



**Washoe County School District**

Purchasing Department • 14101 Old Virginia Road • Reno, NV 89521  
Phone (775) 850-8025 • Fax (775) 857-3175

**ADDENDUM #1**

**TITLE 1 SCHOOL PERFORMANCE SUPPORT SERVICES  
RFB #277-03-09-21**

**AUGUST 27, 2020**

It is the prospective Bidder's responsibility to read the entire bid and all appendices and to respond to all requirements completely. All other terms and conditions shall remain the same. All prospective Bidders should **Acknowledge Receipt** of this Addendum by signing this document where noted and return it with the bid submission. Failure to acknowledge receipt of this Addendum may result in a rejection of bid.

- 1. CLARIFICATION OF BID OPENING:** Washoe County School District, in accordance with the provisions of NRS 332, will receive all sealed formal bids for **RFB #277-03-09-21, TITLE 1 SCHOOL PERFORMANC SUPPORT SERVICES** at the Purchasing Department, 14101 Old Virginia Road, Room 0, Reno, NV 89521 no later than **2:00 pm (local time) on September 3, 2020**. The bids will be opened publicly via a **ZOOM Meeting at 2:30 pm (local time)** to accommodate the social distancing guidelines. If using a mail service please provide a tracking number to [solicitations@washoeschools.net](mailto:solicitations@washoeschools.net).

Join Zoom Meeting

<https://us02web.zoom.us/j/81788151401?pwd=SVd4MG9WMEVKUWcZbIB3Wk5xMUyUT09>

Meeting ID: 817 8815 1401

Passcode: 7jf9D1

- 2. QUESTION:** Are you currently working with any outside partner to provide these or similar services? If so, what vendor/organization(s) are you currently working with? Is the partnership ending or will the current vendor likely play a role in shaping or executing this project? If so, what vendor/organization(s) have you partnered with?

**ANSWER:** The majority of the schools that will be supported pursuant to this RFB have worked with Solution Tree the previous school year (2019-2020). The vendor would only continue to provide these services if they are awarded a contract by this RFB.



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3. **QUESTION:** In the past 2 years, have you worked with any outside partner to provide these or similar services?

**ANSWER:** Yes, Solution Tree.

4. **QUESTION:** Will WCSD provide the name of the vendor who provided these services for the prior year?

**ANSWER:** Solution Tree

5. **QUESTION:** Do you currently have a vendor providing these services to your schools?

**ANSWER:** Solution Tree provided support to most of these schools in 2019-2020.

6. **QUESTION:** Regarding the required site visit/virtual meeting requirement identified in 28.2, is the total of two (2) site meetings per year required per school, or in total?

**ANSWER:** The support will include a minimum of two site visits (in-person or virtual) for each individual school per year.

7. **QUESTION:** What type of professional development sessions were delivered/attended in the 2019-2020 school year for the topic of PLC's? Did the professional development include workshops on PLCs, conferences on PLCs, book studies and/or leadership or teacher coaching regarding the implementation of PLC's? Can you provide a list of the sessions, who conducted them, and how often they were provided?

**ANSWER:** Outside of district/site provided PD regarding the PLC process and structure, the majority of these sites received 3 (on-site or virtual) Solution Tree coach support and ongoing leader support throughout the year which included up to 10 virtual Solution Tree coach and site leader meetings.

8. **QUESTION:** Will WCSD please provide the PLC framework currently in use?

**ANSWER:** "PLC at Work" process (3 Big ideas, 4 Essential Questions, 6 Essential Characteristics, etc.)

9. **QUESTION:** On page 12 of the RFB document it states, "The professional development work will directly align with methods, strategies and philosophies equitable to what has already been established in order to provide the least amount of disruption to schools already in process." Can



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the district provide a summary of the methods, strategies, and philosophies that have already been established? Or is it the PLC guidance that is provided in the Scope of Service?

**ANSWER:** It is the PLC guidance that is written into the scope of service that will include the “PLC at Work” process (3 Big ideas, 4 Essential Questions, 6 Essential Characteristics, etc.).

- 10. QUESTION:** Based on the initial read, can you confirm if RFB 277-03-09-21 is written to support all 19 schools or if a subset of schools can be supported under the auspices of the various goal objectives stated within the document?

**ANSWER:** All 19 schools must be supported, however; each school may be at a different level of support depending upon where they are at in regards to implementation.

- 11. QUESTION:** Is it the district’s intention to continue partnership with existing vendors? TNTP won an RFP from the district in 2019 - is this RFP meant to continue their work with Washoe County Public Schools?

**ANSWER:** Previous vendors would only continue to provide services if they are awarded a contract by this RFB.

- 12. QUESTION:** The district mentions “site visit/virtual meeting” as a requirement. Our staff will not be travelling to schools until at least January 1st, depending on the state of the pandemic. Will in-person visits be a requirement to provide service?

