

December 20, 2019

# ADDENDUM #1 – Request for Proposals for the Adult Education Professional Development – CN190223

To all Prospective Bidders:   
  
This addendum hereby revises RFP CN190223, as follows:

## Page 8, Section 3 Scope of Project, Task 1 Coordination and Communications with the CDE

Delete second paragraph and replace with:

The successful bidder shall coordinate communications with the CDE during the entire contract period. The successful bidder shall provide timely and accurate communication and coordination with CDE staff and other policy, administrative, and advisory groups; attend and provide minutes for required meetings; adhere to the CDE Approval Schedule Requirements (See Task 1.5 – CDE Approval Schedule Requirements) for project deliverables. The bidder’s proposal must include the following information to address Task 1 activities which include the following subtasks. The Task 1 activities include, but are not limited to, the following subtasks.

## Page 12, Section 3 Scope of Project, Task 1 Coordination and Communications with the CDE, Subtask 1.6 Transition of Contracts

Delete first paragraph and replace with:

The Technical Proposal must acknowledge the successful bidder’s commitment to completing all the requirements specified below in Task 1.6 and must provide a description of the approach and methodology by which the successful bidder will accomplish all the associated transition activities. The Technical Proposal must contain sufficient detail to convey the successful bidder’s knowledge of the subjects and skills necessary to successfully complete the project as stated in Task 1.6.

## Page 12, Section 3 Scope of Project, Task 1 Coordination and Communications with the CDE, Subtask 1.6 Transition of Contracts, Item A

Add to end of first paragraph in Subtask 1.6, Item A:

The successful bidder will have full access to the existing documents and materials produced for the CDE for the Professional Development project.

## Page 13, Section 3 Scope of Project, Task 2 Reports, Invoices, and Data File Requirements

Delete second paragraph and replace with:

The successful bidder must adhere to the CDE Approval Schedule Requirements as stated in Task 1.5 – CDE Approval Schedule Requirements for generating and delivering required reports/deliverables.

## Page 15, Section 3 Scope of the Project, Task 2 Reports, Invoices, and Data File Requirements, Section 2.3 Data Files, Reports, and Final Documents

Delete fourth paragraph and replace with:

The Technical Proposal must specify that the CDE must approve all material and/or deliverables developed in conjunction with this contract. (See Task 1.5 – CDE Approval Schedule Requirements). The Technical Proposal must acknowledge and ensure that the successful bidder will not disseminate any written information, materials, or deliverables to the field, public, or any other third party without written approval by the CDE. The Technical Proposal must acknowledge and ensure that the successful bidder is responsible for allowing sufficient time for the CDE to review the materials and/or deliverables, and if necessary, for the contractor to make modifications as directed by the CDE to review and sign-off on the revised submission (See Task 1.5 – CDE Approval Schedule Requirements). The Technical Proposal must acknowledge and ensure that the successful bidder is responsible for any costs associated with making modifications to materials and deliverables necessary to obtain sign-off by the CDE.

## Page 16, Section 3 Scope of the Project, Task 3 Comprehensive Plan and Schedule for Project Activities and Deliverables, Subtask 3.1 Narrative Schedule and Timeline

Delete last paragraph and replace with:

This section of the Technical Proposal must include a detailed narrative schedule and timeline that outlines, for all fiscal years and parts thereof, both by task/subtask and chronology for each activity to be performed for the entire contract term. The schedule and timeline must list all tasks, subtasks, activities, and deliverables to be performed in each fiscal year, or part thereof, as set forth in the Scope of Project in the RFP, Section 3. The chronological schedule and timeline must include proposed task/subtask initiation dates, completion dates, effort required, dependencies between deliverables and activities, and person(s) assigned, for each fiscal year covered under the proposed contract, or part thereof. The schedule and timeline will also serve as a monitoring document to ensure timely completion of tasks as proposed by the successful bidder. The Technical Proposal’s comprehensive plan and schedule must conform to the CDE approval schedule and must be updated and maintained throughout the term of the contract. (See Task 1.5 CDE Approval Schedule Requirements.)

