**STATE OF NEW HAMPSHIRE**

**DEPARTMENT OF EDUCATION**

DIVISION OF LEARNER SUPPORT

25 HALL STREET

CONCORD, NEW HAMPSHIRE 03301

DATE OF CHANGE: 4/14/2022

**ADDENDUM # 01 TO BID INVITATION #RFP LS-2022-001**

**DATE OF BID CLOSING:**  04/29/2022 **TIME OF BID CLOSING**: 4:00 PM (EST)

**FOR**: Leaning Into Literacy: Building Statewide Capacity through Literacy Training

**CLARIFICATIONS:**

**Question 1: Would the state consider an all-virtual literacy PD agency to submit a proposal for this bid?**

**State Response:** Yes. We will consider bids for all types of training models including all virtual, hybrid, and face to face.

**Question 2: What grade levels are the target for this training? Is it focused on just K-3?**

**State Response:** Our target is to offer training to parents and guardians raising children, those who work with children and New Hampshire certified educators with the goal of building broad capacity across New Hampshire to help students become successful readers (RFP page three (3)). New Hampshire endorsements that require passing the Foundations of Reading exam include Early Childhood Education, Elementary Education K-6, Elementary Education K-8, Reading & Writing Teacher, Reading & Writing Specialist, and Special Education.

**Question 3: Will teachers register as individuals to take the training, or will this be organized by schools or districts?**

**State Response:** To be offered by the Proposer in response to RFP, with final decision determined in consultation with NHDOE.

**Question 4: When will teachers participate in online or live professional development? Will they be able to do this during the school workday, or must it be completed on their own time after school or on weekends?**

**State Response:** To be offered by the Proposer in response to RFP with final options determined in consultation with NHDOE.

**Question 5: How long do educators have to complete the training course? I.e., does it have to be completed by June 30, 2023, for year 1 cohorts? Or can they do some of this training in the summer of 2023?**

**State Response:** To be offered by the Proposer in response to RFP with final options determined in consultation with NHDOE.

**Question 6: Does the department have a minimum or maximum number of hours for the teacher Literacy Training Strand professional development? How about for the Literacy Leadership strand?**

**State Response:** No, we do not have a minimum or maximum number of hours for either strand. To be offered by the Proposer in response to RFP with final options determined in consultation with NHDOE.

**Question 7: Does the professional development course need to have a live or live-virtual facilitation component to it, or can it be just an all-asynchronous online course?**

**State Response:** To be offered by the Proposer in response to RFP.

See also RFP page five (5):

*Training may include in-person, hybrid or virtual models of delivery. Modifications of the professional development will be determined by the NHDOE after the Vendor is selected.*

See also RFP page ten (10): *Training Plan Details*

*Proposal must include a detailed plan describing how the existing training will build both the participant’s content knowledge and pedagogical knowledge of the essential elements of literacy, including the items listed in Absolute Priority #1. Training must direct participants to implement effective literacy instruction supported by scientifically-based research. The training must foster a direct explicit instructional sequence that provides scaffolding and follows the gradual release of responsibility model. The Vendor must include a detailed description of the training, the minimum and maximum number of participants per training session, the number of days per training, and the sequence of the training components. Proposals should indicate whether or which parts of the training are face to face and/or virtual. Virtual training components should include interactive content as well as an assessment of participant knowledge and/or checks for understanding.*

**Question 8: Please clarify vendor expectations for recruitment of educators for participation in the training. Will the department provide assistance in terms of contacts of parent and caregiver organizations? Will the department provide contact information for all NH schools/districts to enable email announcements about the availability of the training?**

**State Response:** NHDOE will assist with contact information for schools/districts and will work with other bureaus and state agencies to broadcast trainings. Proposer’s response should include a plan for recruitment. NHDOE will work with Vendor to implement the plan within our limited capacity.

**Question 9: Can the vendor make it a requirement that those who attend the Literacy Leadership strand also attend the teacher strand?**

**State Response:** Yes. Please substantiate the reasoning behind the requirement especially since the Leadership strand has different learning outcomes than the Literacy Training Strand. See definition of Literacy Leadership on page four (4) of the RFP. See also Priority #2 on pages five (5) and six (6) of the RFP.

