Addendum No. 2

Project No. and Name: RFP/16-10-48-C Teacher and Staff Development

Due Date and Time: Wednesday, October 2, 2019 10:00 a.m.

TO: Prospective Bidders

This addendum is in response to questions asked during the Pre-Proposal Conference via email to the Category Specialist:

1. Please let me know if there is any available information regarding the size/scope of work for this RFP other than the size of Houston’s district (284 schools) that I have missed. i.e. How many schools will qualify to participate?

   According to 2018-2019 Facts and Figures, HISD, located in Harris County, Texas, is among the largest employers in Houston with a 2018 – 2019 budget exceeding $2 billion. It operates as the largest public school system in Texas and the seventh-largest in the US. HISD serves a population of approximately 209,772 students covering 280 campuses including elementary schools, middle schools, high schools, charter schools, and community-based alternative programs.

2. Can early Childhood include head start?

   Yes. Early childhood can include head start.

3. Where can I find examples of teacher and staff development that have been implemented in the past?

   Reference web-based resources on standards of professional learning and adult-learning principles. District designed professional development aligns to these standards and the Houston ISD Teacher and Leader profiles (https://www.houstonisd.org/teacherprofile and https://www.houstonisd.org/leaderprofile).

4. Will this be using already planned professional development days or will extra days be allocated for these trainings?

   Professional development (PD) in the district are implemented based on need and alignment. PD can occur on district staff development days, during or after school within instructional week,
and/or Saturdays. Focus is to maximize student instructional time and utilize the district Staff
development days, after school time or Summer for development.

5. We just completed this form for a previous Houston ISD Request for Proposal. Do we need to
request the 3 district emails again or can we submit their names and contact information on the bid
without asking for another letter of reference?

The Form E: Reference Survey must be completed by a third party. The third party must email the
completed survey to the Category Specialist.

6. If the company is not minority or women owned, do I still have to fill out Form B?

Yes. For additional M/WBE questions, please contact Supplier Diversity at 713-556-7273.

7. Is there specific funding for this RFP? If so, can we connect with those schools?

Funding for this Request for Proposal is open to various schools and/or departments.

8. If we were approved on the previous project, but we have new products and/or services
to offer do we need to submit a proposal?

Yes.

9. In regard to Tab 9 – Criminal History Background Check, what do you mean by insert one of the
certifications? Do we just include Form M in this section? Or do you need a form from our
background check company that shows what they are screening for?

Please include Form M in Tab 9.

10. If all questions are due to you by end of day on 9/27, when will you be releasing the answers to these
questions? Also, will the addendum that is released with all of the answers have to be signed and
included in our proposal?

Yes. Please print and acknowledge all addendum and include them within your proposal.
All other terms, conditions, and requirements of the original RFP remain the same at this time.

Gregory Hall  
Category Specialist | Purchasing Services  
Email: gregory.hall@houstonisd.org

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING AND RETURNING WITH BID-PROPOSAL PACKAGE in Tab 8 - Addenda.

__________________________________________  __________________________
Company Authorized Signature                      Date

__________________________________________  __________________________
Print Name                                        Company Name