

Addendum #1

Coaching and Feedback Platform (SY 2021/2022)

Issue Date: Wednesday, April 21, 2021

Bids Due: Wednesday, May 5, 2021 at 1:00PM

- 1. Items 1 and 2 under Instructions states that this RFP response must be submitted hard copy to PPSD. Would PPSD consider the submission of an electronic response via email or your bidding site?**

By state law, we cannot accept electronic responses. Please submit your bid in accordance with the instructions on page 1.

- 2. If a hard copy submission is required, please advise on any dates and times between May 3, 2021 and May 5, 2021 at 1pm where PPSD will NOT be available at the shipping address provided to accept a delivered proposal response by FedEx.**

Our offices at 797 Westminster will be open on Monday 5/3, Tuesday 5/4 and Wednesday 5/5. We do not recommend scheduling the delivery for Wednesday 5/5 as it is the day of the bid opening. Bids must be **in the Purchasing Office** by the date and time of the bid opening. Late bids will not be considered.

- 3. Does requirement 9 on pg. 2-General Terms apply to privately-held LLCs looking to submit for this opportunity? If so, what documentation would you like vendors who fall under this classification to provide?**

At the time of bid submission, no documents need to be submitted as proof of compliance with this requirement.

- 4. Is an original signature required on Bid Form 1: Bidder Information or will a digital signature via DocuSign be acceptable?**

A digital signature is acceptable.

- 5. Page 9 of this RFP states a requirement for a demo account to be included with proposal submissions. Would PPSD be open to vendors scheduling a guided lab with your team as an alternative? A guided lab would be a scheduled live session with our team and PPSD so we can answer your questions and provide guidance in real time as you explore our solutions. If a demo account is required, please indicate how long (an end date) the PPSD team would need access for.**

We do require a demo account. A presentation (guided lab) is not an acceptable alternative. We would need access to the demo for about a week.

6. Who serves as coaches at PPSD? Is it peer coaches, instructional coaches, principals/supervisors? Who are the coachees?

Many roles are potential coaches. Teacher leaders may coach other teachers, dedicated math and literacy coaches coach other teachers. Assistant Principals may coach teachers or the math and literacy coaches mentioned above. Principals coach APs, teachers, or other coaches. District leaders may coach any of the groups below, etc.

7. How are coaches assigned/defined? How do they differ from supervisor relationships?

Supervisors/managers are expected to assign and/or evaluate the workload of those they manage. Coach-coachee relationships are non-evaluative in nature (though these roles can sometimes overlap). The role of the coach is to help the coachee grow their professional skills through cycles of observation and feedback.

8. What is PPSD using for the formal evaluation process? Does coaching factor into formal evaluations? Would a single system that supports both formal observations and coaching be desired?

Formal observations are done through the Frontline system. Coaching is non-evaluative and for this reason, we prefer to keep these two systems entirely separate.

9. Could you provide an example of what a coaching plan may look like?

This largely depends on the job role of the coachee and which requisite skills are required by or useful to the position. However, a unifying facet of all coach-coachee relationships is for the coach to identify potential growth areas for the coachee, build out both short-term and long-term goals related to that area, and to then participate in cycles of observation and feedback with the coachee that result in action steps designed to improve the coachee's practice in the identified growth area.