# Addendum #1

**RFP #WRESA-41-2025-2026-07**

**INSTRUCTIONAL CAPACITY BUILDING AND COMMUNITY OF PRACTICE DEVELOPMENT**

## Revisions

1. Revisions to Attachment A – Pricing: “Description of Service” Facilitation of four (change from five) full-day in-person professional learning sessions. “Quantity” change from 5 to 4.

Added “Year 3: Maintenance and Support” – Please add lines for descriptions of services and all costs for year 3.

Added “TOTAL ESTIMATED COST FOR YEAR 1 =”, “TOTAL ESTIMATED COST FOR YEAR 2 =”, and “TOTAL ESTIMATED COST FOR YEAR 3 =” at the end of Attachment A – Pricing. Please see attached revised Attachment A – Pricing.

## Questions and Answers

**Q.1.** Can you explain how the pricing evaluation criteria will work?

**A.1.** As long as 80 points have been achieved, pricing will be evaluated.

**Q.2.** Do you have a list of the partner districts? The ones who have signed on to the initiative.

**A.2.** The specific districts and schools are not fully defined at this time. As Wayne RESA prepares for the state’s next identification cycle, those districts and schools will not be publicly identified until November.

**Q.3.** The “Deliverables” mentioned access provided and/or development of self-paced professional learning modules. Are those modules to be created for an existing platform that WRESA employs?

**A.3.** That will be defined by WRESA and the awarded vendor after an agreement has been entered into. A current platform is in use, but if the awarded vendor already has pre-existing content, there is potential to leverage that.

**Q.4.** Can you explain the “piggybacking” concept that is discussed in the RFP?

**A.4.** If other entities wish to obtain the services described in this RFP and the services fall within the same scope, they can utilize this contract. This is a cooperative contract, meaning that these entities will not need to conduct a separate bidding process.

**Q.5.** How many education services staff will be participating, and what are their roles?

**A.5.** Approximately 60 participants will be involved, primarily consisting of the consultant core, which includes educational improvement consultants and content consultants. This group encompasses various areas such as special education, safe and healthy schools, content and assessment, early childhood, and continuous improvement. Additionally, members of the educational services leadership team will also participate.

**Q.6.** Regarding learning sessions, are these required to be in-person, or can they be virtually led experiences?

**A.6.** Wayne RESA would like to be able to record sessions for anyone unable to attend, but the presumption should be that they are all in-person.

**Q.7.** Can you clarify the expectations for site visits to selected proposers outlined on page 3?

**A.7.** This language is included for protection in case of an audit or a visit becoming necessary.

**Q.8.** Could you please clarify what the proposal submission should include? Specifically, there are several “Proposer Response” boxes in the RFP, such as Section 1.5 (Subcontractor) and Section 1.6 (Service Capabilities). Are we required to provide a written proposal in addition to the responses in these RFP boxes?

**A.8.** Yes, vendors are required to provide both a written proposal (Proposal Section I – Executive Summary, Proposal Section II – Scope of Proposed Solution, and Proposal Section III – Comprehensive List of Assumptions) in addition to the responses in the “Proposer Response” boxes. Specifically, for Section 1.5, regarding Subcontractors, if a subcontractor will be used, you must state this and provide their information. If a subcontractor will not be used, please enter N/A. For Section 1.6, related to Service Capabilities, a response is necessary, focusing on contract performance, how the vendor maintains communication, and descriptions of issue management and change management processes. Please utilize all response boxes provided throughout the RFP and include specific answers, descriptions, or explanations for each item requested.

**Q.9.** Are you able to share who has been contracted for one of the five sessions already?

**A.9.** The vendor who is contracted for one of the five sessions is UnboundEd.

**Q.10.** For the Learning Walks, are the sites already predetermined for where those walks will be conducted? Or will this be contingent upon the participants of the Community of Practice?

**A.10.** The Learning Walk sites have not been identified yet. We will work together with the awarded vendor to determine these locations.

**Q.11.** It was previously mentioned that there would be approximately 60 attendees. Will there be two groups of 30? Additionally, the RFP indicates that the vendor will facilitate a two-day experience. Should these days be consecutive, or can they be split up?

**A.11.** It is unlikely that all 60 attendees will be able to participate in the Learning Walks, so we anticipate forming a smaller focus group. This group of 30 will consist of members and stakeholders from the WRESA team, the district team, and building leaders. Based on the predetermined dates, it is presumed that the days will be consecutive.

**Q.12.** Does UnboundEd have a role in this new scope of work, i.e., for the contract that begins October 1, 2025?

**A.12.** UnboundEd will only have a role in this new scope of work if they submit a timely bid and are awarded a Contract.

**Q.13.** Will a new provider have access to UnboundEd’s content? What continuity is expected with the August content?

**A.13.** All assets that WRESA has access to would be utilized with any selected partner in the planning for the year-long scope of work to ensure alignment. This year, we’re grounding our learning in GLEAM® instruction, a dynamic framework from UnboundEd—where learning is Grade-level, Engaging, Affirming, and Meaningful. GLEAM® brings together rigor, relevance, and student identity to create powerful, equitable learning experiences that inspire every student to thrive. We will be looking at PLC Conditions, Inventorying, Understanding and Creating Problems of Pracice, and developing impact stories aligned to this focus.

**Q.14.** Do you have an anticipated budget for this scope of work?

**A.14.** A specific amount has not been determined at this time.

**Q.15.** What is the period of performance for the contract? Are there option years?

**A.15.** The contract is set for a one-year base term with two one-year options.

**Q.16.** What is the grant that is primarily funding this effort?

**A.16.** The primary funding comes from the Regional Assistance Grant, with additional sources likely to be included.

**Q.17.** When will the in-person Community of Practice begin?

**A.17.** We anticipate that the Community of Practice will launch in Spring 2026.

**Q.18.** Once the Community of Practice is developed, how much commitment is anticipated from the partner districts?

**A.18.** The intent is to define in the signed partnership agreement the required participation of district leaders and school building leaders from the identified schools. Additionally, districts may have the opportunity to include additional leaders from their district. We may also include additional districts outside of partnership districts within the network based on a set of criteria.

