DATE: April 05, 2019

TO: All Offerors

FROM: Gaurang P. Pathak
Manager of Financial Services/Internal Control

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CHR 2019-12

Professional Learning for School District Staff

ADDENDUM #1 Questions & Answers

Questions	Answers
1. I read your bid for professional development services and I think my team is well equipped to meet your needs. Would it be possible for you to share with me the duration of the services needed and the approximate size of previous contracts you have awarded for such work?	We have awarded a variety of contracts with a wide range of scope, services, and duration. The size of the contract is varied in scope
2. Also, could you clarify what is a PPD Test?	Skin test for Tuberculosis
3. Does the district have mandated professional development days?	Yes
4. How often do teachers meet for PD? Do they have school schedules that allow for PD	All schools have Professional Learning Communities, PLC's. These meetings take place during the school day and professional development is often delivered during this time. We also provide professional development after school, during school, and during specified professional development days.
5. Does each principal determine PD offerings based on teacher needs?	Yes. There is a combination of school selected and district provided professional development.
6. Also when you say: Multi-tiered Systems of Support, are you referring to the RTI process?	Yes

7. Must a company submit to provide BOTH professional learning services AND research services?	No
8. It's not clear from the RFP which grade levels/bands are targeted by this proposal. Will services be targeted towards elementary, middle, and/or high schools? Particular schools? Particular subject/content areas?	The professional development need will dictate the grade band and/or subject area.
9. We would like to submit a proposal, but it's not clear from the RFP if the work with teachers and students is focused on academic content areas or only on the affective and socioemotional aspects of teacher-student relationships.	The RFP focuses on all aspects of professional development, including, but not limited to, academics, leadership, and social and emotional learning.
10. Our organization provides research-based professional learning in the four core content areas -- ELA, math, science, and social studies. We only do this work through the context of the discipline and the curricula the teachers are expected to use. Research indicates that decontextualized professional learning does not lead to long term shifts in teacher practice.	The district has a need for core content professional development.
11. How does the district define professional education?	We define professional education as all learning opportunities that allow the educator to grow his or her professional knowledge base.
12. Who are the members of the professional learning task force and what are their responsibilities?	We don’t have a professional learning task force.
13. Do you expect teacher leaders to have responsibilities that relate to professional learning? If so, what would they be? If not, what would their responsibilities include?	Our teacher leaders often provide professional development opportunities to their peers through mentoring, small group learning, and professional learning communities.
14. Is there any overlap in responsibilities between members of the professional learning task force and teacher leaders or are they separate entities?	We don’t have a professional learning task force.
15. How do you visualize Social and Emotional Learning (SEL) and Trauma Specialists, special education specialists, and ELL specialists interacting with professional learning?	We view them as inclusive members of our learning team that could also benefit from high quality professional development.

16. Does the district employ content area experts who would be available to help teachers during professional learning?	Yes, we have instructional specialists in each content area.
17. Regarding Appendix A: Minimum Mandatory Submission Requirements, #9 and #10, page 45. "9. One (1) complete Employing Delawareans Report (See Attachment 9)" and "10. One (1) complete OSD application (See link on Attachment 10) – only provide if applicable". a. Are these documents required? b. If so, can you please provide Attachment 9?	Please disregard attachment 9 "Employing Delawareans Report" mentioned in Appendix A. Attachment 9 is replaced with Company Profile & Capabilities Form and is required. Attachment 10 is required only if applicable
18. Regarding Section B. RFP Submissions, #18. District's Right to Award Multiple Source Contracting, page 11. "Pursuant to 29 *Del. C*. § 6986, the Christina School District may award a contract for a particular professional service to two or more vendors if the agency head makes a determination that such an award is in the best interest of the Christina School District." • Will Christina School District award this RFP to a single vendor per category cited or to multiple vendors? • Is Christina School District seeking to initiate an approved vendor listing as a result of this RFP?	We anticipate multiple vendors being approved to provide professional development services for our district. Yes, the district anticipates having an approved vendor listing as a result of this RFP.
19. Are you seeking to award a single contract to provide training programs in all of these listed topic areas, or areas, or separate contracts to separate vendors who may specialize in subsets of the requested topics?	The Christina School District is seeking to initiate an approved vendor listing that can provide a myriad of professional development services as a result of this RFP.
20. May we apply to be a subcontractor to the selected prime with expertise in specific topic areas?	Submissions are for providers only not subcontractors.
21. Are there reciprocating agreements with businesses that are licensed in neighboring states or is a Delaware license mandatory?	Delaware Business License is mandatory
22. Since a State of Delaware Business License fee is in excess of $250, would	Yes, the Delaware Business License is required for awarded contracts.

an agreement to obtain a license if selected be an acceptable alternative?	
23. If the prime contractor is licensed, do all subcontractors also need to be individually licensed in Delaware?	No subcontractors do not need to be individually licensed in Delaware. All payments will be made to the prime contractor
REF: Page 2 *Vendor Responsibilities* *1. Provide evidenced based, high quality professional development opportunities for teachers, and/or administrators, and/or support staff in our district.* *2. Provide knowledgeable and engaging staff members to plan and deliver professional development.* *3. Work collaboratively with district and school based leaders to provide a menu of services, develop a comprehensive plan for professional learning that meets district needs.* *4. Facilitate professional learning for large groups, small groups, and individual teachers, leaders, and/or support staff based on district goals and/or needs.* *5. Provide research-based professional learning services and ongoing support in core content areas of literacy, math, science, and social studies.* *Vendor Qualifications* *1. Vendor has a demonstrated history of providing high quality professional development with an understanding of adult learning theory and providing professional learning experiences that are engaging and action-oriented.* *2. Vendor's staff has a history of high performance as experienced educational leaders.* *3. Vendor can provide customized professional learning and a blended coaching model to support our district.* *4. Vendor can design, conduct, and disseminate research on educational issue that impact student learning and educator practice.* 24. Will the district consider proposals for the highest quality professional development resources that are provided with comprehensive training as	Yes.

a part of a larger, comprehensive professional development plan?	