



*Accelerate Progress for Students*

Rennette R. Apodaca, MPA, CPPO  
Executive Director

Raquel Reedy  
Superintendent

**RFP NO. 19-049 Professional Development Service ADDENDUM #1**

This addendum #1 will extend the due date and time, revise the fee proposal form, revise the Professional Development & Training Proposal Form, clarify the scope of work, and respond to questions.

1. Due Date will be extended to : June 12, 2019 @ 3:00 pm (local time)
2. Deadline for questions will be extended to: May 31, 2019 @ 5:00 pm (local time)

**ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:**  
**Addenda not signed and returned may consider the RFP non-responsive and may be rejected.**

\_\_\_\_\_  
**COMPANY/FIRM NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**Date**

**Clarification of Scope of Work:**

**SCOPE OF WORK**

Albuquerque Public Schools is accepting proposals for professional development/specialized training that supports and advances APS Academic Plan, State of New Mexico Common Core State Standards and **Whole School, Whole Child, Whole Community.**

<http://www.aps.edu/academics>

<http://www.aps.edu/academics/common-core-state-standards-1>

**Whole School, Whole Child, Whole Community**

# The Whole School, Whole Community, Whole Child Model

The Whole School, Whole Community, Whole Child (WSCC) [model](#) is an expansion and update of the Coordinated School Health (CSH) [approach](#). The WSCC incorporates the components of CSH and the tenets of the ASCD's\* whole child approach to strengthen a unified and collaborative approach to learning *and* health.

The WSCC model focuses its attention on the child, emphasizes a school-wide approach, and acknowledges learning, health, and the school as being a part and reflection of the local community.

## WSCC: The Model

Schools, health agencies, parents, and communities share a common goal of supporting the health and academic achievement of adolescents. Research shows that the health of students is linked to their academic achievement. By working together, the various sectors can ensure that *every young person* in every school in every community is healthy, safe, engaged, supported, and challenged.

The WSCC model accomplishes a number of important objectives:

- It combines the "Whole Child" model from ASCD with the CSH approach used by many in the adolescent and school health field.
- It emphasizes the relationship between educational attainment and health, by putting the child at the center of a system designed to support both.
- It provides an update to the CSH approach to better align with the way schools function.

### Whole School, Whole Community, Whole Child Model



- The child in the center is at the focal point of the model; the child is encircled by the "whole child" tenets in green: being "healthy, safe, engaged, supported, and challenged."
- The white band emphasizes the alignment, integration, and collaboration needed among the school, health, and community sectors to improve each child's learning and health.
- Represented in the blue, the multiple school components surround the child, acting as the hub that provides the full range of learning and health support systems to each child, in each school, in each community.
- The community, represented in yellow, demonstrates that while the school may be a hub, it remains a focal reflection of its community and requires community input, resources, and collaboration in order to support its students.

\*Formerly known as the Association for Supervision and Curriculum Development

National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention  
Division of Adolescent and School Health



## **Professional Development may consist of the following:**

These Professional Development Services may include consultation, advisement and facilitation or presentation of professional development sessions. The focus must be on relevant teaching and learning, culturally relevant pedagogy, content and conceptual development. The services may include: in and out of classroom coaching, observation and debriefing, coherent integration of resources, materials, technology, vertical and horizontal alignment of curriculum and in-depth of training to the level of rigor. The professional development services is intended for District administrators, teachers and other relevant staff.

### **Face to Face Training:**

On-site: The proposed fee shall include the cost for the professional development/specialized training.

If vendor is traveling from out of state, travel costs will be reimbursed on actual costs (flight, hotel, transportation, meals based on State of New Mexico per diem rates).

APS will not pay for class development costs, travel to airport, flight time, travel from airport as separate added costs.

The proposed fee of the Face to Face Training should include the fee to cover the adequate number of instructors to provide the training. APS will not pay the proposed fee for each individual instructor but will only pay the negotiated fee for the face to face training with the adequate number of instructors.

