

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

**April 28, 2023**

**NOTICE TO BIDDERS**

**The following are questions and responses regarding  
RFP No. 4973.1, Leader Learning: Facilitative Leadership**

**Question 1: Attachment E (MAPT Cooperative Rider Clause) was included in the RFP procurement page. This document looks like it pertains to the Metropolitan Washington Council of Governments. Can you clarify and confirm that Attachment E is required for RFP submission?**

**Answer:** Yes, this document serves as notice that other public entities are allowed to participate (ride this contract) pursuant to the stated Cooperative Rider Clause Terms and Conditions. The offeror has to agree to this clause.

**Question 2: Per Appendix A, MCPS General Contract Articles, are pass-through travel expenses (consultant airfare, hotel, meals) allowed expenses?**

**Answer:** No specific article was referenced, so I cannot provide an answer at this time. More clarification needed.

**Question 3: Will Tuesdays-Thursdays work for the 3-days each week throughout the rollout?**

**Answer:** Yes, that would work.

**Question 4: The scope of service mentions 2 timeframes (summer 2023 and up to 500 attendees over the 2023-2024 school year). What volume of services are anticipated in summer 2023?**

**Answer:** Since the contract process will take us through July we are thinking small volume in summer at this point – more like 50 people.

**Question 5: Scope of Services, Item A, mentions “for up to 20 school groups, up to 500 attendees over the 2023 – 2024 school year”. Is there a particular start/end timeframe in which MCPS would want all 500 attendees to go through the 3-day in-person facilitative leadership training?**

**Answer:** No, we think we’d have to do it over the course of the entire year.

**Question 6: Is MCPS open to hosting more than one workshop in a week, if needed, based on the timeline? Can multiple workshops take place at the same time?**

**Answer:** Yes, to both.

**Question 7:** Our standard class size with 2 instructors is up to 24 learners. The scope of services mentions up to 500 learners making up 20 groups. Is there a cap in the volume of classes that can be run?

**Answer:** No.

**Question 8:** After the 6 trainer candidates are certified, is there an expectation that these MCPS trainers deliver the rest of the sessions for MCPS learners? *Is there an anticipated number of sessions in which IA (or provider) would be expected to deliver to the 500 attendees?*

**Answer:** No, there isn't an anticipated number of sessions a provider would deliver vs. MCPS. We would like to rely on the MCPS trainers to be part of the delivery – we see that it would be a combination.

**Question 9:** Scope of services mentions up to 18 hours for the 3-day in-person training. This equates to 6 hours per day. Are there working hour time constraints that we should be aware of in terms of live instructional time or work time within a single day or week? Are there particular break times that we should know about?

**Answer:** We like to stick with no more than 6 hours of training a day. Generally, we like to start at either 8:30 or 9:00 am and allow for a 30-minute lunch.

**Question 10:** Will the participants be assigned to a group, or will this be open enrollment, where the participants select which workshop they would like to attend?

**Answer:** Participants will be assigned to a group – they will attend the learning with their school leadership teams.

**Question 11:** Can you please provide additional insights into the format of the three-day facilitative leadership training during the summer of 2023? Will participants be gathered in a lecture-style setting at MCPS' central office for all three days? Will there be opportunities for smaller breakout groups over the course of the training?

**Answer:** We are open to recommendations – we believe it should apply best practices for adult learners which would include both whole group and small group work.

**Question 12:** Can you please provide details around the “certification” expected for the six participants in Scope of Services subpoint B? What certification are participants working towards?

**Answer:** We would like six participants to become certified trainers in facilitative leadership so that they can then provide this learning/facilitation within our system to support implementation and build our capacity within our system.

**Question 13:** Can you please define “school leaders” (e.g. APs and Principals). For Scope of Services subpoint C, how many participants are expected (please indicate projected # of school leaders and projected # of teacher leaders separately).

**Answer:** School leaders would be principals and assistant principals. Teacher leaders would be content specialists, team leaders, resource teachers, staff development teacher and lead counselors. We would like to include 10-15 schools and the number of people from schools will vary depending on if it is an elementary, middle, or high school. The groups could be 12 – 30 people.

**Question 14:** For Scope of Services subpoint C, please explain “certification co-training.” Will the provider be facilitating alongside MCPS trainers?

**Answer:** Yes, our goal would be that the 6 certified trainers would then be able to co-lead alongside MCPS trainers.

**Question 15:** What certification are participants working towards?

**Answer:** Facilitative Leadership certification.

**Question 16:** For Scope of Services subpoint D, can you please clarify the audience? Is the vendor expected to observe/provide feedback/coach an MCPS trainer leading professional development on Facilitative Leadership?

**Answer:** Yes, that would be useful to those being trained.

**Question 17:** Will the MCPS trainer be leading Facilitative Leadership professional development for 20 participants (e.g. school leaders), or is the vendor expected to observe/coach/provide feedback to 20 MCPS trainers?

**Answer:** The MCPS trainer will lead the facilitative leadership for 20 participants and the vendor would give feedback to that MCPS trainer. Before that though, we would like the vendor to do both the facilitation of the training and train the MCPS trainer to be able to facilitate sessions.

Caleb L. Young, Buyer II  
Division of Procurement

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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: \_\_\_\_\_