CENTENNIAL SCHOOL DISTRICT

Educator Evaluation & Professional Growth Mgmt. System RFP 2027-02

Addendum No. 1

November 17, 2027

All Bidders

The following addendum is issued for Educator Evaluation & Professional Growth Mgmt. System RFP :

The following inquiries were asked of the District:

1. **Staff**
   I need to know the total number of professional staff and total number of support staff (if you plan to use the platform to evaluate support staff).

   ANSWER:
   a) We currently have 456 professional faculty and 37 admin for a total of 493 licenses required for evaluation.

   b) We currently have 477 support staff which we would consider as desired for evaluation.

2. **Act 48**
   I noticed in the RFP it mentioned submission of Act 48 hours. Is that also something you want quoted here?

   ANSWER:
   We can appreciate that different vendors bundle different functions together and are open to looking at what else could be replaced in the Frontline environment. Because our current Frontline solution bundles eval with Act 48 tracking in their Professional Growth module, having both those functions on a replacement product--- even if they are split between modules-- would be required functionality.

3. **RFP Version**
   Does the district have a **fillable, editable version of the RFP** for vendors to use to complete the required appendices? If not, can vendors recreate the appendices for inclusion in a comprehensive proposal response?

   ANSWER:
   Please feel free to recreate the appendices for a complete submission package.

4. **Submission Email**
   Please confirm that the email address on page 4 is the correct address for submission: Proposals must be submitted electronically (PDF) to **brasdo@centennialsd.org** no later than the Proposals Due date and time on the cover page.

   ANSWER:
   Yes-- the email for submission is correct.

5. **Insurance**
   The Proposal Submission Instructions state that, upon request, vendors should include a certificate of insurance or a statement of coverage in their proposals. Could the district please clarify what should be included in section 9 of the vendor's final proposal?
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   ANSWER:
   In Section 9 please either include a copy of your certificate or a statement indicating that you are covered. We do not need the certificate to accept the proposal but it should be able to be produced should you move on.

6. **Draft**
   Each page of the RFP says DRAFT in the footer; please confirm this is the final version.

   ANSWER:
   Apologies; yes this is the final version. Confirmed.

7. **Response email**
   Please confirm that final responses should be submitted to brasdo@centennialsd.org and not back to you.

   ANSWER:
   Correct; responses should go to our Business Office.

8. **5 Pillars of Instruction**
   Please share the '5 Pillars of Instruction' framework and rubric documentation.

   ANSWER:
   5 Pillars of Instruction Walkthrough Rubric.

9. **5 Pillars of Instructions**
   Is the 5 Pillars of Instruction used on its own or alongside another framework?

   ANSWER:
   This framework is the sole framework used for walkthrough observations.

10. **Tenure Tracking**
    The RFP describes Tenure Tracking; please describe what CSD expects this function to include. (for example, does this track progress toward tenure? Certification and license records? Both or something different?)

ANSWER:
We are looking for the ability to track progress from Instructional I to Instructional II Teaching Licenses for a 3-year tenure cycle as per PA law. This would include: successful completion of induction. This is a desired function but not required to submit a bid. Anything you can offer in this realm, we would desire to know about.

11. Tenure Tracking – Salary/Compensation
Does CSD expect tenure tracking to connect to salary or compensation?

ANSWER:
No.

12. Renewal Alerts
Please clarify what 'renewal alerts' means in the Act 48 requirement. (for example, are these alerts about compliance period deadlines, such as hours remaining before the end of a cycle? Or are they about certificate/license expirations, or something else?)

ANSWER:
The former. Understanding hours remaining before the end of the cycle.

13. Renewal Alerts
Who needs to receive renewal alerts?

ANSWER:
Platform admin.

14. New-Teacher Mentoring
Describe what the Induction and New-Teacher Mentoring function needs to cover. (for example, what are the parts of an induction plan? How long is it? How are mentors assigned? Does CSD need to log meetings or contact hours? What documentation is required?)

ANSWER:
This OPTIONAL feature would allow us to centralize where we are tracking who has completed Y1 Induction, Y2 induction, and who has served as mentor. Our Induction Plan is here for your review.

15. Act 15
Please clarify which Act 15 requirements the system needs to support.

ANSWER:
Tracking of clearance renewals is an OPTIONAL ask.

16. Rating Forms
The RFP cites Act 82, Act 13, and Act 15. Please confirm which PDE rating forms CSD requires for each employee group (classroom teachers, nonteaching professionals, principals/administrators).

ANSWER:
Act 13 would be a REQUIRED solution and is for professional staff- admin, teachers, non-teaching professionals (counselors, social workers, etc.) Act 15 would be an example of OPTIONAL tracking of clearances and background checks. Act 82 data may need to be migrated and stored for employees who were with the district prior to 2020.

17. Staff Roster

If CSD moves away from Frontline Central, will Skyward Qmlativ be the only source for staff roster, position, and HR data?

ANSWER:
If we move away from FL Central, the new vendor would serve as a replacement and a second source for roster, position and HR data (in addition to Skyward Q).

