



Amendment of Solicitation

Date of Issuance: 12/6/19

Solicitation No. 2700000173

Requisition No. 2700000621

Amendment No. 1

Hour and date specified for receipt of offers is changed: ☒ No ☐ Yes, to: _____ CST

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly on the front of the envelope.

ISSUED BY and RETURN TO:

U.S. Postal Delivery:

5005 N Lincoln Blvd

Richard Williams
Contracting Officer

405 - 522 - 1040
Phone Number

OKC, OK 73105 -

or

Personal or Common Carrier Delivery:

5005 N Lincoln Blvd

Richard.Williams@omes.ok.gov
E-Mail Address

OKC, OK 73105 -

Description of Amendment:

a. This is to incorporate the following:

Below are the Answers to all Questions received:

Q.1. C.3.1: Are literacy coaches currently under contract with OSDE? If so, how many are contracted?

A.1. Currently, there are 4 contracted coaches with a fifth contract undergoing approval.

Q.2. C.3.2: Where will leadership meetings occur? Where will the coaching meetings occur?

A.2. Typically, leadership meetings occur in the Oklahoma City Metro area. If meetings are moved to another location, SPDG leadership may work with the consultant to create a plan of participation via technology.

Q.3. C.3.2: What is the expected length of these face-to-face meetings?

A.3. Both the face-to-face Leadership meetings and the coaching meetings are scheduled for 6 hours per month.

Q.4. C.3.3: Have these site and district personnel already been identified? What jobs are held by the individuals to be coached (e.g., teachers, administrators, literacy specialists, etc.)? How many personnel are included? Can you provide a list of SPDG-supported LEAs and sites?

A.4. Two cohorts of districts have already been identified. These are Sand Springs Public Schools, Shawnee Public Schools, Allen-Bowden Public Schools, and Bixby Public Schools. One cohort of “Rising School” sites have also been identified. These are Marietta Elementary School (Marietta Public Schools), Soper Elementary School (Soper Public Schools), Allen Elementary School (Allen Public Schools), and Jenks East Elementary School (Jenks Public Schools). The Supplier will provide literacy coaching primarily to sites within the identified districts. Positions held by those to be coached may include reading specialists, special education teachers, district curriculum specialists, and principals. The full list of people to be coached has not yet been identified; the successful supplier will work with SPDG leadership to identify district needs and areas/positions most in need of coaching support. Per section C.4.4., coaching from this contract will include up to 20 individuals to be coached.

Q.5. How many districts, sites, and classrooms are supported by SPDG for this contract?

A.5. SPDG supports four total districts and their respective schools, with a total of 26 district school sites. The SPDG also supports four “Rising Schools,” with up to another five added on in the Spring 2020.

Q.6. C.3.3: Where are these districts/sites/classrooms located?

A.6. SPDG-supported sites are located throughout the State of Oklahoma. Current sites are located in Tulsa County, Creek County, Pottawatomie County, Pontotoc County, Love County, and Choctaw County.

Q.7. C.3.3: Is this 15 hours/month per district? Per site? Or is it a total of 15 hours to be divided across districts and sites?

A.7. This is a minimum of 15 hours of direct coaching support total, divided across districts and sites.

Q.8. C.3.4: How many grant conferences are there?

A.8. The grant organizes and funds three conferences per year.

Q.9. C.3.4: How many days are each conference?

A.9. Currently, the conference in the fall is one full day; the conference in the spring is one full day; the summer conference is three full days.

Q.10. C.3.4: Where are the conferences located?

A.10. Conferences will be located either in the Oklahoma City Metro area or in the Tulsa-area.

Q.11. C.3.5: Who is the intended audience (i.e., district and site personnel who will then provide the training to parents, or will the supplier provide the training to parents)?

A.11. The supplier will provide the training directly to parents of students in the districts.

Q.12. C.3.5: Where will this training occur? Is it face-to-face or virtual?

A.12. These are face-to-face trainings and will occur on-site of SPDG schools. Trainings may be divided between the supplier of this contract and contracted literacy coaches.

Q.13. C.3.5: How many sites will be trained? Will it be provided to all sites at once, or each one separately?

A.13. Each site will organize their own parent training, with some sites in a single district combining to host the training. Every supported site will be offered the training, but the actual numbers of sites trained may fluctuate across contract years. The supplier will work with the SPDG leadership team and the contracted literacy coaches to provide these trainings.

Q.14. C.4.1: Is this in addition to the coaching meeting described in C.3.2?

A.14. Yes; the coaching meeting described in C.3.2 describes a meeting that includes SPDG team members, the literacy coaches and system coaches. The meeting described in C.4.1 includes only the SPDG MTSS Specialist for Academics and the Literacy Coaches. This meeting is led by the successful supplier, in collaboration with the SPDG MTSS Specialist.

Q.15. C.4.1: Will all OTISS Literacy Coaches meet with the supplier together, or will these be individual meetings?

A.15. All OTISS Literacy Coaches will meet with the supplier together to review progress and receive ongoing professional development.