Local Offerors shall propose a fee that does not include travel costs (air fare, hotel, transportation, meals, etc)

**Consulting and Coaching:** The proposed fee shall include on-site services and/or tele-communication or online services.

**APS Staff –in house training:** APS staff performs in house training but may have to purchase materials and pay participant fees; please provide those fees.

**Training of Trainers (TTT) Services:** TTT services facilitate a high-level professional learning process to support and/or qualify participants to provide training and capacity building assistance for a formal program/curriculum that is based on evidence, research and/or best practices. TTT activities are a designed to ensure the fidelity, quality, and sustainability of content and outcomes and may be facilitated by one or more of the following: a virtual platform, physical training space, on-the-job setting.

## Revised Fee Proposal- Must be submitted with your Proposal

**\*\* A vendor's price list can be provided; however the following must be submitted\*\***

- Professional Development/Specialized Training

\$ \_\_\_\_\_/hourly rate – onsite; Face to Face; (to cover the total number of vendor's representatives to deliver the professional development).

If vendor provides a price list, this is the hourly rate that the price list is based on. If there are different hourly rates, please provide the average hourly rate that prices are based on.

\$ \_\_\_\_\_/hourly rate – off-site (telecommunication/online)

- Consulting/Coaching

\$ \_\_\_\_\_/ hourly rate – onsite; Face to Face

\$ \_\_\_\_\_/hourly rate – off-site (telecommunication/online)

- Materials: Provide a percentage discount of manufacturers suggested price list that will be extended to APS.

\_\_\_\_\_ % Discount Off manufacturers suggested price list

- Train the Trainer

Hourly rate \$ \_\_\_\_\_/hour

**Information if Offeror has an established awarded cooperative contract (such as Region 19, Choice Partners, CES, Buy Board, TIPS, ETC) or contract with another government entity. Provide name, contract number, contact name, contact email and phone number.**

# Professional Development & Training Proposal Form

Submit for each class/presentation/or PROGRAM

**\*\*OR utilize your own document in lieu; ensure you answer all areas of form\*\***

## **Title of Class/Presentation/ OR PROGRAM**

## **Detailed Description of Class/Presentation/Or PROGRAM**

If you have a detailed catalog of classes/presentations/program, please include one hard copy of original catalog with your proposal marked "original". The additional identical copies of the proposal can have a link to the catalog of classes/presentations/programs.

Please note: If evaluator request an original catalog, you will be contacted by APS to submit another hard copy of catalog in a timely manner for evaluation purposes.

## **Topics Covered:**

## **Target Audience: Who would best benefit by attending?**

## **Program Benefits**

What will District gain by purchasing this professional development? Include evidence based data that includes improvement over at least a two year period.

**What will participants gain by attending this professional development?**

**Detailed information on how the professional development/specialized training supports and advances APS Academic Plan, State of New Mexico Common Core Standards and/or Whole School, Whole Child, Whole Community model**

**Learning Objectives**

**What will participants be able to do after participating in the professional development?**

**(Use words such as: Define, List, Identify, Explain, Apply, Solve, Analyze, Plan, Manage, Review, etc)**

**Instructional Methods: Check all that apply**

- Lecture
- PowerPoint/Prezi
- Participant Presentation
- Group Exercises
- Individual Exercises
- Large Group Discussion
- Small Group Discussion
- Game(s)
- Role plays
- Q&A
- Other methods

**Proposed Length of Session – include agendas and any details of materials that is required for the session.**

**Proposed minimum/maximum number of attendees**

**Proposed Fee:**

## Q & A

1. Q - The stated due date for this RFP is 5/29/2019 at 3 p.m. local time. On PDF page 1, the RFP states: “Allow 5 additional business days for APS internal delivery”. Could the District please provide a mailing address for this bid? We utilize FedEx or UPS and neither of those services deliver to P.O. boxes.