18. Data Sync

Does CSD prefer API or SFTP, and how often should data sync?

ANSWER:
We prefer API but can work with SFTP (or SAML if that is all that is available.) Ideally data syncs nightly.

19. License Agreement

Section 8 requests a sample of the vendor's standard SaaS/license agreement. Will CSD use the vendor's agreement as the basis for the resulting contract? If CSD plans to use its own form, please provide it, or confirm that none exists.

ANSWER:
A sample form is enough.

20. Insurance

Section 11 says CSD's standard insurance and indemnification requirements will apply. Please provide them, including the required coverage types and minimum limits, so vendors can address them in the proposal.

ANSWER:
These will be discussed, in conjunction with the CSD solicitor, to the vendor who is awarded the contract. Nothing needs to be addressed in a proposal.

21. Assumptions/Exceptions

Section 8 does not say where vendors should list assumptions or exceptions to the RFP or to CSD's contract terms. Please confirm vendors may include them and say where they should go in the proposal.

ANSWER:
Assumptions or exceptions should be listed with the correct response section to which they refer. For example, assumptions about functional requirements checklist should be included as Item 3 (Appendix A).

22. Data Privacy Agreement

Will CSD require a specific data privacy agreement? For example, CSD's own form, the PA Student Data Privacy Consortium agreement, or the National DPA. If so, please provide it. If not, will CSD accept the vendor's standard DPA?

ANSWER:
We will accept the vendor's standard DPA.

23. Cancellation/Transition Terms

Section 9 scores "cancellation/transition terms." Does CSD expect a right to terminate for convenience, or only for non-appropriation? Also, may vendors make multi-year pricing depend on the contract term CSD selects (1, 3 or 5 years)?

ANSWER:
CSD would not terminate for convenience during the duration of a contract. Multiyear pricing can be dependent on a sliding scale based on years committed.

24. Scope

If CSD awards only part of the scope, may vendors make their pricing depend on the scope awarded?

ANSWER:
Yes.

25. Sandbox/Pilot Access

Will CSD accept the vendor's standard trial or evaluation terms for sandbox or pilot access by finalists?

ANSWER:
Yes, within reason. We would want a certain number of CSD individuals from various departments (OTL, HR, IT, etc.) to be able to have pilot access. If this goes beyond a vendor's "standard" we would seek to work with the vendor on a pilot that works for both entities.

26. Historical Records

Please confirm that CSD will be responsible for getting its historical records out of Frontline PG and delivering them to the selected vendor.

ANSWER:
Yes, a file that can be imported by the selected vendor would be provided.

27. Historical Evaluation Data

How many years of historical evaluation, PD, and Act 48 records does CSD want migrated to a new platform?

ANSWER:
Five years.

28. Historical – attached documents

Are historical attached documents and evidence artifacts in scope of a historical data migration, or only structured data?

ANSWER:

Historical attached documents and evidence artifacts would both be required, even if the OPTIONAL features are not adopted.

29. Deadline

Due to the complexity in completing a response, may the deadline be extended to two weeks past when all vendor questions are answered?

ANSWER:

The deadline will not be extended.

30. Comparable-size District

For the required comparable-size Pennsylvania K–12 reference in Section 8, what enrollment or staff-size range will CSD consider comparable, and may a reference represent a deployment delivered by a named integration partner responsible for corresponding functions in the proposed solution?

ANSWER:

CSD enrolls approx. 5400 students across six buildings (three elem, 2 middle, 1 high) annually. We currently have 456 professional faculty and 37 admin for a total of 493 licenses required for evaluation. We currently have 477 support staff which we would consider as desired for evaluation. (total staff number to use for comparables is typically n= 1,000). We will consider the reference as described in this question.

31. Faculty Evaluated

Please provide the anticipated numbers of faculty, administrators/evaluators, and nonteaching professionals requiring evaluation and growth-plan access, together with the faculty PD population and the separately priced nonteaching PD population.

ANSWER:

See above. All admin and professional staff require eval. and PD tracking Evals for support staff are required; PD tracking for this group is desired but not required. Evals for contractors are not needed; PD tracking for this group is desired but not required.

32. Historical Records

What historical years, record volumes, and record types must be migrated from Frontline PG, including attachments, signatures, audit histories, and in-progress evaluations? Please identify available export formats, whether anonymized samples can be provided, and which party will obtain and pay for any incumbent export assistance.

ANSWER:

Five years of data must be migrated-- both database (CSV files) and attached artifacts. Providing this export is the responsibility of the district (both manpower and financial); being able to import this data will be the responsibility of the selected vendor.

33. Frontline Use / Synchronization

Will Frontline Central remain in use after implementation, and which system will be authoritative for employee identity, position, supervisor, and employment-status data? Please specify the required synchronization direction and frequency and identify available Skyward Qmlativ and Frontline Central interfaces, access arrangements, and any associated fees.

ANSWER:

As a FL Central replacement component is only an OPTIONAL item in the RFP, FL Central may continue to be utilized by the district in future years. Our Skyward Qmlativ system should be considered source of truth for identity, position, supervisor, and employment status. A nightly sync via API (preferred), SFTP, or SAML is desired.

