



***GARLAND INDEPENDENT SCHOOL DISTRICT***

**PURCHASING DEPARTMENT**  
***501 SOUTH JUPITER ROAD***  
***Garland, Texas 75042***

**Date: April 8, 2022**

**ADDENDUM #4, RFP # 310-22-07(37533)**

**Professional Staff Development Service**

This addendum modifies the original document as listed below and is hereby incorporated to the contract documents. Acknowledge receipt of this addendum by returning the completed and signed form with the solicitation response. Failure to submit the addendum will be used as an evaluated factor.

**QUESTION:**

Is this bid intended for curriculum vendors who provide professional development in connection with products?

**ANSWER:**

No

**QUESTION:**

The specifications in the proposal state The District's objective is to contract with a service provider(s) or individual speaker(s) to deliver interactive, research-based professional development focused on supporting grade PK-12 teachers, campus leaders and district personnel which includes but is not limited to face-to-face keynotes or breakout sessions, online, training-of-trainers, and on the job coaching and observation.

My organizations provide traditional professional development sessions, typically one day, with specific topics for Advanced Placement teachers according to their AP content area. Does this RFP cover this type of PD? While the description above does not lend itself to it, I know that sometimes RFPs are broader than the description.

**ANSWER:**

Yes

**QUESTION:**

The Center for Applied Linguistics is interested in responding to the Request for Proposal # 310-22-07 (Sourcing #37533) – Professional Staff Development Services and Material. Please find the following question we have pertaining to this RFP.

We understand that the District's objective is "to contract with a service provider(s) or individual speaker(s) to deliver interactive, research-based professional development focused on supporting grade PK-12 teachers, campus leaders and district personnel which includes but is not limited to face-to-face keynotes or breakout sessions, online, training-of-trainers, and on the job coaching and observation." Our organization provides professional development services to support educators who provide content and language instruction for English learner students. Is the District interested in receiving services of this nature?

**ANSWER:**

If the services provided are for staff professional development, then that would be an appropriate service for this RFP.

**QUESTION:**

In reference to RFP #310-22-07--When submitting forms via iSupplier are electronic signatures permissible?

**ANSWER:**

Yes, electronic signatures are allowed.

**QUESTION:**

How should vendors complete these rows if a minimum purchase is required?

**ANSWER:**

Please indicate your prices on pricing sheet and list any deviations regarding your pricing on the Compliance Form.

**QUESTION:**

Our company intends to respond to Garland's RFP #397-18-05 that covers online curriculum grades 6-12 to include test preparation content for STARR and EOCs. There is overlap in digital test preparation materials between the two bids (#302-19 and #397-18-05) for grades 6-12. Should we plan to respond both RFPs to cover the 6-12 test preparation portion?

**ANSWER:**

If your Company is able to respond to both bids then please do so.

**QUESTION:**

Is this RFP to secure a pool of vendors, or will it be awarded to a single service provider?

**ANSWER:**

We anticipate that awarding to multiple vendors.

**QUESTION:**

Do you anticipate the \$586,661 annual value of the contract to fluctuate over the term, or remain the same?

**ANSWER:**

The anticipated amount is an estimate based on historical data.

**QUESTION:**

What is the funding source?

**ANSWER:**

Various sources such as Federal, State, and Local.

**QUESTION:**

Who is the Office of Primary Responsibility?

**ANSWER:**

Curriculum and Instruction

**QUESTION:**

What is the anticipated start date for staff development?

**ANSWER:**

Summer of 2022

**QUESTION:**

How many Pk-12 teachers will receive keynotes or breakout sessions, online, training of trainers, and on the job coaching and observation?

- o How many in PK-5?
- o How many in 5-8?
- o How many in 9-12?

**ANSWER:**

GISD has approximately 3000 teachers

**QUESTION:**

How many Pk-12 campus leaders will receive keynotes or breakout sessions, online, training of trainers, and on the job coaching and observation? Will this include assistant principals? If so, what is the breakdown between Principals and APs?

