

**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# 4989.1 Equity Unit Learning Specialist**

| NUMBER | QUESTION | ANSWER |
|---------------|---|--|
| 1 | How many students are you anticipating to attend the Study Circles Sessions? | School Year: 1,000 |
| 2 | How many staff members are you anticipating to attend the Study Circles Sessions? | School Year: 300 |
| 3 | How many students are you anticipating to be trained as facilitators? | TBD |
| 4 | How many staff members are you anticipating to be trained as facilitators? | School Year: 300 |
| 5 | How many sessions per group (elementary, secondary, offices) would you want our trainer to host? Would you want the Study Circles Sessions to be held together for all levels or broken out? | Broken out ES: 30 MS: 5 HS: 5 Offices: 5 |
| 6 | How many training sessions for those who would like to be facilitators would you like for us to host? | 4 |
| 7 | How many schools in MCPS will be participating in the Study Circles Sessions? If possible, could you break it down per elementary, secondary, and office level? | 50 schools and offices |
| 8 | Will this program be for one academic year or a year from the date of contract signing? How many sessions do you anticipate there being throughout the year-long contract? | The program is ongoing; roughly 20 sessions |
| 9 | Does a foundational program layout exist already for the Study Circles Program? | Yes |
| 10 | How many trainers would MCPS' like the winning vendor to provide? | 3-4 |
| 11 | Technical Requirements and Candidate Experience states that the vendor must have experience with the Study Circles program, or equivalent, within the field of education. We have experience with this level of | No |

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| | work in breaking disparities, antiracism thought, biases, etc. Is there an incumbent vendor for this project? | |
| 12 | Are vendors who are new to MCPS encouraged to bid on this project? | Yes |
| 13 | What is MCPS' budget for this project? | The amount allotted for this project cannot be disclosed at this time. |
| 14 | Is there a minority business goal MCPS is trying to fulfill with this project? | No, but that would be wonderful! |
| 15 | The Scope of Services states that this is for the academic year 2023-2024. When is the anticipated kickoff for this project? | December 2023 |
| 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? | No. We cannot accept electronic submissions at this time. Please provide your submission as indicated 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 solicitation. Could you confirm this ask is not mandatory or needed for a complete response | This documentation is not mandatory as stated. |
| 18 | Is there a goal number of parties from each stakeholder group? Representation from every school? | Representation from 50 schools and offices |
| 19 | How many per school? Are the "strategies" inclusive of accountability measures? | 2-3 per school. Participants' demographics will be captured on a Google Form |
| 20 | Is some sort of audit or investigation preferred? | No |
| 21 | What process: Study Circles specifically? | We are not clear what this question pertains to. |
| 22 | B + G are identical. Is the only distinction the target audience? | No – the ES version differs in audience and type of program. The Secondary program is two full days whereas the ES program is 3 to 4 1-hour sessions. |
| 22.1 | How is "I" different from " B " and " G "? | (I) is more the symposium for trainers to come back and share best practices and deepen their training repertoire |
| 22.2 | Are the individuals or groups related to both questions already identified? | No |
| 23 | Is the expectation that the vendor is supporting the SCC to perform the tasks or delivering the services itself? Is the role more service- or coaching-oriented? | Service-oriented |

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| 24 | How often do the participating school districts attend professional development? How long are each of the professional development sessions? | At least once a quarter. Each PD is roughly 3 days, about 8 hours per day |
| 25 | Is there a budget in mind for this project? | See response to 14 above. |
| 26 | Do you all anticipate this work being in-person, remote, or hybrid? | In person |

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: _____