

December 20, 2019

# Adult Education Professional Development Request for Proposals Question and Answer Document

All references to Request for Proposals (RFP) in this document are to the Adult Education Professional Development Request for Proposals that was released on November 13, 2019. 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 3 – SCOPE OF PROJECT

### Task 1 – COORDINATION AND COMMUNICATIONS WITH THE CDE

1. Question: There are discrepancies within the RFP task numbers. Please confirm that these are typos:
2. RFP page 8, Section 3 Scope of Project, Task 1 Coordination and Communication with the CDE, Subtask Task 2 Reports, Invoices, and Data File Requirements: This section refers to Task 1.6 as the CDE Approval Schedule Requirements however per the RFP this is task 1.5.
3. RFP page 12, Section 3 Scope of Project, Task 1 Coordination and Communication with the CDE, Subtask 1.6 Transition of Contracts: This section refers to this task as 1.7 but 1.7 does not exist.
4. RFP page 15, Section 3 Scope of Project, Task 2 Reports, Invoices, and Data File Requirements, Subtask 2.3 Data Files, Reports, and Final Documents: This section refers to Task 1.6 as the CDE Approval Schedule Requirements however per the RFP this is task 1.5.
5. RFP page 16, Section 3 Scope of Project, Task 2 Reports, Invoices, and Data File Requirements, Subtask 3.1 Narrative Schedule and Timeline: This section refers to Task 1.6 as the CDE Approval Schedule Requirements however per the RFP this is task 1.5.
6. Page 4 of 14, Attachment 15, RFP Section 3. Scope of Project, Task 1 Coordination and Communications with the CDE: This section refers to Task 1.6 as the CDE Approval Schedule Requirements however per the RFP this is task 1.5.
7. Page 4 of 14, Attachment 15, RFP, Section 3. Scope of Project, Task 1 – Coordination and Communications with the CDE: This section refers to Task 1.7 however this task does not exist.

Answer: Please see Addendum #1.

1. Question: Page 10, Section 3 Scope of Project, Task 1 Coordination and Communication with the CDE, Subtask 1.5 CDE Approval Schedule Requirements: What are the approval procedures for deliverables?

Answer: Refer to RFP, Page 10, Section 3 Scope of Project, Subtask 1.5 Approval Schedule Requirements.

1. Question: Page 12, Section 3 Scope of Project, Task 1 Coordination and Communication with the CDE, Subtask 1.6 Transition of Contracts: Will a new successful bidder have full access to the existing modules, assessment tools, and technology (web and online platforms) that are part of the current CalPro project as part of the transition to a new vendor?

Answer: Please see Addendum # 1.

1. Question: Page 17, Section 3 Scope of Project, Task 4 Professional Development Activities, Subtask 4.1 General Services to Support Professional Development: What is required for approvals regarding facilitators or trainers?

Answer: Refer to RFP, Page 10, Section 3 Scope of Project, Subtask 1.5 CDE Approval Schedule Requirements. Please also refer to Page 17, Section 3 Scope of Project, Subtask 4.1 General Services to Support Professional Development.

1. Pages 19-21, Section 3 Scope of Project, Task 4 Professional Development Activities, Subtask 4.4 Face-to-Face Professional Development Trainings: To clarify our understanding of the requirement to budget by subtask, does this mean to budget to the level of Tasks 1.1, 1.2, etc.? (Section 5.3.1, page 48) Subtask 4.4, for example, is further broken down into 4.4.1-4.4.4. Is it acceptable to budget at the 4.4 level for this subtask, or does CDE expect individual budgets for 4.4.1, 4.4.2, 4.4.3, and 4.4.4?

Answer: See RFP, Page 50, Section 5 Proposal Specifications, 5.3 Cost Proposal Requirements, 5.3.4 Task and Subtask Detail for Contractor and for Each Subcontractor for Each Fiscal Year.

1. Question: Pages 19, Section 3 Scope of Project, Task 4 Professional Development Activities, Subtask 4.4 Face-to-Face Professional Development Trainings, Page 23, Subtask 4.6 Administrative Leadership Professional Development Activities: Did CDE omit the requirement to reimburse participant travel for face-to-face events occurring under sub task 4.4 (beginning page 19) and sub task 4.6 (beginning page 23), or is the bidder to understand that participants will be responsible for their own travel costs for events occurring under those two sub tasks?

Answer: Please see Addendum #1.

