

**Department of Materials Management
Division of Procurement
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Suite 3100
Rockville, Maryland 20850**

November 7, 2022

NOTICE TO OFFERORS

The following are questions and responses regarding

**RFP No. 4962.1, Consulting and Professional Development Support
in English Language Arts and Mathematics**

Question 1: We are assuming the PD you want is program-agnostic. We assume you are looking for PD in best practices in literacy instruction. Are we correct?

Answer: PD must align to and include structured literacy evidence-based strategies aligned to grade level standards and the Science of Reading research.

Question 2: Are you looking for live, in- personal training? Live Virtual? Blended?

Answer: Live, in-person desired but blended will be considered.

Question 3: Duration? Ongoing with embedded coaching? Will this be a 1-year partnership or a multi-year partnership?

Answer: 1-year partnership, 2022-2023 school year. Program will then be evaluated and considered for continuation.

Question 4: Participant grade levels?

Answer: Grade 3 through grade 5 for literacy, Grade 3 through grade 5 and Algebra 1 for mathematics.

Question 5: How many teachers will be participating?

Answer: Approximately 185 teachers

Question 6: How many teachers (**provide the number**) and how many schools (**provide the number of schools**) will consultants provide professional development services for? How many students will need services?

Answer: Approximately 185 teachers at 15 schools, preK-12.

Question 7: Is there a maximum number of consultants needed or is it up to the Business firm?

Answer: Please propose an appropriate number of consultants.

Question 8: Is there a budget, and can you provide it?

Answer: Budget will depend on final scope of work agreed upon.

Question 9: Is there an incumbent for this RFP?

Answer: Multiple vendors have provided literacy and math professional development in MCPS before.

Question 10: Has the professional learning curriculum been selected, or will the consultants create and develop the curriculum based on 21st century evidence- based instructional strategies?

Answer: Professional learning curriculum that aligns with grade-level curricula will be provided by the consultant.

Question 11: Has the professional learning curriculum been selected, or will the consultants create and develop the curriculum based on 21st century evidence- based instructional strategies?

Answer: Please see response to question 10.

Question 12: Can the annual fiscal report can be provided in a link to our website rather than printing out the several pages it requires.

Answer: Yes

Question 13: Is there a budget for this work?

Answer: Please see response to question 8.

Question 14: Is the vendor expected to do the job-embedded coaching, or build capacity of the district's coaches to do that work?

Answer: The vendor is expected to do the job-embedded coaching.

Question 15: How many all-day professional development workshops will there be?

Answer: Please propose a number based on the scope of the work.

Question 16: How many teachers and leaders will be attending the workshops?

Answer: This will be determined based on the proposed workshops.

Question 17: Who does the district include in the definition of leader - school leaders, principals, district leaders?

Answer: School leaders include principal, assistant principal, staff development teacher, reading specialist, elementary math leader, and at the secondary level, resource teacher or content specialist, and at both levels, centrally based instructional specialists.

Question 18: What date do you anticipate the work commencing?

Answer: January 2023

Question 19: How many K-5 teachers will receive job-embedded, school-based professional coaching and professional learning?

Answer: Please see response to question 5.

Question 20: How many High School mathematics teachers will receive job-embedded, school-based professional coaching and professional learning?

Answer: Please see response to question 5.

Question 21: Will any school or district administrators participate? If so, how many, and what are their roles?

Answer: School administrators may participate in workshops as well as collaborative planning.

Question 22: Do you have district or school/campus instructional coaches that may participate? If so, how many and at what level (district/school)?

Answer: At the elementary level this will include staff development teacher, reading specialist and/or math lead teacher at each school. At the secondary level, this will include the mathematics resource teacher and may include the staff development teacher. At both levels, centrally based instructional specialists will participate.

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Question 23: How many select MCPS-identified schools are participating, and which grade bands are they?

Answer: 15 schools. Grade bands include 3-5 for elementary literacy and mathematics and Algebra 1 (high school).

Question 24: Would you be interested in a process that involves instructional coaches turning around and coaching teachers?

Answer: We are open to that proposal.

Question 25: Do you accept electronic signatures?

