



RACINE UNIFIED SCHOOL DISTRICT
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May 17, 2018

**RFP# 18-037 Non-Public Participant Services
Addendum A**

Clarification Questions

Question 1. Can you please define/expand on the meaning of “other benefits” that would be included in the supplemental educational services, in addition to reading, math and language arts? (p. 6)

Answer: Essa provides flexibility in regards uses of funds. This includes using funding to address any culture and climate, counseling and behavior intervention needs including social emotional learning. It could possible include any need identified in the school’s progress plan and comprehensive needs assessment.

Question 2. P. 6 states: • *Providing instruction by professionals that hold a current Wisconsin teaching license; for reading instruction teachers must hold reading specialist license #1316 or #1317.*

- To clarify: would professionals holding other licenses, such as Early Childhood – Middle Childhood Regular Education or Middle Childhood – Early Adolescence Regular Education qualify to teach reading, math or language arts?

Answer: Program staff directly working with students require a license #1316 to delivery reading services to be deemed as highly-qualified. Working Program staff delivering math services must have a teaching license in the grade that they will be servicing students in Math.

- P. 22 Requirements: Title IA - WI Reading Licensed Staff (1316), WI License for Math in the appropriate grades
 - Is math licensure required in all grades?

Answer: Yes, but it’s not the specific license number but for the particular grade level they are teaching.

Question 3. P. 6 states: • *Providing Title IA & IIA instructional services for students by the first date of classes for RUSD students in August or September;*

- What is the process for obtaining parent consent in order to begin services by the first date of classes?

Answer: Parent consent is not required prior to the first day of classes. The Title I instructional services are an opt-out program where parents can select to opt out of services after they have received a parent notification letter regarding services. The parent notification letter is sent out within 10 days of services being started.

Question 4. P. 7 states: • *Reviewing, on an ongoing basis, the progress of participating children and revising the program and services, if necessary, to provide more effective services. This includes meeting to share this program effectiveness data with both the private school and RUSD.*

- What is the frequency in which the district is seeking program effectiveness data to be shared at the district level?

Answer:

- Program collects baseline data at beginning of year and comparison data two times a year to demonstrate growth. These data collections come from a requirement in the law (Requirement in the law in frequency - will clarify in written answers)
- Clarify a few of the questions referred to reporting/communicating in the district level not enigma working directly with Title I NonPublic Supervisor to design each program in schools

Question 5. P.9 Design of Program: *The program must be designed in collaboration with and be approved by the RUSD Title I Non-public Program Supervisor. The program must be built around services that best meet the needs of the participants to be served and must be administratively feasible.*

- To clarify: Can the service providers make recommendations for curriculum selection or does the district have a preferred resource to be used by the providers?

Answer: Service providers can make a recommendation but it will be a collaborative process.

Question 6. P. 7 Program Specifications: *TITLE IA SERVICES - Title I program services must include upon request and in consultation with non-public schools: school day instructional services designed to address individual learning needs in the areas of reading, math or other highest area of need...*

- What are examples of “other highest area of need?”

Answer: Another example of “other highest area of need” could be social emotional services such as counseling or behavior interventionists. It has not been seen but with the flexibility that ESSA provides, it could be services in science if a school has a STEM focus and they build their program to identify it as a need.

Question 7. P. 9 Design of Program: *There may be instances where there are a very small number of students to be served at a particular non-public school site. In those instances, alternatives to direct teacher-student instruction should be considered in conjunction with RUSD.*

- What are some of those alternatives?

Answer: Some of those alternatives could be provide virtual resources where a program staff is not particularly on site for twenty-five minutes. The consultation process will support in determining alternative methods that are feasible.

Question 8. What does RUSD use to identify students for TIII? When are they screened?

Answer: Title III uses the ACCESS testing. Students' screening is dependent on enrollment. Screening can start in the previous Spring to identify and closes in September. Families also complete a Home Language Survey to be screened using ACCESS screener at the schools.

Question 9. What growth and diagnostic assessments are we to use? Or can provide choose assessment tool as long as it is research-based and CCSS-aligned?

