



Accelerate Progress for Students

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DATE: 02/11/2020

BID/ RFP NUMBER: 21-039 RA

BID/RFP TITLE: Quality Charter School Authorizing Initiative Support

ADDENDUM NUMBER: 1

Questions and Answers

- 1) How many of the modules are to be prototyped?
 - a. The number of modules that are to be prototyped, depend on the training that is developed. There is no set number of modules, but how should authorizers in the state be trained and how many modules would that take.

March 2021	<ul style="list-style-type: none"> • Develop trainings for New Mexico authorizers for using the Self-evaluation Framework (three 90-minute modules) and Annual Report Template (one 90-minute module); deliver a training prototype to CSP program manager and selected NM stakeholders for feedback; finalize training based on feedback as approved by APS.
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- 2) Please clarify our understanding of the training requirements outlined in the scope of work. The scope of work requires a total of five (5) sessions and all four (4) modules are to be delivered in each of the sessions.
 - a. There are no training requirements; we are developing them in this work.

April 2021	<ul style="list-style-type: none"> • Deliver virtual trainings for New Mexico authorizers for using the Self-evaluation Framework and Annual Report Template (4 training modules, provided in 3 sessions each,
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May 2021	<ul style="list-style-type: none"> • Continue providing virtual trainings for New Mexico authorizers for using the Self-evaluation Framework and Annual Report Template (4 training modules in 2 sessions each,
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- 3) What is the expected work associated with the development of the online courses for the Self-evaluation Framework and Annual Report Template? For example, will the vendor's content

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developed for the modules be used by the LMS Bureau or will the vendor be required to develop unique content or alter the module content for the Canvas courses? **The vendor will not be required to develop additional content.**

- 4) Does an exemplar or model currently exist for the Annual Report that the vendor may update?
 - a. <http://files.eric.ed.gov/fulltext/ED562010.pdf>
 - b. <https://www.aps.edu/innovation/charter-schools/documents/2018-office-of-innovation-and-school-choice-annual-report/view>
- 5) Regarding the New Mexico Authorizing Practices Report, how does APS recommend the vendor gain a full understanding of current authorizing practices?
 - a. **Interviews with authorizers in New Mexico including facilitated discussions.**
- 6) Will APS manage the logistics (e.g., email lists, calendar) for each stakeholder meeting and training (e.g., input sessions, trainings) or will the vendor be responsible?
 - a. **APS will manage logistics.**
- 7) Are electronic signatures permissible? **Yes**
- 8) Is there a proposed budget range for the Scope of Work? **Not to exceed \$92,790.00**

9).The timeline included in the Scope of Work is extremely tight. For example, during March, the vendor is supposed to develop an authorizer self-evaluation tool and annual report template, host two virtual feedback sessions, make revisions to the tools based on authorizer and APS feedback, and then develop four corresponding online modules (90 minutes each, so 270 minutes of content), deliver a training prototype for feedback, and then finalize the trainings based on stakeholder feedback. Is there any flexibility in the timeline presented in the scope? Or are there certain portions of the scope that could be allotted additional time? **All work to be complete by 5 p.m. on June 30, but yes, flexibility between now and 6/30.**

10)..The following questions relate to the timeline set forth on pdf pgs. 15-16 of the RFP:

- a. How would you like the vendor to assess “current practices” or what will “current practices” be based on for the purposes of the New Mexico Authorizing Practices Report? **Will be evaluated through attendee facilitated discussion.**
- b. How is the vendor supposed to draft the “Framework for Charter School Authorizer Self-Evaluation based on the NMCSAPS” before the New Mexico Charter School Authorizing Principles and Standards (NMCSAPS) is finalized? **In conjunction with.**
- c. The timeline for March 2021 references two virtual New Mexico stakeholder input sessions in the first row and then another two virtual stakeholder input sessions regarding the draft NMCSAPS in the third row of the timeline on pdf pg. 15 of the RFP. Please clarify how many virtual input sessions the vendor is supposed to convene for review of the



NMCSAPS – two or four? **A total of 4** Or is it two for the existing draft and then another 2 for the revised draft? **Yes** If so, doing all four in one month with time for revising and internal feedback (from APS and the CSP program manager) would be extremely challenging. **Timeline is flexible by the end of June.**

- d. What is contemplated or what should be included in the training prototype referenced in March 2021 (row 4 of the timeline)? **Working with authorizers on understanding the prototype and principles.**
- e. What is the difference between the training “modules” referenced in March 2021 (row 4 of the timeline) and the online courses referenced in April 2021 (row 5 of the timeline), aside from where these trainings will be hosted? **Modules are the individual lessons within the online course.**
- f. Under April 2021 (row 6 of the timeline), it says to deliver “4 training modules, provided in 3 sessions each” – does this mean each of the 90 minute training modules should be delivered in three separate sessions or the four 90-minute modules collectively should be divided into three sessions of 120 minutes? **Multiple sessions on the same module. So if you develop one module, deliver it three times for people to attend based on their schedule.**
- g. Under May 2021 (row 9 of the timeline), it references “4 training modules in 2 sessions each.” Are these training modules in addition to the modules referenced in March 2021? **The ones in May will be in Canvas, PED’s online learning platform, for continued use after 6/30, beyond the end of the contract. How the contractor would like to deliver training during the contract period is at their discretion. If they want to use Canvas from the start, that’s fine, or they can have recorded Zoom trainings during the contract period and then put modules in Canvas.**

11).The timeline included provides greater detail than the five bullet points included under “Scope of Services” (pdf pg. 14). Is the vendor permitted to propose activities that differ from those set forth in the timeline provided that they meet the objectives of the bullet points listed under Scope of Services? **The vendor can propose for consideration.**

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



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