



City of Cambridge

Purchasing Department

Cynthia H. Griffin
Purchasing Agent

To: All Bidders

From: City of Cambridge

Date: Friday, January 24, 2014

Re: File No. 6290, Program Evaluation Services - Instructional Coaching at Cambridge Public Schools, Addendum No. 1

The following questions were submitted and answered.

Question

1. What is the instructional coaching model currently being used in Cambridge Public Schools?

Answer

The model is based on the literacy collaborative coaching model of Lesley University. The precise implementation of the model varies across schools.

Question

2. (a) What is the dollar amount Cambridge Public Schools is willing to invest in the evaluation of the district's instructional coaching model?

2. (b) Are you able to provide any information on the funding available for this evaluation?

2. (c) What is the total allocation for the work described in the scope of services?

Answer

Up to \$75,000.



Question

3. How many copies of the proposal should be submitted?

Answer

Page No. 3 of the bid states: **Please Submit your bid in duplicate (one original and one copy). Do not submit bids in hard binders.**

Question

4. Please clarify the following duty of the consultant cited on pg. 4: *“Review and evaluate the level of agency coaches feel in their ability to impact teaching and learning at their assigned grade level.”*

Answer

The consultant will review and evaluate the level of confidence that coaches have in their ability to execute their job successfully.

Question

5. While it is noted on pg. 4 that the current roles and responsibilities of the instructional coaches vary across schools, a brief summary of their primary roles and responsibilities would be helpful.

Answer

This information will be provided to the selected vendor upon contract execution.

Question

6. (a) Instructional Coaching Services have been in operation for 10 years. Have any prior evaluations been done on the program? If so, will the evaluators have access to these reports?

6. (b) Has CPS conducted a previous evaluation of coaching in the district? If so, is the report publicly available or can it be made publicly available? Who conducted the evaluation?

Answer

No prior instructional coaching evaluations have been conducted.

Question

7. In section III the RFR mentioned “focus meetings”: “Conduct appropriate surveys with district and school based coaches, teachers, administrators (Coordinators, Principals, Central Office), and with parents, as well as appropriate follow up focus meetings in order to meet specified goals.” By focus meetings, do you mean focus groups? What is meant by “in order to meet specified goals” in this context?

Answer

Yes – the term “focus meetings” is meant to be synonymous with “focus groups.” The phrase “in order to meet specified goals” refers to meeting the district’s stated goals of the program evaluation: to gain insights about the strengths and weakness of the instructional coaching model as currently implemented and receive recommendations for program modifications and improvements that will result in improvements in instructional quality and student learning. The consultant will survey district and school based coaches, teachers, and administrators (coordinators, principals, senior administrators), and conduct follow-up focus group meetings.

Question

8. What data elements does CPS collect regarding coaches work (school-level workplan, time allocations for particular activities, etc.)?

Answer

Coaches keep coaching logs documenting the use of their time (e.g. whom they have coached, etc.).

Question

9. Are CPS coaches assigned to one school or do some work across schools?

Answer

CPS has both district coaches (who work across schools) and school-based coaches (assigned to one particular school), but the majority are school based.

Question

10. Will HR data (including items such as certification and education level) be provided to the contractor as part of the evaluation?

Answer

Yes.

Question

11. The term baseline is mentioned in the RFP. Is there the expectation that this project will be the first step in collecting longitudinal data?

Answer

Yes, as this is an evaluation with the primary focus being improvement, we will need to collect longitudinal data on improvements and implementation of recommendations.

Question

12. We are familiar with the Literacy Collaborative materials used for literacy in grade JK-8. Are there other commonly used approaches that are known about for other subjects and grades?

Answer

In the math department, the primary program is Investigations, and we are beginning a roll out of Math in Focus in the coming three years, beginning with the Upper Schools in 14-15. Science is in the process of developing new curriculum aligned with the new Science Frameworks.

Questions are now closed

All other details remain the same.

 (A.D.)

CYNTHIA H. GRIFFIN
PURCHASING AGENT

ADDENDUM NO. 1