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**AMENDMENT #3 RFP-029-T-2019 (P)** Provide Professional Development Training on the Integration of Technology for Classroom Instruction in the St. Thomas/St. John School District

**INSERT:** *Questions and Answers*

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

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

## ***QUESTIONS & ANSWERS:***

**Question 1:** What is the ratio of computers to students in the school district? Also, the ratio of computers to teachers in the school district? Are the devices distributed equally among the classrooms and buildings? For example, if you say 1:3 is that in every classroom?

**Response:** Currently, just about every teacher in the district has a laptop. In the schools there are at least three computers in every classroom and the District is currently working to add additional computers to each classroom.

**Question 2:** Item 4. What does the District mean by “Basic Computer Literacy”? Is the contractor limited to the basics in Microsoft Office Suite such as Microsoft Word, PowerPoint, and Excel?”

**Response:** Basic computer skills includes having the ability to use basic computer functions, navigate the internet and usage of Microsoft Office 365.

**Question 3:** Item 5. What are the names of the four (4) new schools that will be represented during the training?

**Response:** The schools that are participating are Joseph Gomez Elementary School, Joseph Sibilly Elementary School, Lockhart Elementary School, and Yvonne Milliner-Bowsky Elementary School.

**Question 4:** Item 6. How does the DOE want the Saturday training conducted? Should they be done on consecutive Saturdays or can they be done on separate weekends?

**Response:** The Saturday trainings will be done on separate weekends.

**Question 5:** Item 7. Will the contractor have access to the District’s lesson plan template prior to the training?

**Response:** Yes, the contractor will have access to the lesson plan template.

**Question 6:** Number of teachers in the St. Thomas/St. John School District. How many teachers in the District? The RFP mentions the number of teachers in the two

school districts that comprise the VIDE but not only in the St. Thomas /St. John District.

**Response:** There are approximately 550 active teachers in the St. Thomas/St. John District.

**Question 7:** What is the total number of teachers and administrators to participate in each one of the three Cohorts?

**Response:** Each cohort will consist of a maximum of 40 teachers and administrators.

**Question 8:** In the Five (5) days of whole group professional development on embedded technology instruction into lessons, will the 40 participants, teachers and administrators, be the same for the 5 sessions or will there be different participants for each session? How many hours of training comprise a day's training?

**Response:** The attendees will be the same. The training will be comprised of approximately six hours.

**Question 9:** Where (in what facilities) will these five (5) days of whole group professional development be offered?

**Response:** A facility has not been identified yet.

**Question 10:** Will the participants be the same for the three (3) Saturday eight (8) hour trainings on creating technology integrated lesson plans or will there a different group for each of the eight (8) hour training?

**Response:** It will be the same participants for each cohort.

**Question 11:** Where (in what facilities) will these three (3) Saturday eight (8) hour trainings be offered?

**Response:** A facility has not been identified yet.

**Question 12:** For the three (3) days onsite embedded support and coaching to be offered per teacher participant, how many hours of service comprise a day? Is it the

school day? Are coaching and support services to be provided to each teacher participant separately?

**Response:** Each teacher needs to be observed for one lesson per visit. After the observation there needs to be one-on-one time with the teacher to discuss your findings. Each school schedule is different. I would estimate that each teacher needs at least 2 hours for observation and reflection.

**Question 13:** What's the timeframe that the Technology Integration Action Plan should consider/take into account? One school year or three schools' years?

**Response:** The first cohort must be completed by December 2019. The second cohort can be completed between January 2020 to December 2020 and the third cohort can be completed between January 2021 and December 2021.

**Question 14:** In the tasks to be completed for the three (3) Cohorts of Teachers and Administrators on item #9, which has to do with the online webinars to be offered, the expression "through the consultant group" is used. On item #10, which has to do with the access to online webinar services, the term "The Contractor" is used. Are these terms, "the consultant group" and "The Contractor", synonymous/interchangeable?

**Response:** Yes, these terms are used synonymously.

**Question 15:** In each one of the three (3) Cohorts four (4) schools are to participate. Will there be ten (10) participants from each school? What will the composition of participants be for each school? How many teachers and administrators from each school will participate?

**Response:** Each school can have up to ten (10) participants which will include one (1) administrator.

**Question 16:** Which Version of Lesson Design Studio will be used for training purposes?

**Response:** This information will be provided to the awarded vendor at the initial kick-off meeting, prior to the services being rendered.

**Question 17:** Offerings are to include basic computer literacy skills, for those that need it, as well as hands-on classroom technology integration for those who are already beginning to integrate technology. Who will provide the technology and programs/software/resources that are to be part of the professional development?

**Response:** The district will provide the technology. The resources and software will be provided by the vendor.

**Question 18:** Will training facilities include connectivity to the Internet, tables, chair, technology for participants (any programs/resources), and projection and sound devices, etc. Who is to provide these?

**Response:** The district will provide all of the above with the exception of programs and resources. This will all depend on the type of resources or programs that is needed. The district will also provide access to the Lesson design studio.

**Question 19:** Who is responsible for establishing the calendar for providing the service.

**Response:** The Technology Coordinator will work with the vendor to create the calendar at the initial kick-off meeting.

**Question 20:** Does the VIDE use the most recent ISTE Technology Standards for Teachers?

**Response:** Yes.

**Question 21:** How can we have access to the VI Curriculum and Content Standards? We cannot access them through the VIDE Portal.

**Response:** This information will be provided to the awarded vendor at the initial kick-off meeting, prior to the services being rendered.

**Question 22:** What type of technologies does the VIDE use in the classroom for teachers. (Interactive Whiteboard, digital cameras and video, online resources, computer. laptops, carts, 3D printers, etc.) If so? Which? Are teacher and students allowed to use their Phones for Instructional purposes?

**Response:** The VIDE currently have smart boards and interactive whiteboards, computers, laptops, some online resources (Think Central, ActivInspire, iReady). Cellphone usage is prohibited in the schools.