

STATE OF ALASKA RFP 2015-0500-3202

AMENDMENT NUMBER 01

INFORMATIONAL



Department of Education and Early Development  
Division of Education Support Services  
801 W Tenth Street Suite 200  
PO Box 110500  
Juneau, Alaska 99811-0500

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: July 14, 2015

RFP TITLE: STATE SYSTEM OF SUPPORT COACHING PROGRAM REQUEST FOR PROPOSALS

RFP OPENING DATE AND TIME: 7/24/2013 4:00 PM

This amendment is for informational purposes only and need not be returned to the State.

A. A new version of RFP §1-7 has been uploaded. The current version has "Version: Amendment 01 7/14/2015" underneath the page numbers at the bottom of each page. Changes to the RFP are:

1. Changed deadline from 4:00 PM Thursday, July 23, 2015 to 4:00 PM Friday July 24.
2. Changed the contract start date to August 24, 2015.
3. Changed the number of days in the contract to 311.
4. Corrected the deadline for questions in §1.09 from 3:00 PM on June 5, 2015 to 5:00 PM on July 13, 2015.

B. The pre-proposal teleconference was held as scheduled. Questions asked are listed below. Answers follow each question.

1. Which schools will a coach be assigned to? How is that decision made?

*Answer: Coaches are assigned to Priority and Focus schools in the State of Alaska. Last year we served 14 sites in 6 different school districts. Decisions on placement are made through a process that reviews school achievement and other data, school history, school improvement efforts and needs, coach skills, experience and strengths, and expected coaching impacts. All sites served last year were in rural Alaska.*

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2. In §4.02 it is stated that coaches will attend 3 face-to-face meetings per year. What are these face to face meetings?

*Answer: Coach meetings are a combination of trainings, updates on state initiatives, and collaboratively addressing program needs. They are usually 2 days for a total of 6 days and are usually held in Anchorage.*

3. What training is available to coaches?

*Answer: The above training, attending 3 meetings per year, is required of coaches. Other trainings includes possible training in Cognitive Coaching<sup>SM</sup> and attendance in a Technical Assistance Provider institute. Partnering with other coaches also provides opportunities for mentoring and collaboration. Coaches shall stay current with education initiatives and programs throughout the state and country.*

4. Can you tell me about the required insurance? I am an owner of my business with no employees. Do I really need the Worker's Compensation Insurance? What about the liability insurance...do I need that?

*Answer: The required insurance is required before beginning work. A prospective offeror does not need to get the insurance until they have been awarded a contract. Proof of the required insurance is provided via a "Certificate of Insurance." See Appendix B for the exact coverage required. Note this portion of article 2 of Appendix B states "Certificates of Insurance must be furnished to the Contracting Officer prior to beginning work and must provide for a notice of cancellation, nonrenewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the Contractor's services."*

*For the 2.1 Worker's Compensation Insurance coverage, if you are a sole proprietor with no employees, in lieu of this coverage you may submit a letter stating that you are a sole proprietor with no employees, waive subrogation against the State, and will at all times comply with all worker compensation laws of the State of Alaska. The letter must be signed by an individual authorized to bind the contractor to the provisions of the contract. Please note you must state that you waive subrogation against the State.*

*The 2.2 Commercial General Liability Insurance cannot be waived or modified.*

*For the 2.3 Commercial Automobile Liability Insurance cannot be waived or modified.*

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C. Questions about the RFP asked outside of the pre-proposal teleconference are listed below. Answers follow each question.

1. I am having trouble opening the xml documents in the RFP. They look like a line of code within my browser, can you post them in a different format?

*Answer: The xml documents are meant to be downloaded and then opened with whichever word processor you use. They are not meant to be opened within a browser.*

2. Can I get a copy of what happened in the pre-proposal teleconference?

*Answer: Questions 1-4 under Item B were asked and answered in the pre-proposal teleconference.*

3. When is the deadline for questions? In section 1.02 it says it is 5:00 PM on July 13 but in section 1.09 it says the deadline is 5:00 PM on June 5.

*Answer: The deadline for questions is July 13, 2015 at 5:00 PM.*



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