

**Office of Finance  
Division of Procurement  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
45 W. Gude Drive, Suite 3100  
Rockville, Maryland 20850**

**April 11, 2025**

**NOTICE TO OFFERORS**

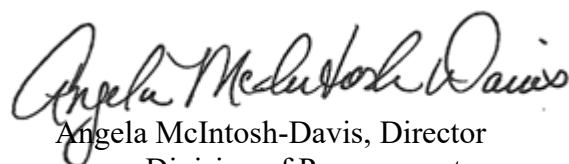
**The following are questions and responses regarding  
RFP No. 4613.1, Consultative Services MSDE Grant for Professional Learning**

<b>No.</b>	<b>Question</b>	<b>Answer</b>
1.	Will the district accept proposals for Professional Learning for preschool teachers and staff?	No, our focus is for K-12 administrators and teachers.
2.	Will Montgomery County focus first on specific subject and content areas in its professional learning plan? The focus just on literacy and math or across all subject areas?	No, our focus is not on a specific subject or content area but on embedding learning science principles into instructional practices to positively affect literacy and numeracy across the board.
3.	Can you provide some clarity around the intent and scope of the RFP? Are you looking for an organization that can provide consultative services more generally that can be applied to all content areas? Or will you accept an organization that provides consultative services for professional learning in one subject area?	We are looking for an organization that can provide consultative services for learning that can be applied to all content areas.
4.	Our company provides comprehensive consultative services specific to literacy achievement and closing the literacy achievement gap. Does this align with the intent of the RFP?	No.
5.	How many team members will be participating in each type of session mentioned in the scope of services?	For the institutes we expect 800-1000 participants. Design team – 35 participants, cross functional team – 130 participants, school leader learning – 400 participants.
6.	Is the ongoing leadership coaching and support the same as the work defined in section D of the scope of services or would it be additional support? If additional, would the preferred delivery be virtual or in-person and how frequent?	If the question is in reference to section 3.1.D - no, the coaching and support is for the design team not school leaders. The preferred delivery is virtual.

7.	Can MCPS clarify the anticipated timeline and start date for the first year of implementation following contract award?	June 2025 – June 2026
8.	Should the growth plan referenced in Section 1.0 be submitted as a standalone deliverable, or should it be embedded within the professional learning plan?	We are open to both options.
9.	Will MCPS provide access to existing or prior professional learning materials, structures, and systems to ensure alignment and avoid duplication?	Yes, MCPS will collaborate on this with the selected consultative organization once the contract has been awarded.
10.	Are the Learning Science Institute and Leadership Institute intended to be distinct experiences, or should they be integrated in design and facilitation?	They are intended to be distinct experiences – one for school administrators and the other for teacher leaders. Some content should be the same.
11.	What are the anticipated participant numbers for the Leadership Institute, Learning Science Institute, and cross-functional team design sessions?	See response to question 5 above.
12.	Are there any budget parameters or not-to-exceed amounts vendors should consider when developing pricing?	No.
13.	Section 3.1.a states that professional learning tied to the career ladder will be delivered through consultative support to the central office. Will the contractor co-develop content with MCPS while MCPS leads delivery, or is the contractor expected to lead delivery?	Services are consultative and we will work to co-develop to ensure alignment with our professional learning standards and previous content delivered. The contractor will be expected to lead the institutes and the school leader learning at a minimum.
14.	Similarly, Section 3.1.c indicates the contractor will consult on session objectives for the institutes. Will MCPS staff deliver these sessions, or is the contractor expected to facilitate them?	See response above. The contractor is expected to deliver these sessions.
15.	What is the expected duration (e.g., number of days or hours) for both the Leadership Institute and Learning Science Institute?	The expected duration is 3-5 hours per institute.

