

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

**NOTICE TO OFFERORS**

**The following are questions and responses in reference to:  
RFP No. 4994.1, Leadership and Organizational Development Consultant**

<b>QUESTION</b>	<b>ANSWER</b>
1. Could the Montgomery County Public Schools district provide the most recently completed superintendent evaluations?	Not at this time, as it is not a public document; however, the selected vendor will need to be deeply familiar with the tool upon its completion, and there will be multiple opportunities to work with senior leaders to gain familiarity.
2. Where can we find the latest version of the district's strategic plan?	The strategic plan can be found here: <a href="https://ww2.montgomeryschoolsmd.org/campaigns/Strategic-Planning-FY22-25/">https://ww2.montgomeryschoolsmd.org/campaigns/Strategic-Planning-FY22-25/</a>
3. What are the capacity expectations for the proposed role, including on-site recommendations?	The proposed role should have the capacity to work with and understand the role of the superintendent of schools in a large public school system. The individual should have the capacity to assist the superintendent in advancing the priority work of the system, building the capacity of her Executive Leadership Team, and facilitating Board-superintendent relationships through support mutually agreed upon with the Board of Education. Recommendations will be provided through ongoing coaching and support.
4. Is the district open to collaborative approaches, particularly involving teams in this endeavor?	While the district is open to collaborative approaches, it is preferred that there is an individual who is the primary coach for the sake of consistency of the message.
5. What is the anticipated frequency of touchpoints with staff, and are there specific considerations regarding the capacity of the executive team?	Coaching would be provided to the superintendent on approximately a weekly basis, with ongoing retreats.
6. When is the intended start date for this project?	Within a week of approval of the RFP process and a mutually agreed upon contract agreement.
7. How many individuals are within the scope of this work, indicating the number of people we will be collaborating with on this project?	You will be collaborating with individuals at the superintendent's discretion, including up to the entire Executive Leadership Team of approximately 25 individuals.

<b>QUESTION</b>	<b>ANSWER</b>
8. In your request to "...provide an individual response to each RFP specification" (7.1), what particular section(s) does this refer to? 3.1? All of the 3.x?	Please respond to each section of the RFP. If there are no details to be provided, such as in section 1.0 and 2.0, please indicate "understand and comply." If there are sections that require a detailed response, such as all of the sections in 3.0 Scope of Work, please provide that detail.
9. Can you provide a number or range of the number of staff that make up the Executive Leadership Team? (3.1(a)) What roles are represented on the team?	The Executive Leadership Team consists of the superintendent, deputy superintendent, chief operating officer, chiefs of major offices in the district, and associate superintendents who report to them. There are approximately 25 individuals on this team.
10. It is expected that all members of the Executive Leadership Team will receive coaching?	Coaching will be provided to the entire group in retreat settings and while attending various Executive Leadership Team meetings. Individual coaching will be provided as identified by the superintendent and may change over the course of the school year based on the priorities of the district.
11. How many days/hours should we assume the Executive Leadership Team has available for retreats and training?	Approximately one day every six weeks for on-site retreats and training. Depending on the needs of the superintendent and what is mutually agreed upon with the Board of Education, additional retreats with the Board may be scheduled. Coaching sessions would occur on at least a weekly basis.
12. Are you able to provide any guidance on the size of the available budget for this work?	This work will be provided on an hourly basis up to an amount that is anticipated to exceed \$25,000 and therefore requires Board of Education approval.
13. We are likely to propose professional learning that runs beyond the term of this initial contract of June 30th, 2024. Is this acceptable if we price the fiscal years separately?	It is preferred that there is a consistent pricing through the end of the 2024 calendar year.
14. How many people/teams are you thinking about, and for how long, etc.?  Also, confirming that this is for this current school year (through June 2024)?	For purposes of leadership development, we are prioritizing working with the Executive Leadership Team, which includes approximately 25 individuals. We anticipate that this contract will extend until at least the end of the <i>calendar</i> year of 2024, consistent with the agreed upon hourly rate.
15. Are you looking for an hourly rate or for a flat fee to encompass the entirety of what's needed in the proposal?	Hourly fee.

QUESTION	ANSWER
16. Page 7 of the RFP states that proposals are to be received no later than 2:00 p.m. on January 12, 2024. Is the due date for proposals January 12th or January 12th?	Please see Erratum #1 that was issued on January 11, 2024. The due date is January 24, 2024 by 2:00pm.
17. Proposal Submission Redaction Page 7 of the RFP requests for a redacted version of the RFP to be submitted by mail with the other requested copies. Can you please indicate where in the RFP it lists which sections are to be redacted for this submission? If this is not in the RFP, please let us know what information should be redacted.	Please review Section 10.0 Proprietary and Confidential Information. Any information that you deem as proprietary or confidential should be redacted in that version of your submission. If there are no areas meeting that criteria, please indicate so.
18. Is there a breakdown of the number of individuals being coached:  -Executive Team -Board of Directors -Other leaders as/if needed	<ul style="list-style-type: none"> <li>• Executive Leadership Team: Approximately 25 individuals who will receive full group coaching; individual coaching on an as-needed basis</li> <li>• Board of Education includes eight Board members who may be involved in retreats as mutually agreed upon with the Board and the Superintendent</li> <li>• Other leaders may be brought in on an as-needed basis to advance the district's priorities</li> </ul>
19. Is there an intended timeline for the project? The RFP states it is effective through June 30, 2024. Is it expected that all coaching journey(s) will be completed by this time?	We anticipate that the coaching and development services will last through the end of the 2024 calendar year, at a minimum.

Angela McIntosh-Davis, Director  
Division of Procurement

AMD

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: \_\_\_\_\_