Department of Materials Management
Procurement Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Suite 3100
Rockville, Maryland 20850

August 16, 2021
Notice to Bidders

The following are questions and responses regarding
RFP# 4931.1 Professional Learning for
Bilingual and Biliteracy Programs

Question 1: Approximately, how many teachers, coaches and administrators will participate in the PD from each school?

Answer: There are approximately 180 facilitators of instruction (English/Spanish), 5 coaches and 10 administrators.

Question 2: Approximately, how many hours of PD in total and over what intervals of time?

Answer: Approximately 10 full day sessions spread out over the school year.

Question 3: Will the PD provided to teachers across schools or by school?

Answer: The PD will be provided to teachers across schools with differentiation based on individual schools' needs.

Question 4: Approximately, how many teachers in each school will be observed and coached and for how many hours over the course of the year?

Answer: Approximately 5-6 teachers per school observed and coached 3 times in the school year.

Question 5: Will observations and job-embedded coaching build on already established professional-learning-community structures in existence in the schools?

Answer: Yes.

Question 6: Will support be provided to an MCPS team of writers already in existence?

Answer: Possibly and open to other approaches.

Question 7: Approximately, how many hours of consultation are expected to be needed

Answer: See answer to question 4

Question 8:   Approximately, how many school and district administrators will participate in the PD?

Answer: 10 school administrators, 8-10 district administrators.

Question 9:   Approximately, how many hours of PD in total and over what intervals of time?

Answer: Approximately 10 full day sessions spread out over the school year.

Question 10:   Approximately, how many staff members are expected to participate from each school?

Answer: There are approximately 18 - 31 facilitators per school site.

Question 11:   Approximately, how many hours for each participant in total and over what intervals of time?

Answer: Approximately 10 sessions per participant spread out over the school year.

Question 12: Will this be a facet of the training described in (a) above or a separate training

Answer: What is this? If the question is will PD on items such as oracy, happen in the school-based PD, then yes is the answer.

Question 13: If the latter, approximately, how many teachers, coaches and administrators will participate in the PD?

Answer: See answer 1 and 3.

Question 14: How many hours of PD in total and over what intervals of time*?*

Answer: Approximately 10 full day sessions spread out over the school year.

Question 15:   Can you please explain what is meant by 3.1(f), "Opportunities to develop dual language advocacy skills" and provide an example?

Answer: Education and guidance on how to advocate and inform communities of the pillars of dual language education.

Question 16: What are the approximate numbers of teachers to be served, by site and by language of instruction? How many students do these teachers serve?

 Answer: See answer to question 10. See answer 23

Question 17: When coaching is implemented in the elementary school settings, will teachers have preparation time during which they can meet with coaches or can "floating" substitutes be provided?

Answer: Yes

Question 18: What is the anticipated start date of the contract?

Answer: The contract cannot begin until one day after board approval. The expectation is to recommend an awardee to the board in late September.

Question 19:   Who is the Office of Primary Responsibility?

Answer: Department of English Learners and Multilingual Education

Question 20:   What is the funding source?

Answer: Local

Question 21: Can you share the budget?

Answer: No

Question 22: Can you provide the names of the five campuses?

Answer:

- **Rolling Terrace ES**
- **Oakland Terrace ES**
- **Washington Grove ES**
- **Brown Station ES**
- **Kemp Mill ES**

Question 23: How many students are at each of the five campuses?

Answer: Approximately:

- **Rolling Terrace ES - 544**
- **Oakland Terrace ES - 328**
- **Washington Grove ES - 274**
- **Brown Station ES - 435**
- **Kemp Mill ES - 410**

Question 24: Can you provide the following quantities of staff per position for each campus?

   Answer:

- **Elementary Administrators**
- **Principals - 1 at each school**
- **Assistant Principals - 1 at each school**
- **Staff development teachers: - 1 at each school**
- **Reading specialists: - 1 at each school**
- **Language development teachers: varies by school- as many as 10 and as few as 3**
- **Intervention/focus teachers: varies by school- about 5**
- **Content teachers- Approximately 18-31 teachers**

Question 25:   How many district leaders supporting the five elementary schools will receive professional learning?

   o   What are their roles?

Answer: 8-10 district administrators. TWI coordinators and content supervisors/specialists

Question 26: Do any of the following teachers hold a coaching role, and if so how many teachers do they coach?

   o   **Staff development- yes- whole staff**
   o   **Reading specialists- yes- whole staff**
   o   **Language development- no**
   o   **Intervention/focus- no**
   o   **Content- no**

Question 27:   The RFP states Professional learning in English, Spanish, and bilingually for teachers, parents, and school leaders. Can you please differentiate what professional learning you anticipate parents to receive?

Answer: Professional learning around the pillars of dual language, advocacy and how they can support their child

Question 28:   The timeline for implementation and key staff speaks to a sequence of experiences that will be available for participating students.

   o   How many students will be participating?
   o   What is the breakdown of students by grade level

 Answer: See answer 23

Question 29: What model of dual language instruction is currently in use?

Answer: We currently use the 50-50 model of instruction in our TWI programs.

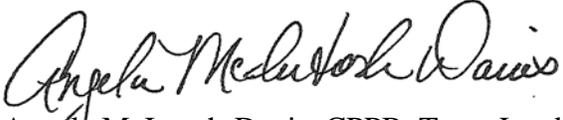Question 30: Is there a page limit or formatting constraint?

Answer: No

Please indicate your receipt of this notice my signing below and returning with your proposal or under a separate cover.

Accepted By: _____
(Name & Title)

Name of Company: _____

AMD   Angela McIntosh-Davis, CPPB, Team Leader
Procurement Unit