Answer: Yes

Question 26: Who is the Office of Primary Responsibility?

Answer: Office of Curriculum and Instructional Programs

Question 27: Can you share the budget or any budget constraints?

Answer: Please see response to question 8.

Question 28: What is the funding source (local, federal, etc.)?

Answer: ESSER III

Question 29: Can you define the role of a co-teacher in the classroom?

Answer: In this context, the instructional coach provided by the vendor will co-teach with the participating teacher to model instructional practices.

Question 30: Does this RFP include professional learning for grades 6-8?

Answer: No

Question 31: When does Montgomery County intend to begin the professional learning?

Answer: Job embedded coaching should begin January 2023.

Question 32: Does Montgomery County employ literacy and math coaches?

Answer: Elementary schools have reading specialists.

Question 33: Does Montgomery County currently have a contract with a vendor to provide these services? If so, who?

Answer: Multiple vendors provide professional development in literacy in mathematics in MCPS.

Question 34: Is there a cost proposal template for this RFP?

Answer: No, please submit your proposal with the pricing structure used by your agency.

Question 35: How many schools will be receiving the consulting and PD services in literacy and math?

Answer: Please see response to question 5.

Question 36: How will these schools be identified? Will they be selected based on performance levels?

Answer: Schools have self-selected to be part of this work.

Question 37: How many teachers will participate in the services? Will all ELA and math teachers in a given school participate or is participation determined in another way?

Answer: Please see response to question 5 and question 23.

Question 38: Which school or district leaders will participate in trainings and/or coaching?

Answer: Please see response to question 22.

Question 39: What frequency of services is expected for full-day trainings and job embedded coaching?

Answer: As needed

Question 40: Will full-day trainings be offered to teachers and leaders during the school year, just in the summer, or both? Please specify quantity desired if known.

Answer: During the school year. Please see response to question 15.

Question 41: The RFP specifies Algebra 1 for high school math services. Will this include middle school Algebra 1 teachers too? Is training desired only for Algebra and no other high school level math course?

Answer: Algebra 1 taught at the high school level only at this time.

Question 42: Is there an existing framework for coaching and data-driven instruction? If so, please specify.

Answer: Yes, but varies by school and subject area.

Question 43: Will ELA and Math curricula in K-12 be the same for SY 2023-24? If not, please specify.

Answer: This has not been determined at this time.

Question 44: What outside PD for ELA and Math does MCPS already offer, if any?

Answer: Training for math has been provided by the curriculum vendors, Eureka and Imagine Learning: Illustrative Math. Training for elementary ELA has been provided by curriculum vendor, Benchmark.

Question 45: Can an organization apply to some of the criteria, i.e. elementary ELA? Or do submissions have to be K-12 ELA and math?

Answer: Yes, you may apply to some of the criteria.

Question 46: Would other means (emailing or posting bid responses to EMMA) besides mailing in a packet be more cost effective and convenient; if so, could you make those means available?

Answer: No. At this time the only option to receive responses is as indicated in the RFP. There is no electronic option at this time.

Question 47: Provide two or three of the previous winners of this award; are they participating; if so, what caused them to lose the contract?

Answer: This is an original RFP for these services.

Question 48: How many schools do you anticipate participating in the training?

Answer: Please see response to question 9.

Question 49: How many teachers and leaders?

Answer: Please see response to question 5.

Question 50: How frequently would the district like coaching services?

Answer: Please provide a proposal for coaching frequency.

Question 51: RFP instructions state a line by line response is required for each item – can you confirm that the district anticipates a response to sections 1 through 21?

Answer: Yes. Responses that do not require a detailed outline of services, please respond that you “Understand and Comply”

Question 52: Are schools seeking in-person, remote, and/or hybrid options for this service?

Answer: Please see response to question 2.

Question 53: How will schools be paired with selected vendors?

Answer: This will be determined after vendors are identified.

Question 54: May companies respond to either English Language Arts or Mathematics - or - must our submission be for both content areas?

Answer: Please see response to question 45.

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

Accepted By: _____
(Name & Title)

Name of Company: _____