ADDENDUM No. 1 TO #5-CNPPD-0325
Request for Proposals – Child Nutrition Program Professional Development Consultant
Due Date: Wednesday, October 23, 2024 @ 3:00 PM CST

ADDENDUM NO. 1 – DATE ISSUED: 10/15/2024

To all Potential Vendors:

In RFP 05-CNPPD-0325, issued September 30, 2024, Clarifications/Additional Information/Changes below to Scope of Work, Attachment added, and answers to questions received by deadline stated in RFP.

Update on Section I: 4(d), page 7

> d. Submission of Proposals. Proposals shall be submitted by mail at the IDEA Public Schools Headquarters, 2115 W. Pike Blvd., Weslaco, Texas 78596. Proposals shall be received no later than 3:00 PM CST on Wednesday, October 23, 2024 along with the requisite signature pages, required attachments, and certification forms. Proposal envelopes received by mail must be clearly marked with this RFP number and title and addressed as indicated in this RFP. Late Proposals will not be accepted. Faxed or emailed Proposals will not be accepted. Deviations from any terms, conditions and/or specifications, although discouraged, shall be conspicuously noted in writing by the Respondent and shall be included with the Proposal in Attachment U.

Update on Section II: 4.8, page 17

- Four 4-Hour Trainings: In collaboration with the Senior Training Manager and Texas Regional Manager, the consultant will develop and deliver four 4-hour training sessions for campus staff members. These sessions will be scheduled for a determined week in February 2025, April 2025, September 2025, and October 2025, with the specific week to be specified by Mr. Nava. These sessions will cover the Feedback Loop, Intentional Communication, and Certification Process.

Questions & Answers:

Q1. How much time can we get with an "in-person" training session for the group of leaders that are defined in the "introduction" section as the "HQ Operations" team (of course others are welcome as well) likely at a point in April (we can also move it to May if that is better), given we start the project in March? Ideally, we would love 8 hours, either in one day or split into two back-to-back days. Or are we confined to the one 4-hour training session as defined in the first version of 4.8?

What is essential for us to define more specifically for this proposal is the "in-person" training time we will have to work with for two groups of leaders here. The "HQ Operations" group and the group that leads each of the 63 schools. We could make 63 visits or some regional visits to cover the 63 leaders, either way is ok, just need to define this "in-person" window if possible. We are going to be teaching a set of "emotional intelligence" coaching tools that are best taught in person, but we can be flexible with that format.

A1: In-Person Training Time for HQ Operations and School Leaders

- The first question is about the available in-person training time for both the HQ Operations team and the leaders of the 63 schools. You want to know if the training is limited to the 4-hour session mentioned in the initial version of the proposal (section 4.8), or if an 8-hour session (either in one full day or split across two back-to-back days) is possible.
  - The hours listed in the Scope of Work represent the **minimum** required.
  - We can accommodate full-day or multiple training days if necessary to properly teach a concept or methodology.
  - Virtual meetings can also take place monthly and can range from 4-8 hours.
  - In-person meetings are limited, and we could only schedule one for HQ Operations, which could span 2-3 business days, with 8 hours each day, between January and June.
- You're also asking whether regional visits can be arranged to reach the 63 school leaders, or if individual visits to each school are necessary.
  - Regional visits are optional and **not required**.
  - Due to the geographical spread across Texas, **individual school visits are neither required nor requested**.

Q2. If the ideal timeline works for this and we could roll out a new and improved training program in the middle of July to middle of August – could we plan our in-person school visits to support the roll out during this time frame, or is that time of the summer not available to us?

A2: Ideal Timeline for Training Rollout in July-August

- The second question pertains to the timeline for rolling out the new training program and whether in-person school visits can be arranged to support this rollout between mid-July and mid-August.

  - **Yes**, in-person visits (if needed) can be arranged during that period to support the rollout, but they are not required.

- You also mentioned uncertainty about the availability of those summer dates.

  - IDEA's only non-working week during the summer is from **June 30th to July 4th**, as it's a company-wide reset week to prepare for the new fiscal year. Other than that, the dates you're considering should be workable.

Attachment V: Sample of SY24-25 Academic Calendar.

Academic Calendar is not available for SY25-26 at this time but will share with awarded vendor once made available.

IDEA Public Schools

2024-25 ACADEMIC CALENDAR
RIO GRANDE VALLEY

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8/1/24-8/14/24
Professional Development
8/2/24
Student-Family Engagement Day
8/15/24
First Day Of School
8/28/24
Early Release Day

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

9/2/24
District Vacation - Labor Day
9/13/24
Professional Development
9/25/24
Early Release Day

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10/10/24
Professional Development
10/11/24
District Vacations
10/14/24
District Vacation - Indigenous People Day
10/18/24
End of Quarter
10/30/24
Early Release Day

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11/5/24
Early Release Day
11/25/24-11/29/24
District Vacations - Thanksgiving Break

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12/23/24-12/31/24
District Vacations - Winter Break

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1/1/25-1/3/25
District Vacations - Winter Break
1/6/25-1/7/25
Professional Development
1/10/25
End of Quarter
1/20/25
District Vacation - MLK Day
1/29/25
Early Release Day

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

2/10/25
District Vacation
2/19/25
Early Release Day

MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3/14/25
Professional Development
3/17/25-3/21/25
District Vacations - Spring Break
3/26/25
Early Release Day
3/28/25
End of Quarter

APRIL

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4/18/25-4/21/25
District Vacations

MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5/26/25
District Vacation - Memorial Day
5/29/25
Last Day of School
End of Quarter
5/30/25
Teacher Work Day

JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

CALENDAR KEY

- ★ FIRST/LAST DAY OF SCHOOL
- ✦ TEACHER WORK DAYS
- ▲ PROFESSIONAL DEVELOPMENT
- 🎁 DISTRICT VACATIONS
- ● EARLY RELEASE DAYS
- ■ END OF QUARTER
- BAD WEATHER DAYS
- ⬡ STUDENT-FAMILY ENGAGEMENT DAY

This calendar is subject to change pending updates made in surrounding school districts and inclement weather. Date issued: February 28, 2024.