



Procurement Division

Expect Great Things!

Mark Heckart, CPM
DIRECTOR/PROCUREMENT OFFICER

**Addendum #1
RFP# 12-018DJ-SL
EXTERNAL PROGRAM EVALUATOR SERVICES**

September 20, 2011

The attached provider questions and APS answers numbered one- twenty four (1-24) shall be made and incorporated in the subject RFP document:

Delete: Opening date September 28, 2011

Insert: Opening date September 29, 2011 at 10:00 AM MST.

All other terms and conditions remain unchanged.

NOTE: FAILURE TO SIGN AND SUBMIT THIS ADDENDUM WITH YOUR BID PACKAGE MAY BE CAUSE FOR REJECTION OF YOUR BID.

Diana M. Jaramillo
District Buyer

Cc: RFP File

ACKNOWLEDGED BY:

CONTRACTOR/BIDDER

DATE OF ACKNOWLEDGMENT

RFP #12-018DJ-SL External Program Evaluator Services
Provider Questions and APS Answers

1. **Has the SLC program been evaluated previously? If so, are previous evaluation reports available?** The program has been evaluated and the previous evaluation reports would be available.
2. **If the program has been evaluated previously, was it conducted as an internal evaluation, as an external evaluation, or both?** The previous external evaluators conducted site visits, developed and analyzed teacher and student surveys and worked with district staff to evaluate the items for reports that were submitted to the school sites and an annual report was submitted to Washington.
3. **What is the level of funding the APS anticipates allocated to this evaluation?**
The budgeted amount is two hundred thousand dollars (\$200,000.00) per year for a maximum of two years.
4. **Section 2.2.9 states the following:**

2.2.9 Oral Presentation/Interview by Finalists

Finalist Offerors will be required to present their proposals and respond to Evaluation Committee questions on date listed in the sequence of events. APS reserves the right to extend the time at its sole discretion. All oral presentations/interviews will be held in Albuquerque, New Mexico. Finalist Offerors will be limited to duration of presentation of not more than forty-five (45) minutes.

Is it possible to conduct the presentation/Interview via video conference or audio conference? Yes, if the evaluation committee decides that an oral presentation is necessary.

5. **What is the proposal due date? Page 5 indicates it is 9/29, whereas page 7 indicates it is 9/28.** The opening date is scheduled for 9/29/2011 at 10:00 am MST.
6. **RFP process extends into the fall, but the Activities table (p. 23) includes fall site visits in October. Are we to assume these can be rescheduled to a later date (e.g., November) if necessary?** We would be able to reschedule the visits.
7. **Has a teacher survey been conducted previously? Yes. If so, when was it conducted, and is it available?**

The teacher survey was conducted in Spring 2010 and again in Spring 2011; survey reports will be available.

8. **Has a student survey been conducted previously? If so, when was it conducted, and is it available?** A survey was conducted last fall and spring and the results would be available.
9. **The scope of work requires a comparison of student and teacher survey results to those of previous years. To complete this task, the evaluator will need the survey data from previous years. What data in what form will the district provide to the evaluator? We have the data as it was provided to us by the previous evaluation company and are seeking the raw data from them.**
10. **Are we also required to compare results across years for focus groups and interviews?**
 - a. **If so, will we have access to the previous protocols and interview/focus group data?** We do not have previous protocols and interview notes, but we do have the site visit reports from previous years that would allow for a comparison.
11. **On page 22 of the RFP, it is stated that “Data will be provided to the evaluator in a summary form. Individual student data will not be provided.” Would APS please specify what data for what years will be provided?** We have data at the school level and it is broken down by subgroups, but it is not broken down to the student level.

Data will be provided for school years 2008-2009, 2009-2010, 2010-2011 (and eventually for 2011-2012 and 2012-2013) for the following categories:

- 40th day enrollment (by school/grade)
- NM Standards Based Assessment (by school/subgroup)
- Graduation Rate (by school)
- district benchmark/short cycle assessment
 - 3 assessments per school year in Language Arts (grades 9-11) and
 - 3 assessments per school year in Algebra I, Geometry and Algebra II
- ACT and SAT participation and average scores
- Accuplacer participation
- PSAT participation and average scores
- Team purity (9th and 10th grade for each school)
- AP and dual enrollment
- Postsecondary enrollment in fall following graduation
- Postsecondary remediation in math and reading at NM institutions of higher education

*If any subset of data should prove to be unavailable for any reason, the evaluator will be expected to do analysis on the data components that are available. For example, postsecondary remediation data may be unavailable for fall 2010.

