



June 2, 2025

To: All Potential Respondents
From: Katelyn Howells, Purchasing Agent
Subject: 005-RFP-0939-2024 Procurement Training Services

Addendum One

Please amend the subject RFP to include answers to the following timely received questions:

- Q1. Will the consultants have access to general education systems and constituents within the state (e.g. Standards, Instruction & Assessment Division within the Iowa Department of Education, curriculum and instruction leads within districts, site leaders overseeing schools)?
A1. **The consultants will have access to the Iowa Department of Education consultants.**
- Q2. Does the state of Iowa have a vision for the number of training days/hours for this course?
A2. **No**
- Q3. Does the state envision the course as being linear/teleological or module in nature?
A3. **Module**
- Q4. How many courses does the state have in mind? Are there particular topics or learning objectives more specific than what is in the RFP?
A4. **a) There is no set number of courses required. b) No**
- Q5. Does the state have a particular timeline in mind for when course design should be complete? Are there any plans to pilot test & revise? When does the state envision that the course will be ready for use?
A5. **a) As early as January of 2026 b) Yes c) As early as January of 2026**
- Q6. Is the project just to design courses, or should we be thinking about delivering as well? If asynchronous/hybrid, is there a particular LMS?
A6. **a) The RFP is for designing the course(s) only. b) No, there is not a specific LMS.**
- Q7. What methods of training have worked in the past with other initiatives proposed by the state?
A7. **Face-to-face modular training with coaching.**
- Q8. What is the desired format – In person, virtual, asynchronous, hybrid, a mix? Are there specific training methods the state is most interested in pursuing? (e.g. virtual, in-person, online course)
A8. **In person is the preference for the majority of the training. The learning package could include some supporting modules that are delivered asynchronously or online.**
- Q9. What data is prompting this request by the state? [E.g., why this and why now?]
A9. **This is based on the needs of the State as well as recent legislation. Specifically, there are significant gaps in multiple outcome mathematics data for learners with disabilities.**

- Q10. In order to tailor a cost effective solution that meets the State's objectives, could you please share the budget allocated for this project? Is there a target budget? and is there a budget template?
- A10. There is no specific budget template. Please provide hourly rates and estimated costs to produce the requested training.
- Q11. Is the expectation of the Iowa Department of Education that the professional learning package be delivered in-person, virtually, or using a hybrid approach?
- A11. In person is the preference for the majority of the training. The learning package could include some supporting modules that are delivered asynchronously or online.
- Q12. Is the awarded vendor responsible solely for the development of the professional learning package, inclusive of facilitation guides, coaching guides, and a plan for evaluation or is the awarded vendor responsible for development and implementation of the professional learning package?
- A12. Solely for the development of the professional learning package, inclusive of facilitation guides, coaching guides, and a plan for evaluation.
- Q13. Given that RFP #005 RFP 1715 2025 (SDI – Behavior), RFP #005 RFP 1716 2025 (SDI – Math), and RFP #005 RFP 1721 2025 (SDI – Student Active Engagement) each call for multi year professional learning packages aligned to Iowa's SDI Framework, could the Department please clarify how these three projects are intended to relate to one another? In particular, how will the professional learning courses, coaching structures, and materials developed under each contract be coordinated (or differentiated) to ensure a coherent experience for educators and to avoid unnecessary duplication where scopes or audiences overlap?
- A13. The SDI Framework is the common content across all three. The structures for delivery and coaching will also be similar across all three. The unique nature would be the specific content: mathematics, SDI behavior, and student active engagement, yet all still aligned to the SDI Framework.
- Q14. What is the Department's timeline for review of proposals and selection of awardee(s)?
- A14. anticipated July-August, 2025
- Q15. What is the estimated start date for this contract?
- A15. anticipated September-October, 2025
- Q16. What math screeners are being used in Iowa?
- A16. This is a local decision that will be based on an approved screener list that is currently being developed.
- Q17. What are the math diagnostics being used in Iowa?
- A17. This is a local decision.
- Q18. Is there any expected prioritization of specific focus areas or strands within SDI?
- A18. No
- Q19. Does the state plan on hosting the virtual professional development and resources on its own platform? Or is there an expectation that the vendor provides and hosts a platform?
- A19. a) Yes b) No

Q20. Will the awarded vendor be delivering/facilitating the professional development? Or is the vendor's primary responsibility content design and training central staff to deliver?

A20. a) No b) Yes

Q21. Section 5.2 - Professional Delivery Documentation. Is the goal to develop a turn-key suite of professional learning materials that will be implemented by Iowa Department of Education? Or, is the expectation that the respondent will be providing the professional learning (e.g., facilitating in-person training, direct consultation and technical assistance, grading of submitted coursework)?

A21. The goal is to develop a turn-key suite of professional learning materials that will be implemented by the Iowa Department of Education.

Q22. Must respondents propose all components of a comprehensive professional learning package? Or, can a respondent propose only part of a package. For example, only online content self-paced courses, or only targeted TA for districts.

A22. Respondents can propose all or parts of a package.

Q23. Section 7.3.1 & Exhibit 17 - The term length is one year with options for five additional one-year renewals. Must years 2-6 be duplicates of year 1, or could we propose a gradual, strategic role out of components and additional services (e.g., prioritize universal learning through online courses in one year, and then targeted TA in subsequent years)?

A23. Pricing may be structured however respondents see fit. This may include gradual increases for each renewal year and/or service-specific rates.

Q24. Section 1.5 - Please define if the priority is for courses ("develop professional learning courses" p. 4) or package ("solutions for a high quality professional learning package" p. 4).

A24. A high quality professional learning package includes the professional learning courses and all implementation and evaluation resources.

Q25. Exhibit 12 - Would you prefer a universal learning package with differentiation options that are outlined in the proposal? Or, would you prefer a package that allows for AEA/LEA needs sensing and unique development?

A25. Either option would be acceptable.

Q26. Do you want to target individuals, school-based teams, or whole districts for professional learning? For example, could any teacher register for a course, or would the expectation be that the learning would be provided to a whole school?

A26. All options are possible depending on the needs identified in the district.

Q27. How many participants are expected? Are there to be universal trainings that all teachers are expected to do? Or smaller groups?

A27. This RFP is for the development only, the implementation will be done by the Iowa Department of Education.

Q28. Is the expectation that this will be embedded in the AEA Learning Online, AEA Professional Learning Registration, and/or Microcredentialing system so that it can be managed by Iowa Department of Education?

A28. No

Q29. Are there any stipulations that the awarded company must solely do the work in the US?

A29. Based on the nature of the deliverables sought, there are no known requirements that work be performed in the State of Iowa or in the United States

Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your proposal (do not send back separately).

I hereby acknowledge receipt of this addendum.

Signature

Date

Typed or Printed Name