

California Collaborative for Educational Excellence  
External Evaluation Services for 21st Century California School Leadership Academy (21CSLA)  
Initiative Request for Proposals  
Questions & Responses  
Friday, October 20, 2023

*Below are the California Collaborative for Educational Excellence's ("CCEE") responses to questions and requests for clarification received from prospective Respondents regarding the External Evaluation Services for 21st Century California School Leadership Academy (21CSLA) Initiative Request for Proposals posted on October 2, 2023. CCEE staff have endeavored to respond as thoroughly as possible, and cited relevant language from the RFP where appropriate. 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 have read and understood all of the responses provided herein upon submittal of any Proposal.*

1. Is there a limitation on indirect rate? What's the allowed indirect rate?

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

2. Is the timeline negotiable? We have an interval IRB process we need to adhere to.

**RESPONSE:** The CCEE and CDE will collaborate with the successful Respondent to determine the timeline to sufficiently meet the needs of the evaluation.

3. What's the process to change project lead and key personnel?

**RESPONSE:** As per the RFP, Section VII. Proposal Specifications/Requirements for Submittal, E.2, "Once a Respondent is selected, the assigned project personnel, including the Project Lead, cannot be changed or substituted without the CCEE's prior written approval. Any substitute personnel shall meet or exceed the qualifications and experience level of the previously assigned project staff/personnel."

4. We typically don't name all team members in our proposal budget, we finalize the team once the funding is approved/confirmed, usually within 30 days. Are you flexible in that?

**RESPONSE:** As indicated in the RFP at Section VII, E “Qualifications of Respondent Personnel,” “Please include the names of all individuals proposed by the organization to perform the duties described above in the Evaluation Scope of Services, including the qualifications of each and what each would be doing. Current résumés for each individual must be included as attachments to the submitted Proposal and will not be counted in the page limits.”

5. If we feel we need more than the annual budget of \$175K in years 2 and 3, could we roll over the remaining of year 1 budget?

**RESPONSE:** No. Annual funding amounts may be adjusted at each budget act, and any request to roll over funding must first be considered and authorized through that process. The CCEE and CDE will collaborate with the successful Respondent to determine the budget timeline and amounts to sufficiently meet the needs of the evaluation.

6. Is the evaluation team expected to conduct all data collection on sites? Or could the data collection be done virtually via emails, phone calls, Zoom by using secure online server space?

**RESPONSE:** Data collection can be done via multiple modes including on site and virtually, via emails, phone calls, and Zoom by using secure online server space.

7. Will you share with the evaluation team the measures you have been using?

**RESPONSE:** Yes, past evaluation reports can be found on the CCEE website here: <https://ccee-ca.org/statewide-evaluation/> Additionally, please see Appendix A for measures that are in place for all grantees.

8. Could you please elaborate the leader, school and student level outcomes noted in the table on page 7, columns 2 and 3? Is the assumption these indicators will be based on publicly available data or provided by the grantees, or is additional student and school level data collection expected for the evaluation team? Additionally, these outcomes are not included in Appendix A. Please provide clarification and guidance.

**RESPONSE:** The CCEE and CDE will collaborate with the successful Respondent to determine the data indicators that will be collected and analyzed to sufficiently meet the needs of the evaluation. This may include, but not be limited to, the collection of leader, school, and student level outcomes, subject to the appropriate privacy safeguards.

9. What are the expectations of communication between the evaluation team and your team? How often, who to attend, what venue, etc

**RESPONSE:** As indicated in the RFP at Section V in the RFP, “The selected Respondent will be required to attend and participate in meetings with the Statewide System of Support meetings, virtually and in person. The selected Respondent’s staff may be invited to present formative data and support CCEE, CDE, and the selected 21CSLA grantees in understanding the results of the evaluation and its implications for ongoing development.” Additionally, regular check-in meetings will take place primarily via Zoom. Cadence of meetings between evaluation team and CCEE are to be determined based on scope of work and availability. At a minimum, the evaluator should anticipate meeting 1-2x a month.

10. What're the reporting requirements?

**RESPONSE:** The annual reports should follow the timeline and deliverables described in the table found in Section V of the RFP.

11. Can we disseminate/publish the study results?

**RESPONSE:** Specific terms and conditions regarding the ownership of documents, publications, and results will be included in the contract entered into between CCEE, through its Administrative Agent, and a selected Respondent.

12. Please confirm that the Cover page, Table of Contents, Conflict of Interest, and References are not counted towards the page limit?

**RESPONSE:** As indicated in the RFP at Section VII: Proposal Specifications/Requirements for Submittal, Proposals should not exceed 15 pages, excluding the curricula vitarum of identified personnel. The CV is the only exclusion.

13. Please confirm that the budget allocation is fixed at \$175,000 for each project year or is there flexibility to allocate varying amounts annually?

**RESPONSE:** As indicated in the RFP at Section VII, Proposal Specifications/Requirements for Submittal (H. Costs and Fees), for the 2023-2024 year, CCEE is funded to support the external evaluation at \$175,000. It is anticipated the same amount of \$175,000/year will be provided for the 2024-2025 and 2025-2026 fiscal years; however, this funding is contingent on continued annual federal funding by Congress and California State Budget authority. Funding for this evaluation shall not exceed \$525,000. Annual funding amounts may be adjusted at each budget act. The CCEE and CDE will collaborate with the successful Respondent to determine the budget timeline and amounts to sufficiently meet the needs of the evaluation.

14. Please confirm the dates that should be used for each year of the proposed project's period of performance. Should they be based on CCEE's fiscal year?

**RESPONSE:** As indicated in the RFP at Section VII, Proposal Specifications/Requirements for Submittal (H. Costs and Fees), due to the year-to-year nature of the CCEE's funding, the contract with the selected Respondent(s) will necessarily be written such that it is fiscal year-to-fiscal year with the ability to extend it to the next fiscal year at the exclusive option of the CCEE. CCEE's fiscal year spans from July 1 - June 30.