## Page 20, Section 3 Scope of the Project, Task 4 Professional Development Activities, Subtask 4.4 Face-to-Face Professional Development Trainings, 4.4.2 Professional Learning Communities

### Add to end of 4.4.2:

The Technical Proposal must acknowledge and ensure that the costs for all professional development training, including travel of participants (excluding CDE staff), are to be provided by the successful bidder. Honoraria and substitute costs will not be reimbursed for this task.

## Page 21, Section 3 Scope of the Project, Task 4 Professional Development Activities, Subtask 4.4 Face-to-Face Professional Development Trainings, 4.4.3 Regional Trainings and Conference Presentations

### Add to end of 4.4.3:

The Technical Proposal must acknowledge and ensure that the costs for all professional development training, including travel of participants (excluding CDE staff), are to be provided by the successful bidder. Honoraria and substitute costs will not be reimbursed for this task.

## Page 21, Section 3 Scope of the Project, Task 4 Professional Development Activities, Subtask 4.4 Face-to-Face Professional Development Trainings, 4.4.4 Training of Trainers Institute

### Add to end of 4.4.4:

The Technical Proposal must acknowledge and ensure that the costs for all professional development training, including travel of participants (excluding CDE staff), are to be provided by the successful bidder. Honoraria and substitute costs will not be reimbursed for this task.

## Page 23, Section 3 Scope of the Project, Task 4 Professional Development Activities, Subtask 4.6 Administrative Leadership Professional Development Activities, 4.6.1 Annual Leadership Institute

### Add to end of 4.6.1:

The Technical Proposal must acknowledge and ensure that the costs for all professional development training, including travel of participants (excluding CDE staff), are to be provided by the successful bidder. Honoraria and substitute costs will not be reimbursed for this task.

## Page 28, Section 3 Scope of the Project, Task 5 State Leadership Activities, Subtask 5.2 Collaboration with Local, State, and National Agencies and Organizations

Delete Paragraph B and replace with:

B. The Technical Proposal must describe in detail how the successful bidder will work with local, state, and national organizations to provide more cost-effective trainings and reduce duplication of services. This includes offerings by other SLP, state conferences, national conferences as well as LINCS. The Technical Proposal must describe in detail how the successful bidder, beginning in fiscal year 2020–21, will provide an analysis of what other professional development opportunities are provided by local, state and national organizations. The Technical Proposal must ensure that this analysis will also include how the successful bidder will coordinate and leverage these professional development resources for local agencies. The Technical Proposal must describe in detail how the successful bidder will develop a sub-report to be included in the Annual Summary Progress Report due the last Friday of August each fiscal year, beginning in 2020–21.

## Attachment 15, Technical Evaluation Criteria, Page 4 of 14

Delete page 4 of 14 in its entirety and replace with the following page:

## *PHASE II –TECHNICAL PROPOSAL EVALUATION*

An evaluation panel will convene to evaluate the proposals using a consensus process. A minimum of 360 out of 400 is required for a proposal to advance to Public Opening of the Cost Proposal.

### RFP Section 3. Scope of Project, Task 1 – Coordination and Communications with the CDE

When evaluating the bidder’s Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in Task 1 including subtasks before assigning the consensus score.

How well does the bidder’s proposal demonstrate its capability to:

1. Plan and conduct the Orientation Meetingas described in Task 1.1?
2. Comply with Annual Planning Meetings as described in Task 1.2?
3. Plan and conduct Management Meetings as described in Task 1.3?
4. Comply with Professional Development Advisory Board Meetings as described in Task 1.4?
5. Meet the CDE Approval Schedule Requirements as specified in Task 1.5?
6. Plan to transition and coordinate with CDE Contractors as described in Task 1.6?

Task 1 Consensus score: <Your Score> out of 50 points possible

### RFP Section 5.1. Technical Proposal Requirements, Task 1 – Coordination and Communications with the CDE

When evaluating the bidder’s proposal for this section, please carefully consider the following questions and the requirements contained in Section 5.1 in relation to the services described in Task 1 including subtasks of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform Task 1?
2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform Task 1?
3. To what extent do the bidder and the bidder’s proposed subcontractor(s), if any, have the facilities, resources, equipment, technical capacity, and experience to perform the work required by Task 1
4. To what extent do the bidder and the bidder’s proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for Task 1?

Section 5.1, Task 1 Consensus score: <Your Score> out of 10 points possible

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