** If additional relevant data becomes available, APS will provide it for inclusion as appropriate.

- 12. Are the quantitative findings (e.g., student enrollment and achievement) only to be reported in the Evaluation Report for inclusion in the required annual report to the U.S. Department of Education?**

The Annual Report to U.S. Dept of Education is comprehensive and will require both quantitative and qualitative findings using data provided by APS, site visits, surveys, etc.

- a. **Will APS collect and provide student enrollment and achievement data? If so, will this only be in summary form as indicated on p. 22?**

APS will provide student enrollment and achievement data in summary form.

- 13. Have there been previous efforts to collect data from parents (e.g., pertaining to implementation strategy #3 for Goal 1)? Is APS interested in this type of data?**

Data regarding parent and community engagement has, thus far, been obtained through interviews with school personnel and/or existing district surveys. Additional data collection from parents is not currently planned.

- 14. In the activities listed on 23, are the meetings with school leadership (e.g., principal, curriculum assistant principal, SLC lead teacher) expected to be formal interviews?**

Yes, meetings are intended to be formal with preplanned questions to ensure consistency across the schools.

- 15. What is the purpose of classroom observations?**

Classroom observations should provide insight into the use of strategies such as multi-disciplinary projects, student-centered instruction, differentiated instruction, and Cornell notes. In addition, observations relative to equity, student involvement, and rigor would be expected. APS can provide rubrics and prior observations to serve as a guide if needed.

16. Is the evaluation report for year 4 expected to encompass the findings from years 1-4?
The evaluation report for year 4 needs to address change from the prior year.

Is the evaluation report for year 5 expected to encompass the findings from years 1-5?

The evaluation report for year 5 should provide both a year 4 to year 5 comparison and a comprehensive summary encompassing years 1-5.

- a. If not, does APS expect reports for year 4 and year 5 as well as an additional report to summarize the findings of years 1-5?

17. The budget form on page 40 provides space to for staff categories and hourly rates. How shall a subcontractor or a service provider (e.g., transcriber) be included? Please refer to page 10 section 2.3.4. regarding the use of subcontractors. Please identify the subcontractor with complete contact information along with their hourly rates.

18. Page 50 includes the following statement:

Offeror must submit to APS all data, raw and summary, that are collected during the reporting period, as well as all instruments and products, in draft or final format. All submissions must be in electronic/digital format except for submissions of raw data when paper was the only mode of data collection or where electronic/digital submission is not appropriate due to confidentiality considerations. Attach a sample report to this Appendix..

Is it possible to submit data collected on a quarterly, twice-yearly, or yearly basis?

While reports (e.g. the Annual Performance Report to the U.S. Department of Education) will have specific deadlines, other items (data submissions, instruments, etc.) are more flexible and can be negotiated.

19. Is it possible to submit data collected on a quarterly, twice-yearly, or yearly basis?

While reports (e.g. the Annual Performance Report to the U.S. Department of Education) will have specific deadlines, other items (data submissions, instruments, etc.) are more flexible and can be negotiated.

20. Are the student and teacher surveys administered on paper or electronically? Are they submitted to APS? The surveys are paper and they are collected by the district and sent to the evaluator.

21. **Are copies of the student and teacher surveys available for review prior to the response to the RFP?** We can send a PDF of the surveys if requested.
22. **Does APS anticipate two final evaluation reports: one prepared for USDE and one prepared for APS?** We work with one final report, but have asked for interim reports after site visits.
23. **Does APS anticipate that the evaluator will use the protocols for focus groups, interviews, and classroom observations that were developed in previous years of the evaluation?** We would expect the current evaluator to develop the items in partnership with the grant director (me).
24. **Are copies of these protocols available for review prior to submission of a response to the RFP?** We do not have copies from the previous grant evaluators.