

QUESTIONS AND ANSWERS
RFP-221502: Learning Walks Coaching Services For Principals

The following questions have been submitted regarding RFP-221502. The questions below are provided verbatim from what was received from inquiring Responders. Amendment #1 has been issued for this solicitation.

1. **QUESTION:** Is there a Learning Walk rubric currently being used? If so, will it be used for this project as well?

The District does not currently have a standardized Learning Walk rubric. The District will work with each awarded Responder to utilize their rubric if it meets the requirements for the services requested in the RFP. The District reserves the right to modify the awarded Responder's Learning Walk rubric as needed with the mutual consent of the Responder.

2. **QUESTION:** In Section 1, Introduction & General Information, it states "Learning Walks coaching services for each principal shall be performed on their school campus once every two (2) months. A minimum of four (4) Learning Walks sessions shall be performed with each principal. Responder(s) may need to provide monthly services to meet their requirements for the assigned principal group(s)." Are the monthly services to meet requirements in the event of scheduling issues, or does this refer to additional services that may be needed for some principal groups?

Your staffing capabilities will determine when services will be provided for each principal. For example, the Responder may provide learning walks and feedback coaching for "Principal Smith" in August, October, December, and February. The Responder may also provide the same services for "Principal Jones" in September, November, January, and March.

The objective is to provide services to each principal every other month. Depending on their staffing capacity, the Responder may be able to arrange the services for all the assigned principals in the same month.

3. **QUESTION:** With reference to the multiple Responders, might a Responder be awarded more than one school level (perhaps in a feeder pattern)?

If the Responder has the staffing capacity to meet the RFP requirements and the highest scores for two or more school-level groups, it is possible for a Responder to be awarded multiple school levels.

4. **QUESTION:** Will campuses have an option of continued or other services offered by a Responder if they perceive the need/benefit?

Awarded agreement(s) will only pertain to the requested RFP services. Additional services will be handled separately.

5. **QUESTION:** Is there an expectation for the length of time in each classroom for a Learning Walk?

The length of time spent in each classroom can be negotiated between the awarded Responder and the principal. Typically, Learning Walks average twenty (20) minute per classroom visit to allow adequate time to collect information about the curriculum and instruction provided during the visit. The amount of time could vary based on the age of students and specific subject content being taught.

6. **QUESTION:** Are the classrooms where Learning Walks take place assigned, randomly selected, or selected from teacher volunteers?

The principal will arrange which classrooms to conduct Learning Walks. The focus for the Learning Walks will be English Language Arts and Mathematics courses. Teachers will be notified that visitors will be joining the principals for Learning Walks, which are non-evaluative classroom visits with non-evaluative feedback.

7. **QUESTION:** Will any district-level personnel participate in the coaching?

It is not required for District personnel to join Learning Walks. However, they will have the option to participate.

8. **QUESTION:** The RFP states that planning for the Learning Walk coaching sessions will be May 2022 through June 2023. What is your expectation for the planning to span 13 months? i.e. do you anticipate monthly planning meetings and/or training?

Planning will be ongoing to determine scheduling needs and to share insight and feedback from the awarded Responder(s). Mr. Brian Alaback, Director of Professional Learning, will be the District's point of contact. The principals, District content area specialists, and Senior District-level personnel will be included in the planning meetings as needed. The planning session will take place virtually using Google Meet.

9. **QUESTION:** What is the planning format? (classroom, tables and chairs, A/V capabilities)?

The planning format will be virtual using Google Meet. The purpose will be to review scheduling for campus visits and to assess the "Look For" feedback from the Learning Walks.

10. **QUESTION:** How many ECS staff will participate in the planning for the Learning Walk coaching sessions, and what are their roles?

Brian Alaback, Director of Professional Learning, will coordinate the planning sessions. The principals may likely join the planning sessions. District content area specialists and Senior District-level personnel may also participate in the planning meetings.

11. **QUESTION:** The RFP states in Section D, Item 5, that the 2022-23 school year will continue the ongoing 1:1, in-person, on-site Learning Walk coaching sessions. Does this mean that Learning Walk coaching sessions will be taking place prior to July 1, 2022? If so, what is the anticipated start date for the Learning Walk coaching sessions?

Some Learning Walks may occur in August 2022 when the students return. However, it is anticipated that Learning Walks will be fully implemented in September 2022.

12. **QUESTION:** Per section VI, Evaluation and Criteria award, #8, program cost proposal, is there an excel template, or is the format of the pricing to include the four (4) principal groups at the responder's discretion?

We do not have a standard Excel template for the program cost. As stated in the RFP, the Responder shall submit a separate, itemized cost breakdown for each school level principal group. The cost proposal should indicate the principal groups that Responder intend to service and want to be considered for an award.

13. **QUESTION:** Does the district have a preferred coaching model?

We do not have a standardized coaching model. We have used various well-known, research-based coaching models. The Responder shall describe their coaching model and identify if it is based on a specific research-based model.

14. **QUESTION:** Software licensing and data sharing agreements are required for the purchase of our software subscriptions and online courses. How would you like these to be presented in the response?

The Responder shall complete and submit the attached Technology Survey with your proposal. Attachments with screenshots and an explanation of your technology resources should also be included. If scheduled, the Responder may demonstrate in-person their technology product. Refer to Amendment #1.

15. **QUESTION:** In further preparation for our submission for RFP 221502, Learning Walks Coaching Services For Principals, we would like to propose the following additional questions:

- Can you share the budget?

No, the budget has not yet been determined. We have issued this RFP to seek competitive offers.

- What is the funding source?

As stated in the RFP, federal funds are being used for these services. Ongoing funding source(s) will be determined at an unknown future date.

16. **QUESTION:** On page 14, the RFP states that school leaders will work collaboratively to develop and implement an instructional framework. Would ESC like the responder to include a roll out for the implementation of the framework to the district?

Yes, the Responder may provide any information in their submitted proposal that will assist the evaluation committee to make a fully informed decision for services directly would be appreciated, given that the information is directly related to the services requested in this RFP.

17. **QUESTION:** Will the orientation meeting with principals be virtual or at a district site?

Orientation will be held at a District site. Dates, times, and locations will be determined during the initial planning sessions between Mr. Brian Alaback and the awarded Responder.

18. **QUESTION:** Does a potential vendor need to register with the district in order to submit a proposal?

No, the District does not require vendor registration to submit a proposal.