**ANSWER:** It is written to accommodate whether the support will require in-person or virtual site visit support depending upon district guidance and/or vendor travel requirements. This will be worked out between the vendor and the district.

- 13. QUESTION:** Can you provide information on the total number of teachers, principals, and instructional support staff expected to participate in this program?

**ANSWER:** There are 19 schools being supported so there would be 19 principals that would participate. The number of school staff and teachers would depend upon the school size. However, this would be leadership support with the principals and observing/supporting teacher PLC’s.



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**14. QUESTION:** Please specify the number of teachers to be trained.

**ANSWER:** The number of school staff and teachers would depend upon the school size. However, this would be leadership support with the principals and observing/supporting teacher PLC's.

**15. QUESTION:** Please specify the number of administrators to be trained.

**ANSWER:** There will be 19 site principals

**16. QUESTION:** Please specify the number of facilitators to be trained.

**ANSWER:** There are two Title I Facilitators that participate with the principals and provide added support to the 19 schools and staff.

**17. QUESTION:** Is this new work for these 19 schools or is it continuing support that has already started?

**ANSWER:** Please refer to Exhibit A for status of new support and/or continuing support at specified schools.

**18. QUESTION:** What is your current plan for allowing outside vendors on site?

**ANSWER:** That guidance would come from the district and may change as the current situation changes, but the plan would be for onsite support when available and if not, virtual site support.

**19. QUESTION:** Does WCSD plan to use a train-the-trainer model?

**ANSWER:** No, not at this time, but the District will continue this PLC work and structure.

**20. QUESTION:** Our professional development trains users on how to use our assessments to inform instructional decisions. Will the vendor be required/allowed to supply its assessment for purposes of collecting data to train district participants, or does WCSD plan to supply the assessment data from an already procured assessment?

**ANSWER:** The District and schools have already begun the process of identifying Essential Standards and work will begin in aligning assessments around this work.



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**21. QUESTION:** Due to the ongoing COVID Pandemic, would the District consider an online submittal?

**ANSWER:** No, WCSD does not have the capability to accept a sealed bid electronically, at this time. Please refer to Section 1.18 for delivery instructions.

**22. QUESTION:** If the District will not consider an online submittal, how many hard copies are required?

**ANSWER:** One hard copy is sufficient.

**23. QUESTION:** The RFP doesn't have specific instructions for which sections to respond. Is the vendor required to respond to Sections 28 and 37-40 only?

**ANSWER:** This solicitation is a Request for Bid (RFB) and not a RFP (Request for Proposal) and as such, Sections 37.0 – Price Schedule/Specification Form; 38.0 – Public Disclosure Form; 39.0 – Exceptions To The Terms, Conditions and Specifications; and 40.0 – RFB Response Authorized Signature are the only required submissions. It shall be the bidder's responsibility to ensure that all information specified within the bid document is addressed and inclusive in the lump sum price requested on the Price Schedule/Specification Form in Section 37.0.

**24. QUESTION:** Our team at came across a bid for Title 1 School Performance Support Services. We think we would be a great fit for your K-3 teachers and principals across your 10 elementary schools. Can you confirm all the needed documents for submission for RFB 277-03-09-21 beyond Section 37.0(pricing) and Section 38.0(signatures)?

**ANSWER:** The award for this RFB is for all 19 Schools which are a combination of elementary schools, middle schools and high schools. Sections 37.0 – Price Schedule/Specification Form; 38.0 – Public Disclosure Form; 39.0 – Exceptions To The Terms, Conditions and Specifications; and 40.0 – RFB Response Authorized Signature are the only required submissions. It shall be the bidder's responsibility to ensure that all information specified within the bid document is addressed and inclusive in the lump sum price requested on the Price Schedule/Specification Form in Section 37.0.

**25. QUESTION:** In response to RFB 277-03-09-21, can we submit two different submissions based on the two different support models our products can assist WCSD with should our pandemic be taken into consideration?

**ANSWER:** Yes, this will be acceptable.



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26. **QUESTION:** Will you accept digital encrypted signatures in lieu of wet signatures?

**ANSWER:** A digitally encrypted signature or physical signature is acceptable.

27. **QUESTION:** Will I receive addenda at my email address below?

**ANSWER:** As a courtesy we make every attempt to e-mail addenda to all interested parties, but as specified in Section 1.3, all Addenda are posted on the WCSD Purchasing website at <http://www.washoeschools.net/Page/778> under "Purchasing Current Bid & Quote Opportunities" and on DemandStar at: [www.demandstar.com](http://www.demandstar.com) (*paid Membership required*). It is the bidder's responsibility to ensure that they obtain and acknowledge all issued addenda.

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**ACKNOWLEDGEMENT OF RECEIPT**

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AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PROPOSING FIRM NAME

\_\_\_\_\_  
TITLE