**Question 10: Are all teachers who were certified prior to 2014 required to take this training?**

**State Response:** No.

**Similarly, is it mandatory that participants in the course take the exam?**

**State Response:** No.

**Can a teacher certified after 2014 participate in the training?**

**State Response:** Yes, however prioritizing teachers who were certified prior to 2014 may be something for Proposer to consider. Also, for a teacher to receive the stipend, they must attend 90% of the training sessions and pass the Foundations of Reading exam (RFP page six (6)). At a minimum, Vendor must be able to track 1) attendance at training sessions/modules; and 2) if attendee has registered for the exam and passed the exam. We want to be able to correlate exam pass rates with attendance and performance in the training.

**Question 11: How long do participants have to take the exam after the training course is completed? I.e., for how long will the vendor need to monitor their exam status?**

**State Response:** The vendor would need to monitor their exam status through contract period ending September 30, 2024, with the option for a 1-year renewal should funds be available (RFP page two (2)).

**Question 12: Do all 4500 year 1 educators from the 3 cohorts have to begin the training in September? Or can it be staggered so that cohort 1 starts in September, cohort 2 in October, and cohort 3 in November?**

**State Response:** The trainings can be staggered.

See also RFP page five (5): *The selected Vendor will determine the specific schedule of training sessions with the goal of starting no later than September 1, 2022 and schedule the trainings to maximize participation across those eligible.*

**Question 13: Regarding preparation to achieve a passing score on exams: Does the department envision that successful completion of the course will be sufficient to prepare educators to take the exams, or does the department require the vendor to include a follow up “test-prep” component beyond the training course?**

**State Response:** To be offered by the Proposer in response to RFP. If the Proposer needs to modify their existing course to meet this requirement, providing a follow-up “test-prep” component is one way to execute this requirement, though not the only way.

See also RFP page five (5): *The training must be an existing structure that is grounded in the “Science of Reading” and is a proven existing model which is already developed and requires minimal modifications based on the needs of New Hampshire. Training may include in-person, hybrid or virtual models of delivery. Modifications of the professional development will be determined by the NHDOE after the Vendor is selected.*

**Question 14: Regarding system for registering trainees, tracking attendance and participation, and achievement of learning outcomes: What type of reporting and degree of detail does the department expect the vendor to provide? How often?**

**State Response:** To be offered by the Proposer in response to RFP. This would depend on the agreed upon training schedule and rotation. NHDOE and Vendor will determine frequency, format, and detail.

**Question 15: Regarding payment of stipends to teachers who successfully pass the Foundations of Reading exam: Is the vendor expected to handle all tax accounting aspects of these payments (i.e., collect social security numbers and information, prepare 1099 tax reporting forms, etc.).**

**State Response:** Yes.

**Question 16: Regarding provision of selected instructional materials to apply the training: The instructional materials that a teacher might use in the classroom (such as use of decodable text, or manipulatives used in activities for phonemic awareness/phonics) are influenced by the core reading and/or phonics programs used in a school. Is the department seeking to have the vendor provide a sample set of generic materials that could be integrated with any program? For example, one set of decodable readers that covers practice for all phonics concepts across a scope and sequence, one sample set of letter tiles that could be used to practice sound-symbol correspondences, one set of chips for practice manipulating phonemes, etc. OR does the department want the vendor to supply a full classroom set of materials for 25-30 children? Similarly, would providing a blackline master to create multiple copies of an activity such as Elkonin Boxes be sufficient?**

**State Response:** We do not expect the Vendor to supply a full classroom set of materials.

**See also RFP page five (5): *Priority #4***

* *provide all participants with one set of selected materials and/or tools necessary to apply the training, including but not limited to decodable texts/readers, letter tiles, and/or manipulatives for instructional use within the classroom.*

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NOTE: ALL CHANGES TO BID SOLICITATION NOTED IN ADDENDUMS WILL SUPERSEDE PREVIOUSLY SUBMITTED DOCUMENTS AND MUST BE SUBMITTED WITH THE BID. ALL OTHER SPECIFICATIONS REMAIN UNCHANGED AND VALID.

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