Answer: Currently, RUSD uses their own growth and diagnostic assessment. The provider can use their own as long as it is research-based.

Question 10. Does RUSD have its own template for a Needs Assessment?

Answer:

- Currently RUSD uses the Title1.Tools Portal for a needs assessment template.
- RUSD is willing to collaborate with provider to find a needs assessment that the provider feels comfortable with but the needs assessment must meet all the criteria, must meet grant compliance requirements and must interact with the Tite1.Tools Portal.
- The Title1.Tools Portal does have the capacity to create a customized template and RUSD is willing to collaborate with the provider in generating a template. RUSD is not mandating a template.

Question 11. P. 11 Timely and Meaningful Consultation: *RESPONDENT should provide RUSD with copies of all (each and every) written communications sent to participating non-public schools as they are sent.*

- Does this mean copies of ALL communications are to be forwarded to the district office whenever it is sent out?

Answer:

- ALL communications must be copied and shared with RUSD.
- ALL communications with nonpublic schools must be tracked.
- Currently RUSD uses Title1.Tools Portal and Microsoft OneNote to track all correspondence.

Question 12. MPS under their Title I contract allow work with multiple providers, RUSD is looking at that or single provider?

Answer: RUSD has not determined if multiple providers will be selected. This will be determined once the bids received have been evaluated and scored.

Question 13. Will the provider start servicing in the 2018-2019 school year?

Answer: Yes, the provider will start servicing in the 2018-2019 school year.

Question 14. Is there a certain way to provide costs requested in the proposal? Is there an excel template that vendors should use?

Answer:

- In proposal states that there is not a particular template or format but the guidelines must be met. Hourly rate on all costs is preferred with the understanding that there may be charges that are not conducive to hourly rates. RUSD needs to understand the particular services that the provider can provide, their menu of programs/services that are viable in building a individualized program per school in agreement with ESSA's increased flexibility.
- Minimums are clear on page 21 and 22. Any bids that do not address these minimums will be disqualified.

Question 15: Top Ratio limit is really 4:1?

Answer: Yes the limit is one teacher to four students. Best practice states that small group instruction is most effective when you provide the students with the most need the most attention; therefore keeping the group size low.

Question 16: Do you have an idea of how many students choose to opt-out of the program in each building?

Answer: Enrollment information was provided within the proposal. The number of students that opt-out of the program is very small and each site usually has a waiting list. The table below shows the students being serviced as of April 2018 per school site.

school	Student served as of April 2018
A	53
B	43
C	33

D	32
E	29
F	25
G	18
H	14
I	14
J	12
K	12
L	9
M	6
N	5
O	5
total	310

Question 17. In the 2018 Spring, will there be a request to nonpublic eligible schools to share Spring ranking sheets that include information of selected students for 2018-2019?

Answer: Ranking sheets 2018-2019 will not be requested until Fall 2018.

Question 18. What are schools recommended to consider when completing their student ranking sheets?

Answer:

- o RUSD, through consultation, has recommended that all eligible nonpublic schools submit their ranking sheet using data that pairs down to the students that are in most need. Nonpublic schools are reminded of the time the assessments take and how the evaluation time can take up instructional time.

Question 19. Do current nonpublic schools have data that they use to screen students?

Answer: Most schools have data that they use to screen students. We follow the model of “You do, we do, I do”. RUSD selects students through consultation to better understand how to build ranking sheets that include more than one data element that is not just one assessment and previous year in intervention but rather qualitative data also - multiple indicators of need. This has resulted in schools providing smaller ranking sheets that don’t take as long to assess.

Question 20. As a vendor what tool should be used as the evaluation in determining which students qualify?

Answer: Vendor is to evaluate a roster of identified students and then narrow down. The idea is to work with the nonpublic school and if the school has an assessment tool of their own, it can be used so long as the program staff in coordination with the RUSD Title I Nonpublic Schools Supervisor feel it's comparable to make decisions based on those scores.

Question 21. Will the vendors working on behalf of RUSD complete the evaluation of students to determine if they qualify?

Answer: Yes, the vendor will be responsible for evaluation of students to determine qualification.

