

HAWAII STATE DEPARTMENT OF EDUCATION

PROCUREMENT AND CONTRACTS BRANCH

February 5, 2025

ADDENDUM B

TO

REQUEST FOR PROPOSALS

RFP D25-047

PROVIDE COACHING, CONSULTATION, AND COLLABORATION TO CREATE HONORS
COURSES FOR WAIAKEA INTERMEDIATE SCHOOL

This addendum is hereby issued to respond to the following additional questions:

Q1: Can the Department confirm the funding source(s) for the requested services? Will federal, Title I, or state funds be used?

A1: We will be using federal funds.

Q2: Can the Department provide an estimated budget range or funding cap for this contract?

A2: Our budget cap for the resulting contract is \$90,000.

Q3: Are awarded vendors allowed to directly communicate with district and school stakeholders regarding their approved services?

A3: There will be only one awarded Offeror to provide all services specified in the Scope of Work. Refer to RFP Section 1.19, Contract Award.

Q4: Will the Department provide an editable Word version of the contract template for vendors to incorporate any exceptions?

A4: Offeror shall list and fully describe all exceptions to the terms and conditions of the RFP (including the General Conditions), identify any assumptions or constraints, and identify and describe deviations. The STATE reserves the right to accept or not accept any exceptions. Refer to RFP Section 4.8, Executive Summary.

Q5: How many teachers, leaders, and staff does the Department anticipate participating in this program? The RFP states that 80 staff members will be included, but can the Department confirm the number of Honors-specific teachers who will receive specialized training?

A5: There are approximately 36 Honors teachers who will receive specialized training.

Q6: How many total workshop days are available during the school year and summer for professional learning?

A6: The number of days available has not yet been determined. We are looking for proposals that include a Project Approach/Methodology, Work Plan, Project Schedule, and Customer Support. Refer to RFP Section 4.11, Proposed Solution; Technical Proposal. This includes the proposed number of workshop days.

Q7: Will virtual coaching be considered, or is only on-site coaching required?

A7: Yes, virtual coaching will be considered in conjunction with on-site coaching. Quarterly consultation and coaching requires the Contractor to provide an in-person session 1 day per quarter. Refer to RFP Section 3.1.2.7, Quarterly Consultation and Coaching (1 Day per Quarter).

Q8: Will coaching sessions be integrated into the regular school day, or will release time be provided?

A8: The coaching sessions can be a combination of regular school day sessions and release time. We are looking for proposals that include a Project Approach/Methodology, Work Plan, Project Schedule, and Customer Support. Refer to RFP Section 4.11, Proposed Solution; Technical Proposal. This includes the proposed approach, methodology, and plan for coaching sessions.

Q9: What is the estimated number of students who will participate in this program?

A9: There are an estimated 200 students who will participate in the honors program.

Q10: How many weeks should the instructional program last?

A10: We are looking for proposals that include a Project Approach/Methodology, Work Plan, Project Schedule, and Customer Support. This includes the length of the proposed program. Refer to RFP Section 4.11, Proposed Solution; Technical Proposal. The initial term of the contract is upon full contract execution through May 31, 2026. Thereafter, the contract may be extended for not more than three additional twelve-month periods, contingent upon the need for continued services and funding availability. Refer to RFP Section 1.18, Contract; Contract and Performance Period. Offeror's price proposal must specify all costs to be incurred within the contract period. This may include a separation of training and support for the initial period and for the optional extension periods, if any. Refer to RFP Section 4.12, Price Proposal.

Q11: What is the expected session frequency and length per student per week?

A11: This contract is for comprehensive teacher training. Refer to RFP Section 3.1, Scope of Work.

Q12: Are there any state-specific certification requirements for instructors delivering professional development and coaching?

A12: No.

Q13: The RFP includes a keynote session for parents—how many families does the Department anticipate participating? How many educators does the Department anticipate will participate?

A13: We anticipate approximately 150 people that will attend the keynote speaking engagement. Department staff will be limited to those who are organizing the event, approximately 10 staff.