



*Accelerate Progress for Students*

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Executive Director

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Superintendent

**DATE: 12/13/2023**

**RFP NUMBER: 24-035 RR**

**RFP TITLE: Principal Institute Professional Development**

**ADDENDUM NUMBER: 1**

**See Question and Answers:**

**Question 1:** Will APS supply the venue for the Summer Principals Institute (SPI)?

**Response:** Venue: The A.L.L. program has funding for the venue. Currently, the venue will be UNM Student Union Building. However, the venue may change to the Berna Facio Professional Development Center.

**Question 2:** Does APS have a set budget for the SPI?

**Response:** Budget: yes, maximum \$300,000.

**Question 3:** Can offerors expect to collaborate with APS on the final SPI agenda and topics?

**Response:** Yes, SPI planning team will meet with presenters on session topics.

**Question 4:** Will appendices, including resumes, count toward the 60-page limit?

**Response:** Yes

**Question 5:** Breakout Sessions Structure: The Price Proposal outlines an expectation of 15 breakout sessions (5 different sessions / 3 sessions a day). Could you please confirm if APS anticipates each of these 15 sessions to feature unique content? Or

if there is an expectation for some content to be repeated across different sessions to accommodate multiple participant groups?

**Response:** Breakout session structure - content can be repeated to accommodate multiple participants.

**Question 6:** Budget Allocation: To ensure our proposal aligns effectively with APS's financial considerations, could you provide any insights into the allocated budget or the budget range for this project?

**Response:** Budget allocation - the maximum budget allocation is \$300,000.

**Question 7:** For planning purposes, please provide a recommended budget range or maximum budget for this work.

**Response:** The maximum budget allocation for this project is \$300,000.

**Question 8:** Are you currently working with any outside partner to provide these or similar services? If so, what vendor/organization(s) are you currently working with?

**Response:** The district is working with Baiza and Associates and the University of Washington Center for Educational Leadership. Both organizations are integrating equity into the leadership development work.

**Question 9:** Are other campus instructional leaders not mentioned in the RFP included in the 200-250 person count for professional development sessions?

**Response:** No, this conference is designed specifically for principals, assistant principals, and district executive leaders.

**Question 10:** Is the Summer Institute a conference-style professional development opportunity where attendees can choose sessions that they would like to attend?

**Response:** Yes

**Question 11:** Is the breakout session structure set or can the vendor propose an alternate approach?

**Response:** The breakout session structure is set.

**Question 12:** Is there a set venue selected for the 2-day institute (for 250+ participants)? If not, is it the vendor's responsibility to secure and pay for the venue space as part of the budget proposal and/or is there a set venue budget? Where have summer institutes been held in the past?

**Response:** The venue has been secured by the APS. The institute has been held at two local hotels and for the past four years in the University of New Mexico Student Union Building.

**Question 13:** Would APS leadership be interested in collaborating on/leading plenary and/or breakout sessions to promote internal alignment?

**Response:** Yes, however, this conference is specific to developing culturally responsive school leadership.

**Question 14:** The district notes 1/3 leadership turnover every 2 years. What retention initiatives (if any) have been implemented in the past? What are the current initiatives?

**Response:** The district has developed a principal pipe, APS has a partnership with the University of New Mexico for aspiring principals and provides monthly leadership development for its assistant principals. APS principal turnover is due to attrition, retirements rather than departure from the position or the district.

**Question 15:** Could you provide any additional information about specific topics the district has in mind for the breakouts / plenary sessions? Are the main foci culturally responsive school leadership, equity, and school culture?

**Response:** The Summer Principal has always focused on practices for improving school culture, the themes for this year are specific to role and responsibility of the culturally responsive school leader and equity.

**Question 16:** Does the district have a broader professional development plan or local leadership competencies we should align to? If so, can they share any the PD plan or competencies with us as part of this process?

**Response:** The district has a strategic plan and Board goals that can be accessed by visiting the APS website. The principal conference is aligned to both.

**Question 17:** Is there a set venue selected for the 2-day institute (for 250+ participants)? If not, is it the vendor's responsibility to secure and pay for the venue space as part of the budget proposal and/or is there a set venue budget? Where have summer institutes been held in the past?

**Response:** See response above, question 12

**Question 18:** Would APS leadership be interested in collaborating on/leading plenary and/or breakout sessions to promote internal alignment?

**Response:** See response above, question 13

**Question 19:** The district notes 1/3 leadership turnover every 2 years. What retention initiatives (if any) have been implemented in the past? What are the current initiatives?

