

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

May 1, 2023

NOTICE TO BIDDERS

**The following are questions and responses regarding
RFP No. 4977.1, Antiracist and Culturally Responsive Coaching**

Question 1: Section 3.1 (a) Material and human resources to provide in-person districtwide coaching for equity professional learning during the summer of 2023 with 3-4 additional in-person and online sessions throughout the 2023-2024 school year, for a minimum of 400 attendees—up to 1,000 each year.

Based upon the above requirement, are you looking at one session for the entire group or would the group be broken up into small groups for a more differentiated, antiracist, and culturally responsive experience?

Answer: We are looking for multiple sessions for a more differentiated, antiracist, and culturally responsive experience.

Question 2: Is there a vision of what these sessions would look like: timing (number of hours) and group size?

Answer: We are flexible to an extent, no more than 6 hours a day and group size is also variable – depending on the training – it could be large at points but we would want to make sure that it included on-going small group experiences.

Question 3: Section 3.1 (e) Offer separate summer training in the Training of Trainers (ToT) Model for staff development teachers (SDTs) who lead professional learning for schools.

How many SDTs will be trained as trainers?

Answer: This will depend on the cost to be trained as a trainer – we are thinking around 30 people over the entire contract.

Question 4: I am trying to find the specific reference to the order of the RFP and I don't see the specifications list that is referenced. Do you have guidance?

Answer: There is no specific format. We just ask that you respond to all of the requirements (Section 3.0 Scope of Services); and for the other sections of the RFP that do not require written responses, please state that you 'understand and comply'. Also, please reference Section 9.0 Mandatory Submissions for guidance on what items to include in your proposal response, and how to submit your package.

Question 5: How many MCPS staff are expected to participate in the summer 2023 training?

Answer: Since this contract will likely not be approved until July, we are thinking a small group (no more than 50) and the bigger bulk of training will have to happen during the school year and should include school day options and after school options. After school, the sessions should be longer than 2.5 hours, which will require more sessions.

Question 6: What are the job classifications of the 400 and up to 1,000 “teacher leaders” (Administrators, Staff Development Teachers “SDTs”)?

Answer: Principals, assistant principals, staff development teachers, resource teachers, content specialists, team leaders and learning and achievement specialists.

Question 7: Will requested summer 2023 training take place pre- or post- the July “Instructional Leadership Team Week” typically held the third week in July?

Answer: Post the instructional leadership team week.

Question 8: In reference to 3.1 (b):

- Is the “in-person districtwide summer institute of up to 12 hours” separate from “in-person districtwide coaching” specified in item (a)?

Answer: No.

- Is this event also proposed for summer 2023? If yes, who is the target audience/job classification?

Answer: The target audience for summer will be the learning and achievement specialists and staff development teachers (depending on the timing – if it gets too late in the summer, it will just be the learning and achievement specialists).

- “...with ongoing quarterly sessions...”, what is the target job classification of the quarterly sessions (admin)?

Answer: Staff development teachers

Question 9: Also, in reference to 3.1 (b) “up to twelve hours”:

- Can the summer institute be held over multiple days?

Answer: Yes, please. We would hope so.

- Are there contractual limits on how many separate days or when these days can occur?

Answer: The days just cannot be longer than 6 hours a day.

- Will 10-month employees (ex: SDTs) be compensated for attending?

Answer: Yes.

Question 10: In reference to 3.1 (d) “Offer at least two levels of training...teacher leaders and teams entering at different levels of need”:

- **Has MCPS assessed the needs and levels of individual leaders, instructional leadership teams, and/or schools? If so, what tools were used? Will that data be made available?**

Answer: We have not. However, we just know from feedback on evaluations from other trainings that our staff are at different places and require differentiated levels of learning.

- **Have all school leaderships teams previously read/reviewed data from the Anti-Racist System Audit?**

Answer: Yes.

Question 11: In reference to 3.1 (e) “Offer separate summer training in the ToT model for SDTs”:

- **Will this also take place during Summer 2023?**

Answer: If possible, we would like to make this happen so they can help with delivery and micro follow-ups to the training in the fall.

- **Is there a systemwide expectation that SDTs and/or ILTs will incorporate this into their school improvement plan (SIP)? Into school-wide professional learning plans?**

Answer: Not this year.

Question 12: In reference to 3.1 (f) “Offer follow-up feedback and coaching for SDTs throughout 2023-24”:

- **Would this be expected to happen in-person or virtual? Both?**

Answer: We are open to both.

- **And would this be for all ~210 SDTs?**

Answer: We are open – most likely will be based on need.

Question 13: In reference to 3.1(g) “include a process and tools for evaluation of impact of the training”:

- **Is the interest in evaluating the “in-the-moment impact” of training on participants’ understandings and practices and/or on the long-term impact of the training on outcomes in the Anti-Racist System Audit?**

Answer: Both the “in-the-moment” impact and the overall impact of the training is aligned with the system priorities (anti-racist system audit).

Question 14: In reference to RFP #4977.1, Antiracist and Culturally Responsive Coaching, I have the following questions:

- **Difference between a and b - scope and sequences**

Answer: More clarification required. Is the question: what is the difference between antiracist and culturally responsive?

- **If the potential vendor model is interactive - can the vendor do smaller groups of 15-20 instead of a group of 400?**

Answer: Yes.

- **Interactive web-based learning - facilitator lead or asynchronous?**

Answer: A variety of both would be acceptable.

- **Is the District referencing specific antiracist coaching domains, or does the District expect vendors to come with them?**

Answer: We are open to suggestions – we do not already have determined coaching domains.

- **Does the District want to do a session review and approval?**

Answer: That would be ideal.

- **Accelerated timeline**

Answer: Unclear of the question. More clarification required.

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: _____