

February 9, 2022

# Individualized Education Plan Facilitation Network Request for Proposals Question and Answer Document

All references to Request for Proposals (RFP) in this document are to the Individualized Education Program Facilitation Network Request for Proposals that was released on January 5, 2022. The answers have been organized by sections of the RFP, as submitted by the potential bidders, without reference to the individual or company asking the question.

## Section 1 – Purpose And Background

### Page 6, Background, Paragraph 6, Bullet 6

1. Question: Would you please clarify the following bullet from the RFP on the elements of a written report developed by a successful bidder - "Description of how the successful bidder fulfilled the requirement to work in consultation with the organization designated by the United States Department of Education to assist states in improving their dispute resolution system including any outline of proposals or guidance received from such organization." As it reads, it implies that the bidder ought to work closely with -- or at a minimum, consult with -- an organization like The Center for Appropriate Dispute Resolution in Special Education (CADRE) (who may be designated by the United States Department of Education [USDOE]) in advance of submitting the proposal.

Answer: Please see RFP Section 1, Purpose and Background, page 5, Background for Senate Bill 129, Section 191 requirements. See also RFP Section 3.1.3.7 Subcontractors for subcontracting requirements pursuant to SB 129.

## Section 2 – General Proposal Information

### Page 7, Section 2.1 Bidder Eligibility, Paragraph 5, Bullet 1

1. Question: Please clarify a for-profit consulting firm is an eligible bidder. The first bullet reads “Bidder must be ‘an institution of higher education or a nongovernmental organization with expertise in Individualized Education Program (IEP) facilitation and alternative dispute resolution in special education in California”. It is not clear whether nongovernmental organization includes the entities listed in the first sentence of Section 2., which reads “Sole proprietorships, partnerships, public or private agencies, unincorporated organizations or associations may submit proposals in response to this RFP” and would thus include a for-profit consulting firm.

Answer: Please see RFP Section 2.1 Bidder Eligibility, “sole proprietorships, partnerships, public or private agencies, unincorporated organizations or associations may submit proposals in response to this RFP.” Additionally, pursuant to SB 129 a “bidder must be ‘an institution of higher education or a nongovernmental organization with expertise in Individualized Education Program (IEP) facilitation and alternative dispute resolution in special education in California’”.

## Section 3 – Proposal Specifications

### Page 14-19, Section 3.1.3 Organization Structure and Personnel Resources

1. Question: Will the grant allow me to hire staff and update names and resumés upon approval of the grant once established?

Answer: Please see RFP Section 3.1.3, Organization Structure and Personnel Resources, pages 14-19 for technical proposal requirements for organization structure and personnel resources. For clarification, the resulting award will be as a cost reimbursement contract (see RFP Section 3.3).

1. Question: Could you please share more about the roles and responsibilities of the Fiscal Manager and specifically how or why they may differ from those of a contract manager or bookkeeper? We are seeking additional rationale to better understand the minimum qualifications stated, “Fiscal Manager must possess, at a minimum, a degree in Accounting or related field, and have at least three years of recent experience (within the last five years) providing fiscal oversight and management of large complex contracts comparable to the size and scope of the services described in this RFP.”

Answer: Please see RFP Section 3.1.3 Organization Structure and Personnel Resources, Item 3. Fiscal Manager for Fiscal Manager requirements.

1. Question: In reference to “Key Personnel identified must possess the following qualifications:

i. A Master’s or Doctorate degree in education, education research, or a related area.

ii. A minimum of three years of experience (within the last five years) and demonstrated work history conducting the tasks as described in this RFP.”

Is there the opportunity to update the two required qualifications for all Key Personnel to either expand the related areas of education, consider allowing the team as a whole to meet these requirements, or require that each personnel meet either requirement i or ii?

Answer: Please see RFP Section 3.1.3 Organization Structure and Personnel Resources, Item 4. Key Personnel for Key Personnel requirements.

1. Question: Can a successful bidder submit a proposal with two project managers based on expertise, experience, and/or geography?

Answer: No. Please see RFP Section 3.1.3 Organization Structure and Personnel Resources, Item 2. Project Manager for Project Manager requirements.

### Page 25, Section 3.2.15 Preference Programs

1. Question: Is a team eligible for the “five percent bid preference [is] available to a California certified small business firm” if one of the partnered organizations meets this requirement, or is this preference applied only if the bidder is a small business firm?

Answer: Please see RFP Section 3.2.15.A Small Business Preference, and RFP Attachment 9, Small Business and Non-Small Business Subcontractor Preferences.

## Section 7 – Scope Of Project

### Page 49, Section 7, Task 4.1, Invested Educational Partner Engagement

1. Question: Might there be an outreach component to educate the public on the role of facilitators in the IEP process that can be included in the content of the presentations by educational partners?

Answer: Please see RFP, Section 7, Task 4 Invested Educational Partner Activities, Subtask 4.1.B; and Task 5 Implementation Report, Subtask 5.1.