**ANSWER:**

GISD has approximately 225 campus administrators

**QUESTION:**

How many district personnel will receive keynotes or breakout sessions, online, training of trainers, and on the job coaching and observation, and what are their roles?

**ANSWER:**

GISD has approximately 7000 employees including approximately 3000 teachers and 225 campus administrators

**QUESTION:**

Will Instructional Coaches also receive keynotes or breakout sessions, online, training of trainers, and on the job coaching and observation? If so, how many for each?

**ANSWER:**

Instructional coaches could be included in professional development services including keynotes or breakout sessions, online, training of trainers, and on the job coaching and observation

**QUESTION:**

How many coaching and observation sessions do you anticipate for each teacher?

**ANSWER:**

It will vary depending on teaching position

**QUESTION:**

How many coaching and observation sessions do you anticipate for each campus leader?

**ANSWER:**

It varies depending on district goals and position.

**QUESTION:**

How many coaching and observation sessions do you anticipate for each district personnel?

**ANSWER:**

It varies depending on district goals and position

**QUESTION:**

Is there a set number of days you anticipate for keynotes or breakout sessions?

**ANSWER:**

Will vary by school year.

**QUESTION:**

Can you tell us what you are envisioning for online professional development? Is this for virtual PD courses?

**ANSWER:**

Yes.

**QUESTION:**

How many will participate in the training of trainers, and what are their roles?

**ANSWER:**

Estimated 25-150, depending on topic and personnel that will receive trainings via TOT

**QUESTION:**

Do you anticipate the services being provided onsite, virtually, or in a hybrid?

**ANSWER:**

Prefer onsite; virtual and hybrid options will be considered as they fill a district training need.

**QUESTION:**

In addition to the professional development material catalog associated with the provided service, in what format would you like to receive the proposer's pricing, and do you want this included also in Item 4, or elsewhere in the response?

**ANSWER:**

Excel, Word or PDF

**QUESTION:**

You list consulting in the scope of services. Can you provide additional detail as to the scope of consulting you are anticipating? Will this be district-level? Campus-level? Number of sessions? What are the roles of the participants?

**ANSWER:**

Services will be provided to campus and district level personnel. The number of offerings is contingent upon the needs of the district at the time of implementation. The roles range from classroom educators to Executive Directors.

**QUESTION:**

In the proposal content and format section on page 16, the RFP states that "all documentation should be attached to the submittal and each file name as listed in the proposal section column". Can you please clarify that you are wanting separate attachments for each section, titled by section, vs a single tabulated proposal response?

**ANSWER:**

Please attach each document by individual title and section to avoid reaching maximum file size. Not as a cumulative file.

**QUESTION:**

Will individual campuses choose which professional development services they want to participate in and reach out to the awarded vendor(s) as-needed, or is GISD seeking a district-wide solution that would be rolled out across the district?

**ANSWER:**

Seeking both district-wide and campus-selected options.

**QUESTION:**

Is participation mandatory or voluntary?

**ANSWER:**

Participation in learning sessions will be determined by individual role and alignment to district goals and initiatives

**QUESTION:**

Are there pre-determined professional learning standards the professional development should focus on?

**ANSWER:**

No. Professional development will be aligned to district and campus needs.

**QUESTION:**

For the following two requirements--should this be included in the proposal narrative or both in the proposal narrative and as an additional two documents providing this information?:

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A minimum of three examples of previous professional development services (e.g. speaking engagements, consulting work, facilitation of learning, etc.).

What could we use? Program Calendar? Individual Session Plans? Summer Institute Calendar?

Evidence of accomplished expertise through at least one of the following: awards, recognition and/or results in the field for which they will be providing services.

What could we use? TEA designation? Evidence of providing this service in 60+ ISDs? Maybe use the document Company Experience, Qualifications and Success?

**ANSWER:**

Including this information in narrative and as an attachment if additional space is required.

*Mark A. Booker*

Mark A. Booker  
Director of Purchasing

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Company Name

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Address

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City                      State                      Zip

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Signature

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Title