located in California so long as they are authorized to do business here.

- The RFP calls for the "Development and Delivery of Resources and Services to Support Professional Learning Activities for Local Educational Agencies." Would it be within the scope of this RFP to propose a "Software As A Service" (SaaS) technology solution that accomplishes the goals of the RFP? Asked differently, can we propose a technology-centric solution?

RESPONSE: There are no limitations to the type of solutions or methods of delivery that may be submitted through this RFP as long as they meet the requirements as outlined in Section IV of the RFP, Scope of Services.

Ownership

- Will any materials or content developed for professional learning services become the intellectual property of CCEE?
- Our current professional learning supports have been proven effective in third party studies, allow for tailoring to individual participants' contexts, and include an option of lower-cost train-the-trainer delivery. Based on the webinar hosted by CCEE regarding this RFP, our understanding is that these supports are not eligible for submission as they would not be co-developed with CCEE under this RFP. Is that understanding correct?

RESPONSE: Specific terms and conditions regarding ownership of materials and intellectual property rights will be included in the contract(s) entered into between CCEE, through its Administrative Agent, and a selected Respondent and may be negotiated by the parties depending on the nature of the particular materials and services to be developed and provided. Generally, all reports, documents, and other items generated in the course of providing services to CCEE shall be the property of CCEE and shall be provided to CCEE upon full completion of services, termination of any entered agreement, or as otherwise specified in any agreement between CCEE, through its Administrative Agent, and a selected Respondent. Notwithstanding the foregoing, any selected Respondent would retain all rights, title and interest in and to any and all of the Respondent's previously owned and curated software, materials, tools, forms, documentation, training and implementation materials, and intellectual property. With respect to those materials previously owned and curated by a selected Respondent, the Respondent shall retain ownership of those materials and shall grant CCEE a license to those materials to the extent they are provided to CCEE in the course of Respondent's performance of any entered agreement and/or incorporated into the work product developed by the Respondent pursuant to any entered agreement.

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.