



Accelerate Progress for Students

Rennette R. Apodaca, MPA, CPPO
Executive Director

Raquel Reedy
Superintendent

RFP NO. 19-049 Professional Development Service ADDENDUM #2

This addendum #2: Questions and Answers

If you have already submitted your proposal, you can review this addendum, sign and email to Rennette.Apodaca@aps.edu.

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

Q & A

- 1. Q - In the section titled, "Scope of Work" on Page 14, one of the professional development/specialized training categories is "Core academics, PE, Health, Cte, Library or elective specialized." This is a wide range of topics. Should respondents complete one "PD and Training Proposal Form" for each of the topics in this category?

A- If training covers different topics, the proposer can list the training and list the topics that the training covers. See Professional Development and Training Form.

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 requests 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:

2. Q - In the section titled, "Scope of Work" on Page 15, one of the professional development/specialized training categories is "Special Education." What types of special education services does the district require at this time?
A – This is an on-call as needed contract; no specific services required at this time.
3. Q – Questions regarding termination , indemnification, contract clauses
A – Offerors shall submit alternative language, if there are concerns with contract language. APS reserves the right to negotiate with successful Offerors.
4. 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 – Price Proposal form; if you have a pricing list, you can submit that also.
5. 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 see addendum 1
6. Q- Do you want narrative descriptions of the professional development provided in addition to the professional development and training proposal form?
A - You can supply both; if you do not provide enough documentation for each evaluation criteria, you will not be eligible to obtain the maximum points in each section and may be unresponsive or non-awarded a contract
7. 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 – for your information; This contract will be used if you are awarded a contract.
8. 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- Yes, you are required to include in response to this RFP.
9. 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. Forms we would use to record attendance upon arrival of the participants
10. Q - Looking at the Revised Fee Proposal, I see that the cost breakdowns are based on an hourly rate. Our trainings are offered at a flat-fee structure, which includes the cost of travel and expenses. Is there a particular way we should structure these costs, understanding that we do not accommodate for an hourly rate in our proposed fee structure?
A – Submit your pricing for consideration; APS will reach out to you if clarification is needed.
11. Q - If the offering we are presenting requires a membership fee to access our services, should we submit one Professional Development & Training Proposal Form since the services cannot be purchased individually or would you still prefer one form for each service?
A – please review addendum 1
12. Q- What is the average cost per training and how many hours are they?
A - It depends on the training
13. Q- What type of trainings are most needed?
A – This is an on call as needed training; no specific identified

14. Q- What is the typical amount of time needed for training? 2 hours, 8 hours, etc.?
A – It depends on the training
15. Q - Would the training be held during regular hours, i.e. 8am -5pm, or would it be held on evenings or weekends?
A- Usually during school hours
16. Q- Where is the training held? Is it to be held at APS Uptown, or can it be held at UNM Cont. Edu?
A - Usually the school/ and or APS Building
17. Q - If we propose a training would we create the schedule or does APS tell us when they would want the training?
A- Usually APS will work with Offeror to create a schedule
18. Q - Would this training be offered several times throughout the year or just one time?
A- Could be both
19. Q- 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. Does a training have to support all three of these (Academic Plan, Common Core and Whole school) or can it support one of the three?
A – Could be all three or one of the three
20. Q - The scope of work specifies that PD should support and advance the NM Common Core standards, which is math and language arts. However, one of the PD bid categories lists STEM but no reference to the scope needing to address the NM STEM Ready standards. Please advise.
A - If your PD also addresses NM Stem Ready standards, you should include that in your proposal.