

STATE OF ALASKA RFP 2018-0500-3656  
AMENDMENT NUMBER 01



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: Wednesday, April 19, 2017.**

**RFP TITLE:**  
**Alaska State System of Support Coaching Program Call for Experienced Alaska Teachers**

**RFP OPENING DATE AND TIME: 4:00 PM on Friday, May 12, 2017**

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

- A. Both WebEx conferences have been completed. If you are unable any of these links, the file can be emailed to you. Send a request to robert.roys@alaska.gov .
1. March 24, 2017 WebEx Links
    - i. [Streaming Link](#)
    - ii. [Download Link](#)
  2. April 14, 2017 WebEx Links
    - i. [Streaming Link](#)
    - ii. [Download Link](#)
- B. The following questions have been asked. Answer to each question follows it in italics.
1. Is there a template for the cover letter?  
*No.*
  2. Are letters of recommendation required?  
*No.*
  3. How many spots are available? Are there any openings now?  
*At this time we do not know how many will be available. Currently, there are no open slots. This RFP will be used to fill any available coach slots in the program that occur through December 31, 2017.*
  4. Coaches work as independent contractors: What does that mean specifically to the position?  
*Wikipedia define an Independent Contactor thusly: "An independent contractor is a natural person, business, or corporation that provides goods or services to another entity under terms specified in a contract or within a verbal agreement. Unlike an employee, an*

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*independent contractor does not work regularly for an employer but works as and when required, during which time he or she may be subject to law of agency.” SSOS Coaches are not employees of the state. The state does not supply equipment or facilities for the coaches to work. A coach will operate under the standard terms and conditions in a [State of Alaska Standard Agreement Form](#) (the contract).*

5. Is travel to the site paid for by the Department of Education?  
*Travel costs and lodging, if lodging is available, are included in the contract separately from personal services and are paid on a reimbursement basis. All other expenses are the responsibility of the contractor.*
  
6. Is the schedule of time spent at the schools determined by the schools and the contractor?  
*Within the requirement that site visits and distance support be regular and consistent, contractors arrange their monthly site visits in coordination with the school principal to best meet the needs of the school, staff, and students they are serving. Some conferences, district inservice dates, and training meetings are set or determined by the program administrator.*
  
7. I currently work as a teacher in [a district]; would the coaching opportunity allow for me to still keep my current position? If so, who pays for the sub while for the days being spent on site?  
*The work of the coaching contract is independent of other professional arrangements, and as such, any necessary arrangements for time to accomplish coaching deliverables are the contractor’s responsibility. Given that the coaching work would require the coach to work in the assigned school while in session, fulfillment of the coaching contract would require up to 42 leave days from other employment during the school year.  
Generally, coaches have found the significant demands of the coaching contract would require significant juggling of an unrelated full-time position. Within the requirement that site visits and distance support be regular and consistent, contractors must have the flexibility to arrange their monthly site visits during the school year in coordination with the school principal to best meet the needs of the school, staff, and students they are serving. Some conferences, district inservice dates, and training meetings are set or determined by the program administrator.  
Again, the work of the coaching contract is independent of other professional arrangements, and as such, any necessary arrangements for time to accomplish coaching deliverables, such as personal leave or pay for subs, are the contractor’s responsibility.*
  
8. Are there any building principals across AK that are able to do this on the side?  
*Although this is rare and requires significant flexibility with the full-time job, the program has had a few coaches who have also worked as a school principal, university instructor, and district staff. Given that the coaching work would require the coach to work in the assigned school while in session, fulfillment of the coaching contract would require up to 42 leave days from other employment. In addition, many distance contacts are made during the school day, so the coach would need permission to do contract work while “on the clock” of any other full-time job.*

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9. Is a full-time contract 4 days per month during the school year? What is the commitment for a half-time contract?  
*In general a half time contract starts after the 1<sup>st</sup> half of a school year. These would require four 4-day monthly visits (16 onsite support days) rather than the normal eight monthly visits (totaling 32 days) and would also include the distance support (via phone, email, skype, etc.) and 8-10 days of program meetings.*
10. How do you choose where a coach is assigned?  
*Coaches are assigned to Priority and Focus schools in the State of Alaska. 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.*
11. How do you decide between a half time contract and a full time contract?  
*That is determined by the timing of when the contract starts. See the answer to Question 9.*
12. The public notice has the dates for the interview the week of June 5. Is that flexible and how do you schedule the interviews?  
*The dates are not flexible. An email will be sent to all offerors with the times available for interviews. Interview times slots are given on a first come first served basis. Interviews are timed and will take no longer than an hour, typically they take about 40 minutes.*
13. What is the phone number for the Procurement Officer?  
*(907) 465-8654. The public notice has been updated with this information.*
14. Can you make any recommendations on what to include, additional reading to prepare, or anything else?  
*Beyond what is in the public notice and any amendments, no.*

<End of Amendment 01>

  
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Robert Roys  
Procurement Officer