ALBUQUERQUE PUBLIC SCHOOLS

Accelerate Progress for Students

Adrienne Sanchez
EXECUTIVE DIRECTOR OF PROCUREMENT & ACCOUNTS PAYABLE

Dr. Gabriella Durán Blakey
SUPERINTENDENT

DATE: 9/26//2025
RFP NUMBER: 26-026 KLL
RFP TITLE: Supplemental 3 – Professional Development Services
ADDENDUM NUMBER: **1**

See attached Questions and Answers:

Question 1: Can the APS Review Team provide us with an estimated award notification date?

Answer: By the first of December 2025.

Question 2: The RFP document does not identify a proposal page limit; however, for clarity purposes, is there a proposal page limit for the narrative?

Answer: Please reference the proposal format on page 33. Proposals shall not exceed 60 pages total for all of the sections listed below. Each sheet face that is printed with text or graphics counts as one page. Front Cover, Section Dividers, Letter of Transmittal and Required Forms do not count towards page count.

Question 3: On page 23 of the RFP solicitation document, it is stated, "This RFP is not for software professional development" – should this statement be understood to mean that professional development cannot be provided through a software program (such as an educational training platform)? In other words, the professional development services must be delivered by qualified professionals, is that correct?

Answer: Yes, the professional development services must be delivered by qualified professionals, in-person or virtual training

Question 4: Are electronic signatures acceptable for the forms, or are physical ink signatures required?

Answer: We accept electronic signatures

Question 5: Page 30 asks for the minimum and maximum number of attendees. Can the price proposal include multiple rates per attendee, with an accompanying minimum and maximum number of attendees for each rate?

Answer: Yes, your price proposal may include multiple rates per attendee, provided that each rate is clearly associated with a corresponding minimum and maximum number of attendees. Please ensure that the pricing structure is easy to interpret and aligns with the format requested in the proposal document.

Question 6: Do you have a specific duration (for example, a particular number of days) or a specific time window (for example, specific dates) that you would like professional development to be delivered?

Answer: This will depend on each individual scope of work requested by departments or schools

Question 7: We see on pages 23-24 that you are open to in-person and virtual training. Can our proposal include a combination of in-person and virtual training, or must it be either one or the other?

Answer: The proposal can contain a combination of in-person and virtual training

Question 8: We provided professional development to over 250 principals at the Albuquerque Public Schools Summer Principal Institute (SPI) in 2024. We'd love to build off of that work. Is that something this RFP can allow?

Answer: Please submit any development services that you offer for the district to review

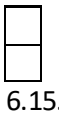
Question 9: Based on the description on page 23, are you looking for the training to be capacity building for educators at the classroom or at the leadership level?

Answer: It could be both – depending on district needs

Question 10: Are you prioritizing or seeking proposals that address particular APS Goal(s) and/or Guardrail(s) as mentioned on page 24 and found at https://www.aps.edu/about-us/board/board-work/goals-and-guardrails?

Answer: No – please respond with your specific services

Question 11: On pp. 28-30, there is a "Profession Development & Training Proposal Form" which bidders must "Submit for Each Class Presentation." We have over 250 workshops and are specifically including a brief description of approximately 100 of them in our proposal as options for your district, depending upon specific needs in each building/subject area/etc. For example, this is the blurb for one of these workshops that we have included in our proposal: Utilizing the WIDA Can Do Descriptors in the Content Areas: Participants will be able to effectively use the WIDA Can Do Descriptors to create content area-specific activities that support Level 1 and 2 multilingual learners. (Sample Resource: Modifying Lesson Plans for



Multilingual Learner Success A Checklist) There is a live link to our website where additional information about this particular workshop can be found, as well as a link to a sample resource

Answer: It does not need to be included as part of the 60 pages, but please include as supplemental information or link.

Question 12: Is the desired format aligned with the Proposal Format from page 33, "Letter of Transmittal, Company Profile, Experience, Assigned Personnel to APS, Approach/Methodology, Price Proposal, Required Forms" or is it aligned with the evaluation criteria "Company Profile, Experience, Professional Development Services Offered, Pricing (including letter of transmittal)" on page 32?

Answer:

Question 13: The RFP states "“class” development and presentations," which makes me think this is with students. But I assume the PD is with teachers. What do you mean b “class development and presentations"?

SOW Face-to-Face training p. 23: C**lass development costs is the term used again here. Please clarify.** "APS will not pay for **class development costs** (work may include modifications that are district specific), travel to airport, flight time, travel from airport as separa te added costs."

p. 28-30 "PD and Training Proposal Form: Submit for each Class Presentation"
Am I interpreting correctly that this form does not need to be completed for this RPP? Instead, it would be completed if and when particular services were agreed to.

Answer: In this context, **“class development costs”** refers to the initial creation or design of professional development content. As noted on page 23, APS will not pay separately for the development of training materials, even if minor modifications are made to align with district-specific needs. Vendors should include any necessary preparation or customization costs in their overall pricing. The form will need to be filled out along with your proposal response.

Question 14: My organization had a question about page 28 of the RFP # 26-026 KLL:

Do respondents need to fill out the 'Professional Development & Training Proposal Form'?

The instructions on page 24 state
"Awarded Offerors Required information: Awarded Offerors will be required to include the following information in their proposals/quotes when an APS school/department requests services:"

Seeing as proposers haven't been approved yet, the language was confusing. Does APS want this completed with our proposals as an example of what we'd put forth -OR- is that showing folks what's to be expected in the future?

Answer: In this context, "class development and presentations" refers to the creation and delivery of professional development sessions designed for teachers—not students. These "classes" are intended to support educators with instructional strategies, curriculum implementation, or other relevant training topics. You will need to fill out the 'Professional Development & Training Proposal Forms.

Question 15: I noticed that the evaluation criteria award points for New Mexico and Native American Businesses. We've previously submitted proposals with minority certifications for non-profits. Could you please confirm if Albuquerque Public Schools allows out-of-state non-profits like ours to submit proposals with a minority certification? If so, can you provide the instructions?

Answer: We do not allow preference for minority certifications for non-profits. Our preference points for evaluation criteria—such as those awarded to New Mexico resident businesses or Native American-owned businesses—are governed by specific state statutes and local policies.

Question 16: On page 27, the document requests pricing for both in-person and virtual delivery of professional development. However, the requested pricing structure doesn't align with our "per attendee" model. To better address this, we would appreciate it is you could provide a range of possible participant counts. This information would enable us to devise a more appropriate daily rate.

Answer: While the pricing structure in the RFP requests a daily rate, we understand that some providers operate on a per-attendee model. To support a more accurate proposal, you may include tiered pricing or a breakdown that translates your per-attendee model into a daily rate format. Please be sure to clearly outline any assumptions or thresholds that may impact pricing.

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