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August 7, 2019

**AMENDMENT #1 – RFP-029-T-2019 (P) – Provide Professional Development Training on the Integration of Technology for Classroom Instruction in the St. Thomas/St. John District**

## **Questions and Answers**

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH THEIR BID PROPOSAL.

## Questions and Answers:

1. **Question:** On page 2 of the Scope of Work, there is a reference to the proposal covering services and costs for the 2019-20, 2020-21, and 2021-22 school years, but the dates listed under Part II Services Required, refer to work for the 1<sup>st</sup> Cohort to be completed during Fall of 2019, work for the 2<sup>nd</sup> Cohort to be completed during Fall of 2019-20 school year and Fall 2020, and the work for the 3rd Cohort to be completed during the 2020-21 school year. I did not find a scope of work for the 2021-22 school year. How should 2021-22 school year be handled?

**Response:** There is no scope of work for the 2021-22 school year. The Department included the three-year time span to allow for additional time to complete the services. However, because the first cohort is tied to expiring Federal funds, these services must be completed by December 2019. The second cohort can then begin in January 2020 and run through December 2020. The third cohort can begin in January 2021 and run through December 2021.

The next three questions (Questions 2, 3, & 4) pertain to Item 1: Concerning the 5 days of professional development (PD):

2. **Question:** Will the five days be in succession, and will they be on weekdays?

**Response:** The 5-days of PD should be completed during the summer season. However, understanding that summer sessions may not be possible for the first cohort, we would require that the 5-days of PD for cohort 1 be in succession to include weekdays.

3. **Question:** Will all of the 40 teachers and administrators participate at the same time or is it possible to provide PD for some of the participants on different days, as long as each individual is scheduled to participate in 5 days? Is it possible instead to provide a multiple session during the same time slot and separate the participants into groups most relevant for them?

**Response:** We would strongly prefer that all 40 individuals participate in the 5-days of professional development at the same time. This is needed for observation and coaching purposes.

4. **Question:** Are the three Saturdays of professional development separate from the 5 days of PD?

**Response:** Yes, the 3-days professional development to be completed on Saturdays are separate and apart from the 5-days of professional development.

The 3-days PD to be completed on Saturdays will focus more on the teachers that will be receiving job-embedded coaching and observations.

5. **Question:** Please confirm that the 40 members of each Cohort will represent a total of 4 schools, with a total of 120 teachers representing 12 schools (from St. Thomas and St. John) by the end of the project.

**Response:** We can confirm that we plan to include no more than 120 teachers and administrators, which represents 40 members of each Cohort from a total of 4 schools. However, because this program is voluntary based, we cannot guarantee that all 120 slots will be filled by the end of the project.

6. **Question:** Is it possible to provide some of the onsite job embedded support and coaching for small groups of teachers, rather than individuals, when applicable?

**Response:** The Job embedded support requires teachers being observed teaching a lesson with technology integration. The teachers sit with the coaches on a one-on-one and will be provided feedback on his/her lesson. This cannot be done in small groups.

7. **Question:** How many teachers and administrators will be served in the 3-year period?

**Response:** The Department plans to serve a total of 120 teachers and administrators during the entire term of the contract.