A - Per the front cover:

<b>Physical Address (No USPS Mail*) For Walk-in Delivery or Carrier Service (UPS, FedEx, etc.)</b>
Albuquerque Public Schools ATTN: Procurement Department 6400 Uptown Blvd. NE, Suite 500E Albuquerque, NM 87110

2. Q - In our submission binder, does the Letter of Transmittal Form on PDF page 21 go under Tab 1—Letter of Submittal or under Tab 7—Required Forms?  
A - Tab 1; Letter of Submittal and Letter of Transmittal Form are the same document.
3. Q - In our submission binder, does the Fee Proposal form on PDF page 22 go under Tab 6—Price Proposal or Tab 7—Required Forms?  
A - Tab 6 – Price Proposal
4. Q - On PDF page 31, under Proposal Submittal Requirements and Checklist the following is listed: *Addendums (if applicable) – before submitting your proposal, please check for addendums here:* <http://www.aps.edu/procurement/current-bids-and-rfps>. Does the District require that we actually submit copies of any issued addendums with our proposal, or just that we acknowledge receipt of addendums in our cover letter?  
A - You can do either but the addendums must be acknowledged.
5. Q - Does the District require a copy of the Proposal Submittal Requirements and Checklist (found on PDF page 31) be submitted under Tab 7—Required Forms?  
A - no, this is a list to assist you ensure you have all documents in your proposal, this is not all inclusive so ensure to double check your submittal.
6. Q - Is there a set budget amount for this RFP? And if so, how much?  
A - No, this is as-needed contract. No set budget.
7. Q - Will APS consider online training courses to meet the needs in particular areas?  
A - You can propose online training for consideration.
8. Q - We have a library of online behavior management, special education, and classroom management professional development courses. Is this something that APS is interested in a response for?  
A - Please send a proposal, it may be something that the District considers.
9. Q - Is the Letter of Submittal (pg. 19) and the Letter of Transmittal (pg. 31) referring to the same type of letter?  
A - yes, it is the Letter of Transmittal
10. Q - For the Professional Development & Training Proposal Form, is it required to answer the questions within the form, or is it possible to answer the questions on a word document we create?  
A - yes, you can use the form or provide a word document that address all the responses.

11. Q - Please advise if we have the option of providing the criteria within the *Professional Development & Training Proposal Form* as bullet points within Tab 5 of our RFP response, in lieu of the actual form.  
 A - Yes, you have the option of providing the information in the form in a different formation in lieu of the form however ensure you cover all that is asked in the form.

12. Q - The bid indicates 1 original and 9 copies? We need to send 10 binders plus a USB drive?  
 A - yes, you can utilize a three prong folder instead of a binder.

13. Q - Is Assigned Personnel covered in the Assigned Personnel to APS evaluation Criteria or Professional Development Services Offered evaluation criteria?

A - Assigned Personnel to APS criteria

<u>number of years providing service, description of the service, contact person name, telephone number and email address.</u>		
<b>Assigned Personnel to APS</b> <u>Submit information of your company's staff that will handle or manage all aspects of the awarded contract with APS. Include roles, responsibilities, staff resumes and organizational chart.</u>	15	
<b>Professional Development Services Offered</b>	30	

14. Q - For the "Price Proposal" section- do you want a narrative in addition to the price proposal form? Or do you only want to price proposal form?

A - The price proposal shall be the price proposal form and any price lists that an Offeror has if there are substantial professional development trainings.

15. Q - The scoring rubric asks for resumes and staff info in both the "Assigned personnel to APS" and the "Professional Development Services Offered" section. Do you want both sections to include resumes and staff descriptions? Or should we refer the grant readers to one section?

A - Please disregard the assigned personnel to APS listed in the Professional Development Services Offered section. It is part of the Assigned Personnel to APS section of the Evaluation Criteria.

16. Q - Do you want narrative descriptions of the professional development provided in addition to the professional development and training proposal form?

