

Solicitation DCAB: DCPS Educator Evaluation and Performance Working Group

Below are the answers to the questions submitted regarding the above-mentioned Solicitation as of 10/21/26:

1. **Budget:** Has the Council set an estimated budget or not-to-exceed amount for this contract? ***The Council allocated \$800,000 in FY27 and \$200,000 in FY28 for the Working Group. We expect the vast majority of those funds to be spent on the contract, but there is not an NTE set.***
2. **Price matrix:** The price schedule lists the draft analysis, final analysis, additional meetings, and testimony. How should offerors price the core recurring work in the Statement of Work, including the 12 monthly Working Group meetings, subcommittee support, and the community engagement activities (outreach plan, focus groups and interviews, and town halls)? Should these costs be included in the draft and final analysis lines? ***The Working Group meetings should be priced under the "Meetings" row in the price schedule matrix. Community engagement activities should be priced under draft and final analysis lines.***
3. **Data access:** Will the Council facilitate access to DCPS data needed for the statistical analysis (for example, de-identified IMPACT ratings and educator retention data), and is a data-sharing agreement with DCPS anticipated? ***Yes.***
4. **Participant incentives:** May the contractor offer modest incentives (such as gift cards) to focus group participants, and may those costs be included in the price proposal? ***Yes.***
5. **Anticipated start date:** When does the Council expect to award the contract and hold the first Working Group meeting? ***The Council anticipates the award date on or near November 9, 2026, and that legislatively, the first meeting of the working group must be held in November 2026.***
6. We plan on submitting a joint proposal between two nonprofit organizations, with one organization acting as the prime and the other as a subcontractor. Section G.5 doesn't specify the process for a proposal where a subcontractor has been identified prior to submission. Could you please offer some guidance? (For example, do we submit a single, combined Schedule Price Matrix?) ***Please make your Schedule Price Matrix a combined matrix so that the pricing represents one cost. You can speak to the individual specialties and joint proposal and pricing aspect in your proposal narrative.***

7. On page 20, J-1-3-b, there is text saying, "Key team members proposed to staff the Commission have been meaningfully involved staffing and facilitating **law enforcement or criminal justice** Commission, Committee or Board meetings." Similarly, on page 15 in section H.1.2, the text says..."conduct objective analysis of **law enforcement policies and practices**..." Am I correct in assuming these are typos and the actual text was intended to say something about teacher evaluation policies and practices and related meetings?

H.1.2. The proposer shall provide detailed information on their team, including sub-consultants, and provide a summary of reasons for selection of the proposer. The proposer shall also establish that their team has the ability to facilitate meetings with a diverse group of stakeholders, conduct objective analysis of educator evaluation policies and practices, and that they have no conflict of interest.

J.1.3 Key team members proposed to staff the Commission have been meaningfully involved staffing and facilitating educator evaluation or education Commission, Committee, or Board meetings. The Offeror shall provide a list of Committees, Commissions, and Boards they have staffed or facilitated within the last 5 years. The Offeror shall provide resumes of persons that will be assigned to the contract resulting from this solicitation = 0-40 points

8. Clause G.5 on page 15 describes that subcontractors require prior written consent. Am I correct in assuming that subcontractors are allowed to be included as part of our proposal, and we would receive written consent from the Council for their part in the work if our proposal were to be awarded? ***Yes, you are correct. Subcontractors are allowed to be a part of proposals and subcontractor agreements, if applicable, will be reviewed upon award.***

9. Clause J.1.3 describes how preference points may be added to an applicant's score. If our proposal includes a partnership between two organizations (or a subcontract), will any preference points be awarded if one of the partner organizations meets one or more of the DSLBD criteria listed in this section, but the other does not? ***Any DSLBD preference points are only awarded to certified CBEs with the District's Department of Small and Local Business Development. The joint venture itself MUST be certified by the Department of Small and Local Business Development in order to be awarded any preference points.***

10. Could you please provide the email to which we should submit the proposal materials? ***Proposal Materials should be sent to: bverlin@dccouncil.gov and devans@dccouncil.gov. There is not a file size limit, and if email submission is an issue, we are happy to accept transfer via a file transfer service (e.g. Dropbox).***

11. Page 24 indicates "Proposals signed by an agent shall be accompanied by evidence of that agent's authority unless that evidence has been previously furnished to the Contracting Officer." Our proposal will be signed by our authorized signatory. Is our authorized signatory's warrant delegation letter required to accompany the proposal to meet this requirement? **No, it does not if they are an authorized signatory for the company.**

12. On page 25 of the RFP it states "J.14 STANDARDS OF RESPONSIBILITY The prospective Contractor must demonstrate to the satisfaction of the Council the capability in all respects to perform fully the contract requirements, therefore, the prospective Contractor must submit the documentation listed below, within five (5) days of the request by the District."