1. Question: Pages 21, Section 3 Scope of Project, Task 4 Professional Development Activities, Subtask 4.4 Face-to-Face Professional Development Trainings, Page 23, Subtask 4.6 Administrative Leadership Professional Development Activities: In instances where it is not stated e.g., Trainer of Trainers Institute, Annual Leadership Institute is it assumed that participants cover their own travel costs? For these longer meetings/training events is food an allowable expense (Task 4.6.1 Annual Leadership Institute page 23; Task 4.4.4 Trainer of Trainers Institute page 21)?

Answer: Please see Addendum # 1.Please also refer to RFP, Attachment 14 – California State Travel Program.

1. Question: Pages 25–26, Section 3 Scope of Project, Task 4 Professional Development Activities, Subtask 4.8 CAEP Consortiums (State Funded Option), Subtask 4.9: Will the vendor be taking over both the role of the current Adult Education Professional Development Vendor providing services under WIOA Title II and the role of the CAEP Technical Assistance Provider currently supported through State of California CAEP funding (Tasks 4.8 and 4.9; Pages 25-26)

Answer: No.

1. Question: Pages 25-26 Section 3 Scope of Project, Task 4 Professional Development Activities, Subtask 4.8 CAEP Consortiums (State Funded Option): Is the intention of CDE and the CAEP Office to fully integrate the technical assistance activities funded under WIOA Title II with those of the CAEP TAP as a single project (Tasks 4.8 and 4.9; Pages 25-26)?

Answer: No.

## Section 4 – GENERAL PROPOSAL INFORMATION

### 4.4 Contract Funding, and Time Period

1. Question: Page 32, Section 4 General Proposal Information, Subsection 4.4.3 Option to Renew: Option to Renew states: “At the sole discretion of the CDE, the contract may be extended by written agreement and formal amendment between the parties, for an additional year beginning September 1, 2022 through August 31, 2023, covering portions of 2022-23 and 2023-24 fiscal years, at the same or lower rates, under the same terms.” Is it CDE’s intent to begin the optional extension period on September 1, 2022 as stated, or would CDE begin the optional extension period at the beginning of the fiscal year July 1, 2022?

Answer: Yes, September 1, 2022. See RFP, Page 32, Section 4 General Proposal Information, 4.4 Contract Funding, and Time Period, 4.4.2 Time Period and 4.4.3 Option to Renew.

## Section 5 – PROPOSAL SPECIFICATIONS

### 5.1 Technical Proposal Requirements

1. Question: Page 36, Section 5 Proposal Specifications, Subsection 5.1 Technical Proposal Requirements: Is there a page limit for the Technical Proposal? There does not appear to be one in the RFP.

Answer: No.

1. Question: Page 37, Section 5 Proposal Specifications, Subsection 5.1 Technical Proposal Requirements, Subsection 5.1.3 Organization Structure and Personnel Resources: Is it allowable for the Project Manager named in the application to not be a current employee of the organization submitting a proposal as long as there is a clear agreement between the organization and the project manager that they would become an employee upon successful funding of the project (i.e., letter of commitment?

Answer: No. See RFP, Page 36, Section 5 Proposal Specifications, 5.1.3 Organization Structure and Personnel Resources, 2 Project Manager.

1. Question: Page 39, Section 5 Proposal Specifications, Subsection 5.1 Technical Proposal Requirements, Subsection 5.1.3 Organization Structure and Personnel Resources, Number 7: Resumes – Is it acceptable to include staff resumes in an Appendix?

Answer: Yes.

### 5.3 Cost Proposal Requirements

1. Question: Page 49, Section 5 Proposal Specifications, Subsection 5.3 Cost Proposal Requirements, Subsection 5.3.2 Cost Proposal Cover Sheet: The RFP states that the first page of the cost proposal must be a cover sheet indicating the total amount. Since proposals are to be submitted in binders, is it acceptable to have a front title page on the outside of the binder with the “first page” on the inside of the binder as the “cover sheet” or does CDE want the “cover sheet” to be on the outside of the binder?

Answer: Yes, both are acceptable.

### 5.3 Submission of Proposal

1. Question: Page 53, Section 5 Proposal Specifications, Subsection 5.5 Submission of Proposal, Subsection G: The RFP states to mail the proposal, is it acceptable to hand deliver it to CDE?

Answer: Yes, proposals may be hand delivered or mailed. See RFP, Page 51, Section 5 Proposal Specifications, 5.5 Submission of Proposal for submission requirements.

## Section 6 – EVALUATION PROCESS

1. Question: Page 56, Evaluation Process, C Public Opening of the Cost Proposal: Can CDE share the dollar amount of the contract with the current vendor?

Answer: [$4,963,493.93](file:///C:\Users\cyaangh\AppData\Local\Microsoft\Windows\INetCache\IE\XQDZDTXC\$4,963,493.93)