Question 22. Since eligibility is based on enrollment, what is the frequency of students qualifying for services?

Answer: Eligibility is based on availability of service hours and allocation. Enrollment of qualifying students is flexible there is usually a waiting list.

Question 23. Is there a preliminary allocation for next year? Who is responsible for fiscal management?

Answer:

- At this time there is no preliminary allocation for next year but this year's allocation information is included in this proposal, and it is not expected to change significantly.
- RUSD is responsible for fiscal management.

Question 24. What percent of students opt out of the program?

Answer: The percentage of students that opt out of the program is very low. There has been maybe two students in the past two years that have opted out. Usually students and families are very excited to be receiving the services and want more.

Question 25. Since the nonpublic schools provide ranking sheets, how much more do the vendors need to pair down?

Answer: Not as much anymore, through consultation with the nonpublic schools it is explained how evaluation and screening can take up instructional time. Through consultation, nonpublic schools are guided on how to narrow their ranking sheets down.

Question 26. What is the longest ranking sheet received by a nonpublic school?

Answer:

- Typically the ranking sheets can be one or two pages, a few with as high as four or five pages, with typically 20 students per sheet. Nonpublic schools are

reminded that servicing hours start the moment that students begin to be evaluated. Servicing hours are purchased with funding and therefore schools have an incentive to send in concise sheets.

Question 27. Will there be another deadline for additional questions after the prebid conference?

Answer:

- Additional questions deadline was extended to end of day 5/10/2018.
- Additional questions are to be emailed to Diane Knoll and will be addressed in supplement.

Question 28. What is the process after bids are submitted? What is the turnaround time of process? Will vendors be requested to come in for a follow-up conversation?

Answer: After all bids are evaluated and reviewed to verify that they meet all the minimum requirements, the remaining vendors will be assessed using a rubric based upon the criteria identified in the proposal. At that time, it will be determined if a presentation or in-person meeting will be requested that will allow providers to speak on behalf of their submitted proposal. After that, it will be decided if RUSD will move forward with more than one vendor. RUSD is tentatively looking at presenting their final recommendation in the June 18 Board Meeting.

Question 29. When will the bid be opened?

Answer: The bid will open on June 1, 2018

Question 30. Can you clarify which Title funds would be allocated toward services to support content area needs? Title I or II? Would the services be instructional services for the students, or professional development for the teachers?

Answer: Both can be used to support whatever needs the school deems necessary through their CNA and SIP. Title I dollars can go toward instructional support as well as professional learning in those focus areas (for teachers who have Title I students in their class). Title II can be used for professional learning in those defined areas.

Question 31. Is there a cost template for the proposals, or a method you would expect?

Answer: No template, just the Required Minimums & Bid Form criteria included in the RFP. Hourly rates are preferred whenever possible.

Question 32. Can you provide enrollment numbers by school to help us better estimate costs?

Answer: Yes, see chart below

school	Student served as of April 2018
A	53
B	43
C	33
D	32
E	29
F	25
G	18
H	14
I	14
J	12
K	12
L	9
M	6
N	5
O	5
total	310

Question 33. Is enrollment of eligible students rolling?

Answer: Yes, there will be a waiting list so that students can be added quickly should an opening become available.

Question 34. Is the Bid Opening something vendors typically attend, or is that just referencing that June 1 is when they will be opened?

Answer: The only information that will be divulged at the bid opening is names of bidders.

Question 35. Will there be additional time to ask a question about the RFP after the Pre-Bid Conference?

Answer: Yes, until the close of business on Thursday, May 10th.

Question 36. Is it possible that Title IV will be added at a later date, or is that being handled in another manner?

Answer: Since Title IV-A is equitable participation, and RUSD rolled Title IV-A into Title I, the Non Public schools had their Title IV-A allocation rolled into Title I as well.

37. All other terms, conditions, and specifications remain the same.

38. a. The Bidder shall acknowledge receipt of this supplement by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum below. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the proposal.

b. Receipt acknowledged by:

Authorized Signature

Date Signed

Title

Name of Firm