16.	<p>For the <b>consultative assistance to instructional leaders</b>:</p> <ul style="list-style-type: none"> <li>• How many instructional leaders are there in the district?</li> <li>• How many will be part of the design and delivery of PL to teams?</li> <li>• Do you want these to be four sessions for all or one session repeated four teams for different groups of leaders?</li> <li>• How are special educators included?</li> </ul>	See response above on the numbers. The school leader session will be repeated for different groups of leaders. Special education leaders will be part of the group.
17.	<p>For the <b>support of core team of instructional leaders</b>:</p> <ul style="list-style-type: none"> <li>• How many instructional leaders will be on the core team?</li> <li>• How are special educators included?</li> </ul>	See response above on the numbers. Special education leaders will be represented in the group.
18.	<p>For the <b>material and human resource support for the institutes</b>:</p> <ul style="list-style-type: none"> <li>• Will the Leadership Institute be in-person, virtual or hybrid?</li> <li>• Who will attend (roles) and how many people will attend?</li> <li>• How are special educators included?</li> </ul>	The leadership institute will be in-person. There will be 800 leaders in attendance: school principals, assistant principals, and central service leaders.
19.	<p>For the <b>PL for school and district leaders</b>: How many leaders will be attending each half-day, in-person session?</p>	There will be approximately 100 leaders per session.
20.	<p>For the <b>consultation on drafting learning progressions</b> for educators: How many attendees in these consultative sessions?</p>	There will be approximately 35 people on the team.
21.	<p>Regarding the <b>Budget</b>: Could you please provide information regarding the proposed budget for this initiative? Understanding the dollar amount and range allocated for this project would help us tailor our proposal effectively.</p>	This information is unavailable.
22.	<p><b>Contract Term and Start Date</b> - Can you confirm the anticipated contract start and end dates? Would a June 2025 start be acceptable to align with summer planning?</p>	June 1, 2025 – June 30, 2026.
23.	<p><b>Definition of Redacted Copy</b> - Section 9.0 requests a “redacted copy” of the proposal. Can you clarify what content should be redacted (e.g., vendor identity, pricing, proprietary</p>	A redacted copy should be a copy of your original bid with the information deemed

	methodology), and whether both printed and digital redacted versions are required	proprietary of confidential blackened out, if you have a redacting software tool, or mark the pages proprietary and confidential. You do not have to provide a printed redacted copy; a digital version will suffice.
24.	<b>Contract Award Date</b> - When does MCPS anticipate awarding the contract after the April 24, 2025 proposal deadline? Will notifications occur before the end of the 2024–2025 school year?	MCPS anticipates awarding the contract by June 20225 (before the end of the 2024-2025).
25.	<b>Institute Delivery and Audience</b> - For the Leadership Institute and Learning Science Institute (Section 3.1c): Could you clarify the expected audience (e.g., school leaders, teacher leaders, central office staff), anticipated number of participants, and whether the vendor is facilitating the Institutes or simply preparing MCPS staff to facilitate the Institutes? Can you confirm that there will be two 1-day institutes delivered?	The contractor will facilitate the institutes and MCPS could be of support. For the leadership institute we anticipate 800 participants. For the Learning Science Institute, we anticipate 1000 participants. Yes, these are 2 institutes – with a 3-5-hour window focusing on learning science. See above response for the audience of each.
26.	<b>Leadership Session Structure</b> - In Section 3.1(d), six half-day sessions are referenced in connection with four annual district leadership gatherings. Could you clarify: Are the six sessions spread across all four district gathering periods or across a smaller number of gathering periods? How much time within each leadership gathering is allocated for the vendor-led portion?	These are half day sessions over the course of the year and the content is repeated each time so that school leader teams can engage in the on-going learning in a smaller setting (anticipated 100 participants per session) The school principal attends and invites to teacher leaders to attend with them (ie – resource teacher, content specialist, reading specialist, staff development teacher). 3 half day sessions in the fall and 3 half day sessions in the spring.
27.	Is the district interested in reviewing a proposal from a consulting/PD/coaching firm that specializes in ELA/Reading at this time?	No.

  
Angela McIntosh-Davis, Director  
Division of Procurement

AMD

Please indicate your receipt of this notice by signing below and returning with your proposal or under a separate cover.

Accepted: \_\_\_\_\_  
(Name & Title)

Name of Company: \_\_\_\_\_