

August 15, 2019

# ADDENDUM #1 – Request for Proposals for the Adult Education Accountability and Assessment – CN190072

To all Prospective Bidders:   
  
This addendum hereby revises RFP CN190072, as follows:

## Page 12, Section 3, Scope of Project, Task 1 Coordination and Communications with the CDE, Subtask 1.7 Coordination with the Department of Education Contractors

Add after last paragraph:

The successful bidder must acknowledge in the Technical Proposal that, as CDE’s contractor, that all the data and products generated from this contract will be shared with other contractors, in file formats determined by the CDE, and at the CDE’s discretion. The successful bidder must acknowledge in the Technical Proposal that, as CDE’s contractor, that file formats and method for data sharing with existing contractors will be developed in consultation with the CDE.

The successful bidder must acknowledge in the Technical Proposal that, as CDE’s contractor, that all the data and products generated from this contract will be shared with other contractors, on an ad-hoc basis such as, but not limited to, the data sharing with contractors being one way or two way basis depending on circumstances, the CDE modifying existing agreements, and the data elements.

## Page 13, Section 3, Scope of Project, Task 1 Coordination and Communications with the CDE, Subtask Task 1.8 Transition of Contracts

Delete

1. The Technical Proposal must describe in detail how the bidder proposes to work with the current contractor to obtain all electronic data files and file layouts, including historical data, all supporting documentation from the 2018-19 Program Year and earlier, and all other materials developed.

Replace with:

1. The Technical Proposal must describe in detail how the bidder proposes to work with the current contractor to obtain all electronic data files and file layouts, including historical data, all supporting documentation from the 2018-19 Program Year and earlier (approximately 30 years), and all other materials developed.

## Page 14-15, Section 3, Scope of Project, Task 2 Reports, Invoices, and Data file Requirements, Subtask 2.1 Monthly Written Progress Reports

Delete first paragraph and replace with:

The Technical Proposal must include a detailed process for providing monthly written progress reports to the CDE. The Technical Proposal must ensure that at a minimum, each monthly progress report must include: (1) task number and title; (2) description of tasks; (3) a report of activities completed and deliverables produced during the prior month; (4) an update of current or ongoing activities and the progress noted for each; (5) unanticipated outcomes or problems (as applicable); (6) root cause analysis of the problems (as applicable); (7) tasks planned for completion the following month; and (8) a detailed list of activities. The Technical Proposal must ensure that the monthly progress report will be submitted to the CDE for review and approval on the last Friday of each subsequent month. The CDE will not approve invoices for payments on this contract without an approved monthly progress report.

## Page 15, Section 3, Scope of Project, Task 2 Reports, Invoices, and Data file Requirements, Subtask 2.2 Annual Reports, 2.2.2 OCTAE Reports

Add at the end of paragraph:

Please visit the following web page <https://nrsweb.org/policy-data/wioa-and-nrs-resources> for more detail about OCTAE reports.

## Page 15, Section 3, Scope of Project, Task 2 Reports, Invoices, and Data file Requirements, Subtask 2.2 Annual Reports, 2.2.3 Narrative Report

Add at the end of paragraph:

Please visit the following web page <https://www.cde.ca.gov/sp/ae/ir/>. In addition visit the following web page <https://nrsweb.org/policy-data/wioa-and-nrs-resources> for more detail about OCTAE reports.

## Page 16, Section 3, Scope of Project, Task 2 Reports, Invoices, and Data file Requirements, Subtask 2.2 Annual Reports, 2.2.5 End-of-Year Progress Report

Add after the last paragraph:

Examples of prior reports and federal tables may be viewed on the CDE Adult Education Resources web page at <https://www.cde.ca.gov/sp/ae/ir/>.

## Page 16, Section 3, Scope of Project, Task 2 Reports, Invoices, and Data file Requirements, Subtask 2.2 Annual Reports, 2.2.6 Reports Technical Assistance

Delete 2.2.6 in its entirety and replace with:

## 2.2.6 Reports Technical Assistance

The Technical Proposal must describe in detail how the successful bidder, with prior CDE approval, will deliver technical training and support to local agencies including but not limited to:

1. A user-friendly accessible manual to guide local agencies in interpreting and using the data in the reports.
2. Instruction in multiple modalities. At a minimum the winning bidder must provide instruction (in person, webinars and self-paced online sessions). The instruction must be on the following subjects: NRS Implementation and Guidelines for Data Collection and the winning bidder’s MIS System. The instruction must guide agencies on how to interpret and use the data reports.
3. Provision of monthly in person trainings (except for the months of June, July, and August) in each of the 11 service regions of the California County Superintendents' Educational Services Association. The training must be two to three hours in length. The content and topics will be derived from consultation with the CDE and Adult Schools serving each of the 11 California County Superintendents' Educational Services Association.

## Page 25-26 Section 3 Scope of Project, Task 5 Data Systems and Management of Information Systems, Article 12

Add to the end of paragraph:

The CDE will provide question for the survey.

## Page 26-27 Section 3 Scope of Project, Task 5 Data Systems and Management of Information Systems, Article 16

Delete Article 16 and replace in its entirety with:

1. Technical training and support—with prior CDE approval, technical training, and support must be provided including:
2. A user-friendly accessible administration manual to guide local agencies in using the data and data systems.
3. Instructions in multiple modalities (in person, webinars, self-paced online sessions, etc.) for agencies on effective usage of the data collection system. The training, at a minimum, must include: data entry, error detection, data correction and update, report generation, using data to inform instruction, using data to improve local agency processes as well as policies and processes to successfully submit quarterly and annual data.
4. Monthly in person trainings (except for the months of June, July, and August) must be offered in each of the 11 service regions of the California County Superintendents' Educational Services Association. The training are titled “WIOA, Title II: AEFLA Regional Network Meetings” and must be two to three hours in length. Content for the meetings will be derived from consultation with the CDE.
5. Individual technical support to local agencies that encounter problems in using the data system, and a follow-up process to confirm the status of the reported problem.
6. Detail how technical support staff will be allocated and assigned to each of the 11 service regions identified by the California County Superintendents Educational Services Association.
7. Individualized Technical Assistance (ITA) that starts with a systematic review of local performance data to determine agencies needing improvement. Subsequently, the successful bidder must share the results with CDE to determine the ITA sessions that the contractor will provide.