



OFFICE OF COUNTY MAYOR GLENN JACOBS

Procurement Division, 1000 N. Central Street, Suite 100, Knoxville, TN 37917

Knox County Procurement Division Addendum I to Request for Proposals No. 3401 School Leadership Development

Addendum Date: May 1, 2023

Buyer: Rachel Cabrera

Closing Date: May 10, 2023

The following is for clarification:

Question 1: Is there an anticipated budget for this project?

Answer 1: The information for this question is not currently available.

Question 2: Is there an anticipated timeline for the project? The RFP states an anticipated start date of July 1, but is there an anticipated end date as well?

Answer 2: There is not an anticipated end date currently.

Question 3: Does the district have an estimated number of participants?

Answer 3: The district will utilize services on an as needed basis.

Question 4: The cost proposal includes pricing for beginner, intermediate, and expert level participants - is the district envisioning a specific number of participants from each group? Can you also confirm that the district would be interested in separate professional development for each group?

Answer 4: The district will utilize services on an as needed basis. There is not a specific number of participants for each level of professional development. The different levels may be geared towards different skills and competencies based on the leadership role that individual is currently in.

Question 5: Per section 4.1, Scope of Work, can you tell me if National School Leadership Cohorts is a required offering?

Answer 5: Yes

Question 6: What is the anticipated frequency and duration of the professional development and training sessions?

Answer 6: The anticipated frequency is 1-2 days per quarter. There is not an anticipated end date available currently.

Question 7: How many school leadership teams does KCS have?

Answer 7: Knox County Schools has 92 leadership teams.

Question 8: In the leadership PD that my organization is proposing, we will not be entering schools or interacting with KCS students. Given that, do we still need to complete Attachment D?

Answer 8: All proposers must submit Attachment D Criminal History Affidavit of Compliance. This means that the company will comply with Tennessee Code Annotated Section 49-5-413 prior to anyone being on school grounds while students are present. The company doesn't have to complete criminal history records checks on any/all employees prior to award. The Affidavit is ensuring that if the need for being on school grounds while students are present arises, the company will comply with Tennessee Code Annotated Section 49-5-413.



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Question 9: My organization's professional development does not easily fall into the categories in the Cost Sheet. We charge by program, and our programs are not broken up by beginner, intermediate, or expert levels. Is it possible for me to say something like "Please see Cost Details on Attachment E: Pricing Details" for this Cost Sheet? I'd include an attachment E with clear and detailed program cost information.

Answer 9: For evaluation purposes, Knox County and Knox County Schools require the completed Cost Sheet provided in the solicitation. You may provide additional information regarding other programs under Tab VII.

End of Addendum I

Note: Addendum must be acknowledged in Section V under Tab I of the response.

A handwritten signature in cursive script that reads "Rachel Cabrera".

Rachel Cabrera
Senior Buyer, Knox County Procurement