

**Charleston County School District
 Request for Proposals**

**Solicitation Number: P2504
 AMENDMENT 1**

Description: Senior Leadership Coaching & Mentoring Services

Date: July 16, 2024

SUBMIT OFFER BY: July 23, 2024 BY 2:00 PM

QUESTIONS MUST BE RECEIVED BY: July 15, 2024 by 2:00 PM

NUMBER OF COPIES TO BE SUBMITTED: One (1) Original, Four (4) Hard Copies, and One (1) Electronic Copy (Flash Drive) (Total of 6 Copies) (See Page 2 for details)

PROCUREMENT OFFICIAL CONTACT: Procurement Services
 Attention: Robin McNeal, CPPO, CPPB
 3999 Bridge View Drive
 North Charleston, SC 29405
 Phone: 843-566-1809
 Email: robin_mcneal@charleston.k12.sc.us

The term “Offer” means your “Proposal”.

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

You must submit a signed copy of this form with your offer. By submitting a proposal, You agree to be bound by the terms of the Solicitation. You agree to hold your offer open for a minimum of ninety (90) calendar days after the Opening date.

Print Name of Offeror (Full legal name of business submitting the offer)		Date Signed
Authorized Signature (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		Taxpayer Identification No.
Title (Business title of person signing above)		Telephone Number
Printed Name (of person signing above)		Facsimile Number
Company Address (Street, City, State & Zip Code)		
Contact Person(if different than authorized signature)		Email Address
Telephone Number	Facsimile Number	

Cover Page

ACKNOWLEDGEMENT OF AMENDMENTS: Offerors: Acknowledges receipt of amendments by indicating amendment number and its date of issue. See “Amendments to Solicitation” in Section II Instructions to Offerors.

Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.
1	2	3	4	5	6	7
Initial	Initial	Initial	Initial	Initial	Initial	Initial

AMENDMENTS TO SOLICITATION (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <https://www.ccsdschools.com/Page/432> (b) Offerors shall acknowledge receipt of any Amendment to this solicitation (1) by signing and returning the Amendment, (2) by letter, or (3) by submitting a bid that indicates in some way that the bidder received the Amendment.

AMENDMENT 1

Question 1

Section 7.0 Scope of Work - Timeline subsection: How many individuals fall into each of the "Senior Leadership" and the "Principals" and the "Mentors" categories? Can the District provide a demographic snapshot of each cohort (or all three cohorts collectively) that indicates length of overall service in the profession and length of service with CCSD? Are there other demographic factors that can also be provided such as age or age range, education level, gender, and others the District may already have on file.

Response:

Senior Leaders: Approximately 50

Principals: Approximately 90

Mentors: Approximately 350

*Demographics will be varied. Some will be teachers who have been in CCSD or teaching in another district for many years, while others may have only been teaching a few years. It is required that all Mentors are on Continuing Contracts.

Age range and education will be varied for all groups; however, all will be certified educators and the Principal group will have a minimum of a Master's Degree in Educational Leadership (or equivalent).

Question 2

Section 7.0 - Scope of Work - Timeline: Does the District intend for each training phase to be conducted in-person? How many days are expected to be provided with each cohort identified above? Section 9.0 provides insight, and we are asking to ensure clarity.

Response:

Yes, in person for the training with some availability for consultation/support virtually post training. The intent would be to have follow up training in person as an extension/follow-up/check-in.

Question 3

Section 7.0 - Scope of Work - Goals to be Achieved: Does the District envision the "ongoing availability of the consultants" to be managed virtually? If not, how does the District envision this deliverable being handled? Again, Section 9.0 provides insight, and we are asking to ensure clarity.

Response:

Yes, virtually

Question 4

Section 9.0 - Bidding Schedule - Cost Proposal: The cost proposal seems to indicate expectations related to Section 7.0 and our question #2 above. Can you clarify what the "2" is as it relates to "Hourly Rate"? Does the District envision 2 hours of virtual

training total for the cohort or per cohort member? If so, again, how many members are in each cohort? Is the cost category for "Individual - Virtual" training for each cohort envisioned to apply "as requested" by the individual cohort member? If so, does the District have guidance on the factor to apply to the "Hourly Rate" to achieve the "Extended Cost" so that all respondents' bids are evaluated equitably in this regard?

Response:

The hours are intended to be by cohort. The virtual hours of availability would also be by cohort. See #2 for additional information.

Question 5

Section 9.0 - Bidding Schedule - Cost Proposal: Will the District allow itemized cost for training consumables? For example, can the Bidder integrate an individual assessment into the proposed service provision and price that independent of the daily and hourly rates?

Response:

Training consumables should be built into the overall cost of the training.

Question 6

Signatures In reviewing documentation for other active Charleston County School District RFPs, it appears that the District accepts electronic signatures on proposal forms. Please confirm that electronic signatures are permissible for this bid.

Response:

Yes.

Question 7

Audience Could the District provide estimates of the numbers of Classified Staff, Certified Staff, Building-level leaders, and Senior Leaders that will participate in services?

Response:

Audience:

Cert. Staff: Approximately 500

Building Leaders: Approximately 90

Senior Leaders: Approximately 50

**Other questions will be addressed in the next amendment
ALL OTHER SPECIFICATIONS REMAINS UNCHANGED**