

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

October 11, 2023

NOTICE TO OFFERORS

**The following are questions and answers regarding
RFP# 4903.1 Antiracist and Culturally Responsive Coaching for Principal
Supervisors**

NUMBER	QUESTIONS	ANSWER
1	Will the 15 Principal Supervisors be the only attendees expected to participate in this training?	Yes – with bespoke training for the Principal Supervisors designated as Associate Superintendents and Directors who are expected to coach their peers. They are the focus for this learning.
2	How many sessions throughout the year would you want our trainer to host?	Ideally there would be a total of 10 coaching sessions including an initial 2-hour session to establish a connection between coach/coachee and understand the specific needs of individual coaches - an hour-long end-of-year closing session to reflect on the year and plan for coachee growth the following year - and 1-2 hours over the summer months to prepare for the 2024-25 school year.
3	Is it expected that the 3 Principal Supervisors / Associate Superintendents who will be training other Principal Supervisors have additional training sessions outside of the collective group training? If so, how many sessions?	It is expected the Associate Superintendents get the same one-day training and 10 hours of follow up coaching sessions as the other principal supervisors with some exceptions: the initial one-day training should include time built in to specifically address their specific role, and, the individual sessions should include an additional layer of coaching regarding their specific role.
4	What types of data would you like for us to collect, monitor and respond to on multiple levels?	We would like you to use multiple sources of data that get to the

		levels of impact. While we want to get perspective feedback on the professional learning we also want to gather impact data - has what they learned made a difference (has it been applied) and what was the result
5	The Scope of Services states that this is for the academic year 2023-2024 across 10 months, however the school year has started. When is the anticipated kickoff for this project? Would you want it to be continued into the next school year/throughout the summer?	We anticipate the kick off to be in January, with the 10 months stretching into the summer/early 2024-25 school year.
6	Section 3.0 Scope of Services, line item (a) references increasing their expertise in collecting, monitoring and responding to multiple levels and types of data for results. What types of data are the Principal Supervisors collecting and analyzing?	Employee performance data, personal performance data, staff engagement data, school attendance data, student academic performance data, to name a few sources of data.
7	Section 3.0 Scope of Services, line item (a) references a minimum of one day of in-person district-wide training for 15 principal supervisors. How many hours is one day considered to be? It states a minimum of one day; what is the maximum number of days sought for this training? How frequently would MCPS want the group training to be?	A one-day session is the equivalent to 7 hours of training not including breaks and/or lunch. The training could be split over a two to three-day period. MCPS envisions one group training but is open to proposals offering more.
8	Section 3.0 Scope of Services, line item (b) references a minimum of 10 hours of individual observation for 15 principal supervisors. Would a two-day observation per principal supervisor suffice to ensure the minimum of 10 hours is met?	Ideally observations would be spread out over time rather than for a full day - and definitely should not take place on consecutive days. MCPS is open to some virtual observations and feedback (for example Principal Supervisors submitting video recordings of coaching conversations they have with a school principal with follow up virtual coaching on their performance)
9	Section 3.0 Scope of Services, line item f references the culminating coaching session can be included as one of the ten coaching sessions. Are the 10 coaching sessions expected to be for all 15 principal supervisors together in a group or individually for one on one coaching?	The 10 coaching sessions are intended to be bespoke for each Principal Supervisor. MCPS is open to some of those sessions taking place virtually and some of those sessions may include more than one principal supervisor if a common theme has been identified and easier to address/discuss/coach on with a wider group
10	Does a foundational program layout exist already for the Program?	No. The Principal Supervisors currently receive some observation and coaching from the Chief of School Support and

		Well-Being, but MCPS is looking to bring more support to these leaders and hence the schools they serve. This will be the first year MCPS has Associate Superintendents who coach and supervise other Principal Supervisors. The training and coaching they receive from the successful bidder will in some essence serve as a model on how these Associate Superintendents can fully evolve into their role. It is possible the successful bidder will be asked to continue with MCPS' Principal Supervisors into the 2024-25 school year.
11	How many trainers would MCPS' like the winning vendor to provide?	The number of trainers for the one-day session is at the successful vendor's discretion, however, a ratio of one coach per 2-3 coachees is most ideal for the follow-up observations and coaching.
12	Is there an incumbent vendor for this project?	No.
13	Are vendors who are new to MCPS encouraged to bid on this project?	Yes, and familiarity with MCPS and its community is an advantage.
14	What is MCPS' budget for this project for the year?	MCPS has a flexible budget for this project and will select a vendor who offers the greatest benefit to cost. MCPS is also open to bidders' proposing differing cost option packages within their proposals.
15	Is there a minority business goal MCPS is trying to fulfill with this project? Are minority vendors encouraged to submit proposals?	As staff diversity is one of MCPS core priorities, preference will be given to vendors who model this within their own organization.
16	Is it possible for MCPS to accept this proposal via electronic submission as it is most economically and environmentally friendly for MCPS and bidding vendors than printing a number of copies of the proposal submissions?	We cannot accept electronic proposals at this time. Please respond via the requested method in the RFP.
17	Under section 9.0, it states that vendors should submit annual fiscal report, but then it further states this documentation is not mandatory. As a small[er] business capable and ready to perform this work, we believe this request may put us at an unfair disadvantage and not give us an equal opportunity to compete for this	Confirmed. The annual fiscal report is not mandatory.

	solicitation. Could you confirm this ask is not mandatory or needed for a complete response.	
18	Section 1.0 Intent, regarding point #2 under the list of objectives, what is your current definition of anti-racist coaching? What do you expect anti-racist coaching to entail and/or what specific skills need to be developed?	Antiracism as defined by MCPS is “actively working to ensure racial justice by identifying, interrupting, and dismantling racist practices, policies, and attitudes that disproportionately harm communities of color.” Our Principal Supervisors must be adept at modeling this definition in practice in every interaction they have. See “Vendor services would broadly serve” in the Intent section of the RFP for the specific skills which need to be developed.
19	Section 3.0 Scope of Services, What type of professional learning and coaching have principal supervisors received in the last three years?	Principal Supervisors have received or self-sought various professional learning opportunities, but on a collective level have received professional learning related to the Equitable Teaching and Learning Framework and Standards, School Improvement Planning, Antiracist Leadership, and Facilitative Leadership. They have not necessarily all received professional learning on coaching specific to their role.
20	Regarding 3.1a and 3.1b, can you please confirm that our understanding of the scope of services is outlined correctly in the table below? Additionally, could you specify the maximum number of days of in-person learning for the district-wide training and the maximum number of hours for the individual coaching and observations of practice? This will help us come up with a strategic range when developing our response to your RFP. Service Participants Total Number of Days Total Number of Hours District-wide training All (15 principal supervisors) Minimum of 1 day Individual Coaching and Observations of Practice All (15 principal supervisors) Minimum of 10 hours per person = 150 hours	The table provided demonstrates an accurate understanding of the scope of services required by MCPS. Regarding maximum number of days of in-person district-wide training for 15 principal supervisors, see response to Q #7. Additionally, MCPS is open to bids containing more than 10 hours per principal supervisor if the vendor deems the additional hours necessary for principal supervisors’ growth.

21	Regarding 3.1d, is the expectation of growth plans expected to occur during year one or after year one?	Some assessment of current state and growth is expected throughout the 2023-24 school year, but drafting a more explicit growth plan for the 2024-25 is expected at the end of the 2023-24 school year.
22	What is the budget range for the full scope of services detailed in this RFP?	See response to question 14 above.
23	Regarding the Price Proposal, what information is required? Is there a specific formatting requirement?	Please provide a cost proposal based on your pricing methodology. Outline the cost for each item that you charge for based on the scope of work to be performed.
24	<p>What Antiracist and Culturally Responsive Coaching has been done with the 15 principal supervisors?</p> <p>a. Has any Antiracist and Culturally Responsive Coaching work, anchored in efficacious evidence-based practices, been done with the principals, school, and district staff as a result of the 2022 audit cited in the RFP?</p> <p>b. If work has been done, by whom and for how long? Trying to ascertain the district's readiness for the shift in beliefs, knowledge, and skills needed to make a whole-scale impact.</p>	Principals have participated in Anti-Racist Leadership training lead by MCPS' Office of Strategic Initiatives on how to be an antiracist and culturally responsive leader in general - who is able to lead a team through identifying racism, revising policies and practices that are racist and communicating the changes. They have received 12 hours of learning to date with 8 more hours lined up this school year.
25	<p>If Antiracist and Culturally Responsive Coaching is a new initiative, in what ways has/will this priority be embedded and leveraged with the school community, including families, partners, and careholders?</p> <p>If this work is part of an ongoing initiative, what are district goals and objectives around antiracism as it relates to quality instruction for staff at every level of the system?</p> <p>Are there any metrics or data sets to view?</p>	<p>This is a new initiative. One of the goals of this RFP is to strengthen Principal Supervisors' relationship and knowledge of the communities they serve including caregivers, and as stated in the RFP intent section, Principal Supervisors need to "apply the skills of facilitative leadership as they lead cogenerative dialogues and other gatherings with local school stakeholders" and "foster strong understanding of - and connection with - each school community they supervise"</p> <p>There are a number of data sets - both at the individual school and districtwide level that can be provided to the successful bidder. MCPS also has a plethora of data publicly available through its website.</p>

26	Will all the principal coaches have collaborative meeting sessions together throughout the year, or do the associate superintendents operate independently on independent timelines and priorities? I'm curious about cross-functional learning and shared norm expectations within and across networks.	Principal Supervisors work collaboratively on a regular basis and are collectively led by the Chief of School Support and Well-Being.
27	Can the "one day of the district-wide training" be conducted over two half-days or four quarterly days throughout the year to practice learning between sessions at a pace feasible within the content of the other work assignments?	Yes.
28	Can the "minimum of 10 hours of individual district-wide principal supervisor observation with the following up coaching" be explained in more detail? a. Is the 150 hours of coaching for all 15 principal supervisors? b. What is the role of the associate superintendents in this plan/process to ensure guidance, support, and accountability between coaching sessions?	See responses to Qs #10 and 20
29	Will the district's growth and evaluation principal tool be available to look for places of alignment and opportunities to connect to current expectations?	The successful bidder is expected to provide a process and tool for evaluation of impact of both the training session and the ongoing coaching.
30	The award notification date is January 2023 (assuming it is January 2024). If awarded, when would the projected launch of the program be expected to start?	That is a typographical error. It is January 2024.

Angela McIntosh-Davis, Director
Division of Procurement

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

Accepted: _____
Name and Title

Company Name: _____