



**THE ESCAMBIA COUNTY SCHOOL DISTRICT
PURCHASING DEPARTMENT
75 N. PACE BLVD.
PENSACOLA, FL 32505**

REQUEST FOR PROPOSAL (RFP) & PROPOSAL ACKNOWLEDGEMENT

POSTING DATE:

October 15, 2021

PURCHASING CONTACT & TELEPHONE:

Allison Watson (850) 469-6210

RFP TITLE:

Instructional Leadership and Coaching Training Services

RFP NUMBER:

#220502

RFP OPENING DATE & TIME **CHANGE TO: Monday, November 22, 2021, 1:30 PM (CST)**

NOTE: PROPOSALS RECEIVED AFTER THE RFP OPENING DATE AND TIME WILL NOT BE ACCEPTED.

**RFP ADDENDUM #1
November 10, 2021**

The RFP has been amended to include the following questions and answers below. Previous questions and answers were posted on November 1, 2021 at <http://ecsd-fl.schoolloop.com/purchasing/bids>. The questions below are provided verbatim from what we received.

1. Who is the Office of Primary Responsibility?

Mr. Brian K. Alaback, Director of Professional Learning.

2. Is there an option to submit a response electronically?

No, we will only accept a hardcopy (paper) document with a flash drive.

3. What is the funding source?

Presently, the services will be paid using federal funds. Ongoing funding source(s) will be determined at an unknown future date.

4. Can you share the budget?

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

5. Is attendance mandatory or voluntary for the 140 administrators?

There is an expectation that all school-based administrators and District Curriculum and Instruction administrators will participate. Exceptions for specific training and/or learning walks will be granted on a case by case basis.

6. How many participants do you anticipate per Whole/large group setting?

The maximum number of participants in whole group is the combination of school-based administrators and District Curriculum and Instruction administrators as noted in the RFP.

7. How many participants do you anticipate per small group setting?

The small group participant count would be contingent upon the Responder's availability of the number of facilitators who would provide training and/or coaching for each small group.

8. What is the anticipated frequency for whole/large group settings?

Monthly.

9. What is the anticipated frequency for small group settings?

Monthly. The small group sessions are in addition to the whole group sessions.

10. Is your expectation for Leadership Coaching Learning Walks and the Instructional Coaching sessions to be held in conjunction with each other, or is your expectation for them to be separate?

The leadership coaching Learning Walks is a side-by-side coaching model in which the Responder's coaches walk with school-based administrators and District Curriculum and Instruction administrators in the classroom. The Learning Walks will provide coaching feedback to the said administrators on the feedback that the administrators will provide to the teachers based on the evidence collected during the Learning Walk.

11. Per Instructional Leadership Coaching: Learning Walks, on page 14, Section F, Timeline and Frequency, you state "Monthly Instructional Leadership Coaching Learning Walks". Is it your expectation that the awarded vendor will perform a campus learning walk each month, for all 51 campuses, or do you prefer to see a ToT model where the vendor would Train the Trainer on the first learning walk, and the administrators would perform the subsequent learning walks?

The awarded Responder(s) are expected to provide in-person Learning Walks with the school-based and District Curriculum and Instruction administrators. Learning Walks will have a mix of one-on-one Learning Walk coaching sessions and small group Learning Walk coaching sessions.

By signing this addendum, the Responder acknowledges receipt of the addendum for RFP#220502. The Responder should attach and return the addendum with your proposal.

Authorized Responder's Signature

Company Name

Printed Name

Date