Can you please confirm that these requirements are post award in nature and are not expected to be included with the initial proposal submission? **These requirements are post award in nature.**

13. Submission

1. Section J.2.1 requires electronic submission, but no email address or portal is listed. To what address should proposals be sent, and is there a file size limit?

They should be sent to: bverlin@dccouncil.gov and devans@dccouncil.gov. There is not a file size limit, and if email submission is an issue, we are happy to accept transfer via a file transfer service (e.g. Dropbox).

2. Section A, Item 12 (offer validity period) is blank. What validity period should offerors use?

This period is left up to the offeror. This period represents the period in which the pricing reflected in the Schedule Price Matrix is valid for.

14. Evaluation

1. Sections H.1.2 and J.1.3(b) refer to experience with "law enforcement" or "criminal justice" commissions. Please confirm these should read as education or educator evaluation working groups and commissions. **Confirmed.**

2. The fifth Qualifications criterion in J.1.3(b) is cut off after "education-." Please provide the full text.

The text reads as: Team has produced reports for other educator evaluation, school performance, or education-Related Commissions, Committees, or Boards.

15. Scope and Schedule

1. What is the anticipated award date? **The Council anticipates the award on or near November 9, 2026 and that legislatively, the first working group meeting must be held in November 2026.**

2. Will the Council another DC agency provide access to IMPACT evaluation data, educator retention data, or UPSFF data? If so, under what data-sharing agreement?

Council will work with the requisite agencies to obtain any needed data, including using a data-sharing agreement.

3. Who will provide meeting and town hall venues, hybrid or livestream technology, and any interpretation or translation services? Knowing this will help us scope the timelines and costs.

Meetings can occur in the Chairman's Conference room at the DC Council. Council has access to hybrid and livestreaming technology for use. Translation and interpretation services should be provided by the offeror. Public meeting space will need to be arranged, however, we expect DCPS to be flexible in providing space at schools for such meetings.

16. **Forms**

1. The text of the Certification of No Economic Interest (Section I.5) appears incomplete.

Can you provide the complete form? ***The text in this Section is complete. Only the Title line was accidentally omitted. Please insert the appropriate title for signatory.***

CERTIFICATION OF NO ECONOMIC INTEREST

The proposer certifies that no member of the proposer's team is currently providing services to parties involved in the Working Group. The proposer further certifies that no member of the proposer's team has an economic interest in the implementation of any provisions of Act 26-418.

Signature _____ Date _____ Title _____

2. Section F.6 references Wage Determination No. 2005-2103, Revision 8 (May 26, 2009). Please confirm this is the revision that applies. ***Confirmed.***

17. Finally, will the answers be issued as an amendment, and where will they be posted? ***The answers will be sent to Prospective Offerors via email and posted on Council website.***

18. **Schedule Price Matrix:** Should the Draft Analysis and Final Analysis unit prices collectively include all research, data analysis, stakeholder engagement, report preparation, and revisions required by the statement of work? ***Yes.***

19. **Meeting Hourly Rate:** Which activities should be priced under "Meetings (other than those required to produce a report)"? Specifically, should this rate apply to the 12 monthly Working Group meetings, subcommittee meetings, stakeholder interviews and focus groups, and hybrid town halls? ***"The Working Group meetings should be priced under the "Meetings" row in the price schedule matrix. Community engagement activities should be priced under draft and final analysis. "***

20. **Pricing Evaluation:** How will the Council calculate a comparable total evaluated price from the two report unit prices and two hourly rates, given that the matrix does not specify estimated meeting or testimony hours?

C.4.2 speaks to minimum meeting expectations. C.4.3 Speaks to minimum expectations regarding community engagement.