Q.16. C.4.1: How many OTISS Literacy Coaches are there?

A.16. Currently, the SPDG contracts with four literacy coaches with a fifth literacy coach contract undergoing approval.

Q.17. C.4.1: How long should these meetings last?

A.17. Length of these meetings will depend on need of OTISS Literacy team and should not exceed 6 hours. The supplier will work in collaboration with the SPDG MTSS Specialist to schedule and plan these meetings.

Q.18. C.4.1: Are these meetings face-to-face, virtual, or both?

A.18. These meetings are face-to-face, but the successful supplier should continue to be available via email for the time between these meetings.

Q.19. C.4.4: Is this for only one district or multiple SPDG-supported districts? If multiple, how many?

A.19. The educators may be identified from any of the four SPDG-supported school districts.

Q.20. C.4.4: Is this for 20 educators per district or 20 educators total?

A.20. Coaching plans will be developed for up to a total of 20 educators.

Q.21. C.4.4: Is this for the literacy coaching described in C.3.3 or in addition to that service?

A.21. Yes; these coaching plans will be developed for coaching activities/services described in C.3.3.

Q.22. C.4.6: Is this training series only “created” for others to deliver or also delivered by the supplier?

A.22. This training series will be delivered by the supplier, as well as for other members of the SPDG grant. This may include, but is not limited to, SPDG MTSS Specialists, SPDG Project Coordinator, OTISS Literacy Coaches, and OTISS System Coaches. Before these other members are permitted to deliver the series, the supplier will provide the training to the other members of the SPDG team.

Q.23. C.4.6: Is the series intended for face-to-face delivery or online?

A.23. The series is intended for face-to-face delivery, but may later be modified by the SPDG team for use on an online learning management system.

Q.24. C.4.6: If the supplier is to deliver the series, how many times will each session be delivered? Where?

A.24. The supplier may deliver trainings from the series directly to supported districts and sites or at any of the three yearly conferences. The supplier will work collaboratively with the SPDG leadership team and the SPDG MTSS Specialist for Academics to schedule and provide this training series.

Q.25. C.4.6: What is the desired number of topics for a complete series?

A.25. The complete series must address, at minimum, the above 9 topics.

Q.26. C.4.7: How many total training sessions are expected?

A.26. A maximum of 26 sessions are anticipated; however, the supplier will work with the SPDG leadership team and SPDG MTSS Specialists to schedule, assign, and deliver these sessions, using multiple members of the grant team.

Q.27. C.4.7: Where will these training sessions occur?

A.27. It is anticipated that these training sessions will occur directly in supported sites.

Q.28. C.4.7: How long will each training session last?

A.28. Each parent training session should last a minimum of 30 minutes, but no more than 90 minutes.

Q.29. C.4.7: Is this in addition to the previously discussed trainings (C.3.4, C.3.5, and C.4.6)?

A.29. This is in addition to the trainings discussed in C.3.4 and C.4.6. However, this is a more detailed description of the anticipated activities of the trainings described in C.3.5.

Q.30. C.4.8: See questions on C.3.4

A.30. Two training sessions per each of the conference dates are anticipated. These conference training sessions will occur in either the Oklahoma City metro area or the Tulsa area. Typically, conference trainings last 90 minutes. This is the activity associated with the Scope of Service described in section C.3.4. Sessions may include trainings from the developed series discussed in section C.4.6.

Q.31. C.4.9: Who are the participants?

A.31. Participants will include all attendees of training sessions and assigned personnel receiving coaching services. These participants will primarily be teachers, but will all be school personnel.

Q.32. C.4.9: It is unclear how participant growth will be measured by February 1, 2020 since the contract may not have been awarded. Please clarify.

A.32. This requirement will only be put in to effect if the supplier has been under contract for at least two months. However, from date of award through the duration of the contract, the supplier will still be required to keep detailed records, as described in this section.

Q.33. C.4.9: Renewal of this contract is October 1 of each subsequent year. Why is participant growth data required to be completed by February 1 when only a portion of the contracted services have been completed?

A.33. Participant data is submitted by February 1st of each contract year, for inclusion in the grant's Annual Performance Report (APR) that is submitted to the grant-funding agency. Activities conducted from February 1 through September 30 will be submitted and reported in the following year's APR.

Q.34. C.4.9: Who will determine what constitutes "growth data" of the participants? Has this already been determined by SPDG team?

A.34. The grant's current performance measures guide data collections and use. Growth data will consist of participant's perceived growth, as well as formalized coaching observations by the supplier of this contract and OTISS Literacy Coaches. The observation data is collected via a formalized protocol.

Q.35. C.4.9: Has baseline quantitative or qualitative data of knowledge and skills of target groups (e.g., coaches, teachers, parents, administrators, students) been collected?

A.35. Yes, baseline data for current instructional practices of coaching participants has already been collected. However, when new participants are identified and selected, the successful supplier will collect baseline data for these new participants.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature