



Information Item No. 1

Date of Information Item No. 1: November 14, 2023

Arlington Public Schools

Procurement Office

Request for Proposal 66FY24

Request for Proposal Title: Systems Change Consultancy Services

Request for Proposal Number: 66FY24

Request for Proposal Issue Date: October 27, 2023

Pre-Proposal Conference: November 2, 2023

Proposal Due Date and Time: November 20, 2023, No Later Than 11:59 P.M.
(Local Prevailing Time)

Procurement Office Representative: Danielle Godfrey
Assistant Director of Procurement
(703)228-6126, Danielle.godfrey@apsva.us

The following information is provided to help Offerors submit a Proposal in response to RFP No.66FY24:

General:

- Q1. What is the number of demonstration sites that you anticipate setting up through this project?
- A1. That is still to be determined. APS will work with the selected offeror to determine the most appropriate number of demonstration sites.
- Q2. Is Arlington public schools currently implementing Virginia Tiered System of Support? If yes, how do you envision this contract fitting in with that implementation?
- A2. APS implements ATSS, Arlington Tiered System of Support. See [website](#) for more information, however that is not our eligibility model for determining if a student requires special education.

- Q3. Are there specific schools you have in mind for the demonstration sites? Are those schools implementing Virginia Tiered System of Support?
- A3. No, there are not specific schools at this time. That would be determined together with the selected offeror. All of APS implements ATSS.
- Q4. Does the implementation planning deliverable involve helping Arlington Public Schools to develop a plan for training/coaching on inclusive practices? Or does it require the contractor to deliver those training and coaching services?
- A4. Yes, APS is looking for the offeror to deliver some training and coaching as part of the plan to ensure APS inclusive practices are implemented and sustained over time.
- Q5. The RFP states that “A key metric of the systems change initiative, in addition to any other goals or milestones identified during the design process, will be achieving APS’s strategic goal of educating 80 percent of students with disabilities (SWD) in the general education setting for at least 80 percent of the school day. Other outcome target measures could include a reducing disciplinary actions for SWD, and reducing reported rates of bullying, reducing racial and ethnic disproportionalities in segregated educational settings, increasing graduation rates, improving performance on state assessments, and other measures of academic outcomes for all students.” Is the key goal/metric inclusion of students with disabilities? Or, is that goal among the other goals listed in the RFP?
- A5. Yes, inclusion of SWD.
- Q6. The RFP mentions and defines “inclusive education” as it relates to culturally responsive education, and “inclusion” as it relates to students with disabilities. It then goes on to describe the launch of an implementation initiative where “inclusive practices will be accelerated”. Is the goal of this initiative to implement culturally responsive education (e.g., inclusive education), throughout student support systems (e.g., VTSS), as a means of addressing disproportionality and improve % of time students with disabilities spend in LRE?
- A6. We are hoping to both address disproportionality areas as well as grow the overall inclusive practice for SWD in the entire system to support more students in a least restrictive environment.
- Q7. Does APS have a target budget for year 1 and future years?
- A7. APS does not provide budgetary information.
- Q8. Does the district have guidance on how many sessions they would like delivered by July 31, 2024 and future years?
- A8. No, that is something we look for the offerors to provide in response to RFP66FY24.
- Q9. For delivering training, does the district have a preference for delivery (in-person, virtual, blended approach)?

- A9. APS' preference is in-person but are open to proposals for other models. See Addendum No. 1.
- Q10. Has the district identified professional learning days for training to occur before July 31, 2024? If so, when, and who is the intended audience (model sites only or all staff)?
- A10. APS does not have any district professional learning days left for this school year. All the days left for designated for school-based professional learning.
- Q11. How many model sites does the district anticipate starting with?
- A11. This will be determined with the offeror selected for contract award. APS anticipated beginning with at least one elementary, one middle school and high school.
- Q12. How many schools does the district anticipate adding for training and coaching support each year?
- A12. The entire district.
- Q13. What is the anticipated number of hours building teams will be expected to engage in professional learning and collaboration yearly?
- A13. APS has not established that yet. Once the calendar is approved by the School Board, we will know exactly how many days are reserved for professional learning.
- Q14. Appendix H, Proposed Milestone Payment Plan 57 Deliverables 2 and 3 have the same date listed (July 31, 2024). Is this correct?
- A14. Yes, the recommendation and action steps to accomplish the recommendations should also include a plan and action steps for training needed.
- Q15. Ownership and Return of Records In section 24 of the RFP, Ownership and Return of Records, the language reads that all documents generated from the contractor are exclusive property of APS and all records shall be exclusive property of APS - Can you confirm that this does not include pre-existing material?
- A15. Yes, it is confirmed that this does not include pre-existing materials.
- Q16. In reviewing the RFP insurance requirements, I wanted to mention that my company doesn't have "Sexual Abuse & Molestation coverage". Is this coverage essential to have for the project?
- A16. Sexual Abuse & Molestation (SAM) coverage is essential for this project. SAM can be separate coverage or under General Liability (GL) coverage. If under GL the offeror must specify in the comments section of the Certificate of Insurance (COI) that SAM is included in the General Liability coverage. Please specify this on the Insurance Checklist at Appendix C.

Issued By:
Danielle Godfrey

Assistant Director of Procurement
Telephone: (703) 228-6126 Email: danielle.godfrey@apsva.us