FAQ – 2623005 Leadership Academy Content Adaptation & Refinement

1. Budget discrepancy: Page 4 states Task 1 is "not to exceed $750,000," while page 3 states the project budget is "not to exceed $250,000" and page 15 lists Task 1 at "$250,000." Please confirm the correct not-to-exceed amount for Task 1. ***Note that $250,000 and $750,000 dually noted in two different places was a typo - $750,000 is the accurate total that the task is not to exceed.***

2. Pricing: As this is a Request for Qualifications, is cost or rate information required with the September 21 submission? If so, in what format (fixed price by deliverable, daily rates, or other)? ***Respondent are not required to submit detailed pricing, rate sheets, or cost proposals as part of the submission. The primary purpose of this phase is to evaluate organizational qualifications, relevant experience, technical approach, staffing capacity, and past performance. However, respondents may reference their experience managing projects of comparable scope and budget. Detailed pricing, fee structures, payment schedules, or rate information may be requested from selected vendor(s) during subsequent negotiations or contracting discussions.***

3. Scope: Page 3 references session facilitation and management of a facilitator cadre, while Task 1 focuses on content review, adaptation, and Trainer-of-Trainer materials. Please confirm whether live session facilitation and facilitator recruitment/coaching are within the scope of this award, or whether this contract is limited to content adaptation and TOT materials development. ***Respondents should propose an approach aligned to the scope of content review and adaptation of materials to be used in facilitation. Any expectations regarding content planning and materials development/adaptation related to future live session facilitation beyond the activities explicitly described within Task 1 would be determined during contract negotiations and project planning.***

4. Multiple awards: The RFQ anticipates awards to multiple providers. Can you describe how work will be allocated among awarded vendors (e.g., by content strand, by task, or through subsequent work orders)? ***The final determination regarding work allocation will depend on areas of expertise, specific project needs, or other considerations identified during the evaluation and contracting process.***

5. Access to Year 1 materials: Will awarded vendor(s) receive the complete set of Year 1 curriculum, facilitator resources, participant materials, feedback data, and implementation findings at contract start? Are any samples available to respondents prior to submission? ***Awarded vendor(s) should anticipate receiving the materials and information necessary to complete the scope of work following contract execution and any required confidentiality agreements. At this time, Year 1 materials, participant data, feedback data, and implementation findings are not being distributed as part of the RFQ process. Respondents should base their submissions on the information contained within the RFQ.***

6. Intellectual property: Regarding the copyright provision on page 7, please confirm how pre-existing, proprietary vendor frameworks and materials incorporated into deliverables will be treated with respect to TEA/federal copyright retention. ***The copyright provisions included in the RFQ apply to materials and deliverables developed under the resulting contract. Respondents with questions regarding treatment of pre-existing proprietary materials, methodologies, frameworks, or intellectual property should identify those considerations in their proposal. Any necessary intellectual property provisions will be addressed during contract negotiations and incorporated into the final agreement, as appropriate.***

7. Work samples: Since proposals are scanned and may not be bound, may work samples be provided via secure links or flash drive, or must all artifacts be submitted in hard copy? ***Secure links are also acceptable.***

8. Form 1295: Page 18 indicates Form 1295 is submitted “at the time business entity submits the signed contract,” while the instructions request it with the proposal. Please confirm whether the filed Form 1295 is required with the September 21 submission or at contract execution. ***The signed 1295 is due with the proposal response.***

9. Meetings and delivery location: Are project management and content alignment meetings expected to be in person in San Antonio, virtual, or a combination? ***Virtual***

10. Page headers: Pages 2–19 reference “RFQ No 2923003” while the cover page references RFQ #2623005. Please confirm the correct solicitation number for envelope marking and Form 1295, Section 3. ***RFQ #2623005 is the proper reference for this proposal Leadership Academy Content Adaptation & Refinement.***