

**NOLA Public Schools
Procurement Department
2401 Westbend Parkway, Suite 5076
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October 30, 2023

Addendum No. 1

REQUEST FOR PROPOSAL NO. 24-0039

**PROFESSIONAL DEVELOPMENT IN INSTRUCTIONAL PRACTICES
FOR ENGLISH LEARNERS**

This Addendum and Clarification item forms a part of the RFP Documents and modifies the original RFP Documents issued October 13, 2023. Acknowledge receipt of this Addendum on the Addendum Form of the Request for Proposal. Failure to do so shall subject proposal to disqualification.

This Addendum consists of 4 page(s).

CLARIFICATION:

1. **Question:** Form 10.0 (page 30 of the RFP) requires name, address, telephone, and fax numbers for references. As fax machines are used less universally than in the past, not everyone has them. Is it acceptable to provide email addresses rather than fax numbers or simply to leave that information blank?

Answer: Yes, It is acceptable to provide an email address.

2. **Question:** Is NOLA Public Schools open to a hybrid in-person/virtual model of support?

Answer: No. All Professional Development must be in-person.

3. **Question:** What is NOLA Public Schools' current professional development structure?

Answer: NOLA Public Schools does not have any direct run schools. There is no Professional Development calendar or Professional Learning Community structure. Each school has autonomy to create its own Professional Development structure. While NOLA Public Schools offer systemwide Professional Development, there is no obligation for authorized schools to participate.

4. **Question:** What is the time frame for implementation?

Answer: The project will begin once it is board approved and contract is fully executed between NOLA Public Schools and vendor.

5. **Question:** Given the time of year, is NOLA Public Schools open to a delayed roll out? For example, we may propose starting with creating a strategic plan and then building out a PD plan from there.

Answer: No. This pilot program is in progress and the work will begin immediately

6. **Question:** How many teachers and school leaders will we be supporting?

Answer: There will be 10 assigned schools. The vendor will be responsible for professional development for all instructional staff at each of these schools.

7. **Question:** For cohorts, is it one cohort per school?

Answer: There will be 10 assigned schools. The vendor will be responsible for professional development for all instructional staff at each of these schools. Each school will be considered a cohort progressing through a sequence of trainings.

8. **Question:** Are cohort members new teachers?

Answer: Participants will be all instructional staff across 10 assigned schools. This may include new teachers.

9. **Question:** Has NOLA Public Schools identified teachers and cohorts yet, or should this be part of our proposed scope of work?

Answer: NOLA Public Schools has already selected the 10 schools for the 2023-2024 academic year.

10. Who would we be partnering with to plan and progress monitor this work?

Answer: Vendors will be partnering with NOLA Public Schools.

11. If we are going to resubmit for RFP 24-0039, are we able to use the the previously dated forms? or do these need to have an updated date?

Answer: No, NOLA Public Schools will only accept forms for RFP 24-0039.

12. Regarding NOLA Public Schools RFP No. 24-0039 PD in Instructional Practices for English Learners, is the district open to virtual professional development in instructional practices for English learners in content classrooms with local support?

Answer: No. The district is not open to virtual with local support.

13. What would be the next step if I am unable to secure a DBE?

Answer: Proposers shall utilize the following DBE Good Faith Efforts Forms, as well as the DBE Compliance Certification Checklist.

14. Would I lose points for not finding a DBE?

Answer: Please refer to question #21.

15. Should I show proof that I contacted several businesses?

Answer: Please refer to question #21

16. In addition to the DBE list in the RFP, is there a recommended list of businesses I could contact as I would like to find a sub-contractor for this RFP? I have been unsuccessful in receiving follow-up responses from the organizations I got on the list.

Answer: No. If the Proposer has followed the proper steps notated within the Good Faith Efforts forms, they will not be rejected. However, points will not be earned.

17. How many work samples should the portfolio contain?

Answer: Quality over quantity. Please use the work portfolio submission as an opportunity provide evidence that you have in-depth content knowledge, local context, and cross-disciplinary understanding that the vendor has in the practical application and execution of best practices in teaching English Learners in K-12 general education classrooms.

Examples of portfolio components could be Professional Development agendas, slide decks, handouts, short videos of Professional Development delivery, participant feedback surveys, etc to reflect the breadth and depth of previous work.

18. What is included in the 20-page limit? Are all forms (including the DBE forms), samples and resumes excluded from that page limit?

Answer: Tabs 1-8 are included in the 20-page count. Tabs 9-12 are not included in the 20-page count.

19. If a proposer is not able to reach the 35% goal for DBE participation do they still receive some of the 10 possible points or is it all 10 points if you have 35% and 0 points if you are not able to meet the 35% goal?

Answer: Proposer will receive an equitable amount of points in proportion to the percentage committed to.

20. The Contractor Compliance Certification Checklist requires a Louisiana / Orleans Parish notary. As our organization is based outside of the state, can we edit the notary page to list our district and state?

Answer: Yes, Proposers outside of the State of Louisiana may use a notary from their domicile city and state.

21. Previous iterations of this RFP (24-0024 and 24-0033) included DBE Reports and Good Faith Effort forms. Are these required for the 23-0039 submission?

Answer: No. However, Bidders/Proposers are required to submit at a minimum, a commitment and a plan for DBE Participation, that includes the information required via specified DBE Compliance Forms, within this RFP

22. Are you planning on posting the participants list from the October 23 pre-proposal meeting?

Answer: No, NOLA Public Schools will not post the participants list from the October 23 pre-proposal meeting.

23. Please provide the participant list from the September 22 pre-proposal meeting

Answer: NOLA PS does not have access to the participant list from the September 22 pre-proposal meeting.

END OF ADDENDUM NO. 1