21. **Invoicing:** Section F.2.1 references a September 30, 2027 billing-period cutoff, while the final report is due November 30, 2027. Please clarify the applicable invoicing arrangements for services performed after September 30, 2027. ***The DC Council has \$200,000 set aside for FY28. The Council will work with the awardee to extend the contract so that they can bill for services in FY28.***

22. Could you please confirm that there is no form or format for submission? I see that there is a letter of introduction and documentation of relevant experience, but are there limitations or requirements for those (page count, format, etc.?) ***There is no limitation or requirements for the form and format for the submissions other than what is outlined in the Solicitation i.e. Page 2, Schedule Matrix, etc.***

23. How would the Council like an LLC to complete Section I.1? For example, should we check the corporation box, or write in "limited liability company" on the form? ***Please select "corporation" and write in "Limited Liability Company or LLC" for specificity.***

24. **Price matrix:** To ensure offers are priced on a comparable basis, should the draft and final analysis prices include all work in Section C that is not priced under the Meetings and Testimony lines, including project management, subcommittee support, meeting preparation and materials, research and data analysis, the second report draft described in C.4.4.3, focus group incentives, and other direct costs? May offerors attach a supplemental cost breakdown (labor categories, hours, and direct costs) showing how those prices are built? ***Yes to ensure offers a priced on a comparable basis, please include all work in Section C that is not priced under Meeting and Testimony under draft and final analysis. Offerors may attach a supplemental cost breakdown if they wish.***

25. **Working Group costs:** Of the \$800,000 in FY27 and \$200,000 in FY28 allocated for the Working Group, will the Council cover any costs directly, outside the contract (for example, meeting space, hybrid streaming, public notice, interpretation, or honoraria for experts the Working Group engages)? Or should offerors assume all such costs will eventually be incorporated into the contract value? ***Council is able to provide meeting space within the John Wilson Building and hybrid steaming while on site. Council will manage public notice through its website. Interpretation and honoraria for experts should be incorporated into the contract value.***

26. **Hourly lines:** Should offerors assume a set number of hours for the Meetings and Testimony lines, and if so, how many? Or will the contractor bill hourly for actual time as meetings and testimony

occur? ***Offerors should assume the minimum of hours described in section C. Contractors can bill hourly for time beyond those minimum hours.***

27. **Working Group members:** Have Working Group members been appointed, and will the Council share the roster and contact information at award? ***Invitations to the Working Group have been sent out and will be confirmed by the time of the award. Roster and contact information will be shared at the time of the award.***
28. **Report schedule:** Section E.1.2 sets the draft report for the week of November 1, 2027 and the final report for November 30, 2027, and C.4.4 describes an initial draft, a second draft, and a final draft. Does the Council have target dates for the initial and second drafts, or should offerors propose them? Is there a specific review process the Council intends to undertake between the draft and final reports, including whether the Working Group will review or approve the report before it is final? ***The Council does not have target dates for initial draft report. The Second draft should be provided the week of November 1, 2027. The offeror may propose dates for the initial draft. Council staff will review each draft. The Working Group will review the report before it is final.***
29. **Data:** To allow analysis to inform the Working Group early in its work, will data access include student assessment data that can be linked to educators and any existing DCPS staff survey results, in addition to DCPS IMPACT ratings and retention data? Is there an expected timeline for the data-sharing agreement, and will the Council execute it, or should the contractor expect to negotiate it directly with DCPS and other data holders? ***Council anticipates executing a data-sharing agreement with DCPS to access any data the working group and Contractor need to conduct the working group. There is not an expected timeline, though conversations with DCPS have already begun to establish a data sharing agreement.***
30. **Focus group participants:** Section C.4.3.2 calls for focus groups and interviews with educators, parents, and students, and Section C.2.3 includes representatives of the Teamsters, AFSCME, and Council of School Officers bargaining units on the Working Group. For the community engagement work, does “educators” include other school-based staff evaluated under IMPACT, or teachers only? ***Educator means, “a DCPS staff member required to undergo evaluation as determined by that staff member's collective bargaining unit, and includes teachers, librarians, counselors, school-based social workers and psychologists, related service providers, speech language pathologists, special education coordinators, program coordinators and deans, instructional coaches, aides, office staff, custodial staff, and school administrators,” as described in [§ 1-613.52a of DC Code](#).***

31. **Submission:** Please confirm whether there are any file-size limits to the final submission. ***There is not a file size limit, and if email submission is an issue, we are happy to accept transfer via a file transfer service (e.g. Dropbox).***
32. **Vendor identification number.** Page 2 of the solicitation asks for a D-U-N-S number. Will the Council accept a UEI in place of a D-U-N-S number? ***Yes, a Unique Entity Identifier (UEI) is acceptable.***