**Response:** See response above, question 14

**Question 20:** Could you provide any additional information about specific topics the district has in mind for the breakouts / plenary sessions? Are the main foci culturally responsive school leadership, equity, and school culture?

**Response:** See response above, question 15

**Question 21:** Does the district have a broader professional development plan or local leadership competencies we should align to? If so, can they share any the PD plan or competencies with us as part of this process?

**Response:** See response above, question 16

**Question 22:** Do you already have a design in mind of what the splits will look like for breakouts? What will determine who goes to which of the 5 breakout rooms?

**Response:** The conference will begin and end with plenary sessions. Breakout session will be scheduled for 45-60 minutes. Attendees will select from available breakout sessions.

**Question 23:** What are the current curricula being utilized for each subject area?

**Response:** Benchmark, Foundations, Heggerty, Ready Math, My Perceptives, Engage New York, Odell, Illustrative Math, Reveal Math

**Question 24:** What materials are teachers utilizing for SEL instruction?

**Response:** Panorama.

**Question 25:** Do you have a structure/outline for providing evidence of effectiveness - whether coaching/professional learning sessions?

**Response:** The expected structure for the conference is a balance of direct instruction and group interactive engagement with the presenters and with one another.

**Question 26:** Are there barriers to coaching and professional development cohorts coexisting to meet the needs of more schools and leaders?

**Response:** Unsure about this question. All APS school leaders, principals and principals attend the conference.

**Question 27:** Can you provide any more detail about the schedule? The total number of breakout sessions is listed as 15. Our understanding is that there will be 5 breakout sessions happening at the same time and each of those sessions will be delivered 3 times each day, which would be 15 breakout sessions per day, 30 total. Is that correct? Will the same 5 sessions be repeated both days or should there be 5 new sessions on day 2

**Response:** The goal will be to offer 6 breakout topics per day that are repeated for a total of 12 breakout session. Day will offer 6 different breakout session, also repeated. This can be adjusted during the planning sessions with the vendors.

**Question 28:** Will participants choose their breakouts or will everyone attend each breakout? Does the content need to be grade-level agnostic or could/should breakout sessions be grade-level specific (e.g. for middle school principals)?

**Response:** Participants will select the breakout sessions. During planning session with vendors, a discussion can address the possibility of both agnostic and level specific (elementary, middle, high) sessions.

**Question 29:** Will technology/AV equipment be available in all rooms or would the presenters be responsible for technology?

**Response:** AV will be available, presenters need to bring their own computers.

**Question 30:** Will this be the district's first Summer Principal Institute?

**Response:** No, this will be the 6<sup>th</sup> Summer Principal Institute.

**Question 31:** What district leaders (roles or job titles) will participate in the Summer Principal Institute?

**Response:** Superintendent, Associate Superintendents and Executive leaders.

**Question 32:** Does APS want any professional learning customized to the needs of the district leaders as distinct from the school leaders as part of the SPI?

**Response:** No

**Question 33:** In what other culturally responsive practice/leadership professional learning have school and/or district leaders participated recently?

**Response:** Equity work has been integrated from professional development with Baiza and Associates and University of Washington, Center for Educational Leadership.

**Question 34:** We understand that the goals of the Summer Principal Institute should align with APS goals and priorities. The goals and priorities outlined in the 5-Year Strategic Plan are broad and at a high level; are there more detailed or focused goals and/or priorities that can be used as foundation for the design of the Summer Principal Institute?

**Response:** The institute has always focused on best school culture practices.

**Question 35:** Is there a desired mix of whole group plenary sessions vs. small group workshop/breakout sessions over the two-day conference?

**Response:** We intend to have two plenary sessions, the rest will be breakout sessions.

**Question 36:** Is there a core APS team that the vendor will work with to prepare for and design the Summer Principal Institute?

**Response:** Yes

**Question 37:** On page 25 of the RFP, there is a reference to principal plans for the school year. How will those plans be impacted by the Summer Principal Conference? Can you share the plan template?

**Response:** Principals with their instructional councils will include critical actions in the schools 90 Day school improvement plans. The plan template is given to schools from the NM Public Education Department.

**Question 38:** It will be challenging for a two-day conference for 250 leaders to successfully meet all the curriculum goals and requirements described in the Scope of Services section of the RFP. Is APS open to additional professional learning time later in the summer or during the school year?

**Response:** Yes, based on the availability of allocation of more funding.

**ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL, AND SEE UPDATED EVALUATION CRITERIA IN THIS DOCUMENT:**

**Addenda not signed and returned may consider the RFP non-responsive and May be Rejected.**

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**COMPANY/FIRM NAME**

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**SIGNATURE**

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**DATE**