A - You should provide enough detailed information to seek the maximum available number of points in each evaluation criteria.

17. Q - Is the "Professional Service Agreement" listed in the RFP something we need to fill out and include in our submission, or is it just included for our information?

A - Informational to advise the agreements that will be utilized for the awarded successful offer(s).

18. Q - If we already included proof of insurance in a recent RFP response to APS, are we required to include it in our response to this RFP?

A- This is a separate RFP, you should include with your response.

19. Q - The RFP request "Sign-up sheets"- are these registration forms or the forms we would use to record attendance upon arrival of the participants.

A- Sign – up sheets are used upon arrival of the participants to show the actual attendees.

20. Q - On page 22 – Fee proposal – I believe that you stated we can just put "see schedule" or "see attachment" and send our price lists for the different products. Is that correct?

A - Please see revised Fee Proposal Form. You will need to submit both.

21. Q- On pages 23 – 25 – Proposal form where it says “submit for each class/presentation” – I believe you mentioned that we should do one listing the title as “AVID Program” and then in Topics covered, we can list “AVID College and Career Readiness System” – is that correct?  
A- Yes, Please see revised Form; An Offeror can list your program or system. If you have multiple professional development classes, you can send one hard copy of the course catalog with the original proposal and a link to the course catalog in the identical copies.
22. Q- Since this is a Professional Development Services RFP, should we also provide a separate Proposal Form (pgs 23 -25) for the different Professional Development options like Summer Institute, Path trainings, etc.  
A- Yes, you can provide a separate proposal form for different options.
23. Q - In completing the evaluation criteria for RFP # 19-049 RA, can you please let me know what financial resources information is required to submit? As well, how much detail information is needed with regards to physical and material resources? For financial resource information do you need to know what we have in the bank, in reserves, in printed materials, in equity, etc? Or is an overview statement of financial resources to support any training we might be doing under this RFP sufficient? Similar to physical and material resources? Do we need to provide a list of our materials inventory and physical spaces, or is an overview statement sufficient?  
A - Overview statement is sufficient, if details are required, we will reach out to the Offeror to request them.
24. Q - What is the schedule or timing for expected award(s) for this RFP?  
A -It depends on how many proposals are submitted and the time to evaluate each proposal.
25. Q- Given the breadth of our services that match APS needs, if each course were to be documented separately the number of individual Professional Development & Training Proposal Forms in Tab 5 would reach into the hundreds quickly exceeding the 150 page limit. Would it be permissible to summarize and group our services into categories using several versions of the form?  
  
A- Please see revised Professional Development & Training Proposal Form
26. Q - The evaluation criteria on page 18 are not identical to the questions on the form (pages 23-25). Is the District expecting to see narrative for the evaluation criteria and a completed form for each course or group of courses or the form only in Tab 5?  
  
A - Please see revised Professional Development & Training Proposal Form
27. Q - If the vendor is to address both the evaluation criteria and provide a Professional Development & Training Proposal Form, may we refer back to our responses in the narrative addressing the evaluation criteria, or does the form need to stand on its own?  
  
A - Please see revised Professional Development & Training Proposal Form
28. Q- May the Professional Development & Training Proposal Form be shortened or lengthened to accommodate responses.  
  
A- Please see revised Professional Development & Training Proposal Form
29. Q- Is it permissible to include an Appendix that would not be included in the 150 page count?  
A - yes, such as for resumes that would be acceptable
30. Q- With shipping time impeded over the holiday weekend, would APS consider extending the due date by even a day?  
  
A- Due Date will be extended to: June 12, 2019 @ 3:00 pm (local time)

31. Q- Do resumes in Tab 4 go towards the page count? If so, can they be moved to an Appendix?

A- Yes, resumes can be moved to the Appendix

32. Q- Is it expected or permissible to put the Professional Development & Training Proposal Form in Tab 7 with the other Forms?

A -Tab 5 is where this information needs to be.