**Q.19.** Can Wayne RESA define the core target for the Year 1 work?

**A.19.** Per the RFP Section 1.3 Scope of Work:

Year 1 (2025–2026): Internal Capacity Building & Program Design

* Provide training to develop a foundational understanding of an equitable, research-informed instructional framework across Wayne RESA staff.
* Align existing support (professional learning, coaching, tools) with the selected framework.
* Design a multi-year Community of Practice model, including stakeholder engagement strategies and communication materials for district rollout.
* Facilitate shared professional learning, Learning Walks, and access to asynchronous virtual learning.
* Co-design a comprehensive program evaluation model with both qualitative and quantitative impact measures. Evaluation design should include a proposed theory of change and clear success metrics.

Please refer to RFP Section 1.3.1. Specifications and Requirements for a complete list of requirements and targets for year 1 and beyond.

**Q.20.** The RFP references the Educational Services Team as well as a group of up to 30 Wayne RESA members. Are these groups the same? If not, how many people are on the Educational Services team?

**A.20.** The individuals participating in this work at Wayne RESA are a subset of the ~160 person Educational Services Team.

**Q.21.** Can you clarify the August 15th pre-contracted date?

**A.21.** Each spring, the internal WRESA team meets to identify dates for shared learning opportunities. The first of these dates is August 15th, and the selected partner for that date is UnboundEd. This falls in a different budget year than the scope of work we propose here.

**Q.22.** How many districts are anticipated to participate in the Community of Practice? How many individual participants are anticipated?

**A.22.** We anticipate approximately 15-20 Districts. It will likely be ~150-200 leadership team members.

**Q.23.** Can Wayne RESA share the recorded pre-proposal meeting?

**A.23.** Please contact stacey@pcg-pro.com for a link to the recorded pre-proposal meeting.

**Q.24.** Section 1.3.1, Specifications and Requirements, discusses self-paced virtual learning. For asynchronous learning, is there a preferred delivery method or platform outside of the Wayne RESA-approved technology platforms? Additionally, are you looking for multiple asynchronous learning modules? If so, how many?

**A.24.** See Question 3. That will be defined by WRESA and the awarded vendor after an agreement has been entered into. A current platform is in use, but if the awarded vendor already has pre-existing content, there is potential to leverage that. Wayne RESA does use Canvas and for any new content being created, that platform would be our preference.

**Q.25.** Should the proposal outline activities for just the first year, two years, or all three years?

**A.25.** Per Section 1.3.1 B. 1. b. It states, “Communicate three-year convening expectations and cadence clearly to all participating districts at launch.” Please submit a proposal that details and describes the activities planned for all three years. Please organize pricing in one-year increments.

**Q.26.** Are the Learning Walks to be formatted in conjunction with the professional development provided by UnboundEd?

**A.26.** The Learning walks will leverage the GLEAM Framework and Inventory.

**Q.27.** Will Wayne RESA use a specific format for the Learning Walks?

**A.27.** This will be co-developed with the partner. It will be aligned to bodies of research regarding Instructional Rounds: [Instructional Rounds - Wayne County Literacy Learning Network](https://lln.resa.net/instructional-rounds/).

**Q.28.** Adherence to Terms & Conditions is worth 15 points in the evaluation criteria. If we submit redlines/exceptions to those T&Cs, will we lose points?

**A.28.** Most likely, yes.

**Q.29.** Section 1.7 Customer Service requirements are often seen for the implementation of technical platforms. We understand that the asynchronous courses for this RFP will be hosted on EduPaths, a platform supported by MAISA. In that case, do you also require a Customer Service department for this professional learning engagement?

**A.29.** If it is determined that we will leverage existing digital content from a partner, of any kind, we would expect customer service support for those who will access those assets.

**Q.30.** Since Day 1 (Aug 15) of Facilitate Shared Professional Learning Sessions for Internal Staff is already contracted, may we modify the Pricing Sheet (Appendix A) to reflect 4 days rather than 5 for that section?

**A.30.** Thank you for bringing this to Wayne RESA’s attention and please excuse the error on the originally submitted Attachment A – Pricing. Attachment A – Pricing has now been revised/corrected to show a quantity of 4 (instead of 5) for the Description of Service: Facilitation of four (instead of five) full-day-in-person professional learning sessions. See attached revised Attachment A – Pricing.

**Q.31.** Should our pricing proposal (Attachment A) include the 2% administrative fee as a separate line item or should that fee be included in the line-item services charges?

**A.31.** Some vendors participating in the CoPro+ program have opted to incorporate the 2% fee into their pricing, as this allows them to avoid the need for preparing additional public bids, ultimately saving them time and reducing costs. Other vendors choose to add the 2% fee directly to their overhead expenses. You may also choose to add it as a separate line item.

**Q.32.** Are we able to see a list of the organizations that attended the bidder's conference for potential partnership opportunities?

**A.32.** Please see attached attendance list.

**Q.33.** Do you have an instructional framework in mind, or should we propose one?

**A.33.** Within districts and schools as well as content areas in Wayne County a variety of effective instructional frameworks are leveraged. This work is not about district’s or school’s adherence to one.

**Q.34.** Do you have a preferred Learning Management System, and are you open to using other systems?

**A.34.** WRESA uses EduPaths within its internal structures, but if the chosen partner has existing content, WRESA is open to leveraging that after entering into a partnership and an agreement has been reached.