34. Authoritative evaluation forms, rating calculations, and workflow rules

Please identify the authoritative evaluation forms, rating calculations, and workflow rules to be implemented for each educator category, resolving the references to Acts 15, 13, and 82. For Act 48 reporting, does CSD require direct electronic submission to PDE or a validated export for district submission, and what submission specifications and test process will apply?

ANSWER:

Act 13 would be a REQUIRED solution and is for professional staff- admin, teachers, non-teaching professionals (counselors, social workers, etc.) Act 15 would be an example of OPTIONAL tracking of clearances and background checks. Act 82 data may need to be migrated and stored for employees who were with the district prior to 2020. Direct submission for PDE is preferred but validated exports for district submission are acceptable.

35. Training Platform Renewal

Would you like us to include the training platform renewal in the cost component since training is a part of our professional growth suite? I placed it under “optional modules."

ANSWER:

If we are required to purchase annual PD (or Y1 PD) please include that pricing as required. If this is an optional expense we can add on, please indicate.

36. Are the following licenses required?

Non-certified - 320 licenses
Certified - 580 licenses
Danielson Rubric (Teachers only) - 550 licenses

ANSWER:

We are advising bids to look at 1000 licenses in total. We currently have 456 professional faculty and 37 admin for a total of 493 licenses required for evaluation. We currently have 477 support staff which we would consider as desired for evaluation. (total staff number to use for comparables is typically n= 1,000). All admin and professional staff require eval. and PD tracking Evals for support staff are required; PD tracking for this group is desired but not required. Evals for contractors are not needed; PD tracking for this group is desired but not required.

37. Current Evaluation Framework and Pennsylvania Requirements

Would the District be willing to share its current observation and summative evaluation forms, rubrics, rating calculations, and related workflows, including those associated with Pennsylvania Act 13/Act 82 and Centennial's 5 Pillars of Instruction framework? This would help us better understand the District's evaluation processes and configuration requirements.

ANSWER:

Here is our current walkthrough form: 5 Pillars of Instruction Walkthrough Rubric. Evaluation forms are built off the Danielson framework. Faculty are annually assigned a Formal Observation Pathway of can select Action Research, Peer Coaching, or Portfolio.

38. Professional Development Management

Could the District provide additional information about its current professional development registration and tracking processes? Are there requirements beyond course catalogs, registration, waitlists, attendance, and completion tracking that vendors should consider?

ANSWER:

The district currently utilizes Frontline Professional Growth to manage PD registration and tracking. No additional requirements at this time.

39. Number of Users

Could the District provide an approximate number of employees who would require access to the educator evaluation and professional development management system, including teachers, administrators, nonteaching professionals, and evaluators?

ANSWER:

We are advising bids to look at 1000 licenses total. We currently have 456 professional faculty and 37 admin for a total of 493 licenses required for evaluation. We currently have 477 support staff which we would consider as desired for evaluation. (total staff number to use for comparables is typically n= 1,000). We will consider the reference as described in this question.All admin and professional staff require eval. and PD tracking Evals for support staff are required; PD tracking for this group is desired but not required. Evals for contractors are not needed; PD tracking for this group is desired but not required.

40. Current Platform and Desired Improvements

As Centennial evaluates alternatives to Frontline Professional Growth, are there particular challenges with the current educator evaluation and professional growth workflows or specific improvements the District hopes to achieve through a new platform?

ANSWER:

Clunkiness of platform, inability to customize tools available, lack of existing templates to build from, data security issues, and poor customer support have been particular challenges with our current solution.

41. Current Expenditures and Budget

Could the District share its current annual expenditure for Frontline Professional Growth, including educator evaluation, professional development management, and Act 48 tracking? Additionally, has the District established an anticipated annual budget for the replacement system?

ANSWER:
Current year pricing is $71,584.57.

42. Evaluation Committee
Who will be part of the evaluation committee?

ANSWER:
Representatives from HR, OTL, IT, and Cabinet will serve on the eval committee.

43. Evaluation Criteria
What is the evaluation criteria?

Criterion	Weight	What CSD is Assessing
Cost & Contract Terms	**30%**	Total five-year cost, licensing model, contract flexibility, cancellation/transition terms, included modules versus a la carte options
Compliance & Functional Fit	**25%**	Meets Act 82 /Act 13/ PDE Educator Effectiveness requirements; coverage of Required and Desired functions from Section 3
Vendor Support & Track Record	**20%**	Pennsylvania client base, implementation and support model, financial stability
Data Migration & Integration	**20%**	Depth of historical data that can be converted; native or documented integration with SIS (Skyward Qmlativ)
Ease of Use & Change Management Fit	**5%**	Usability for evaluators and staff, training approach, anticipated adoption effort

44. Survey / Feedback Forms
Could the district please describe how survey and/or feedback forms are currently used, or how the district would like them to be used, within the evaluation process?

ANSWER:
This is an OPTIONAL component. Current staff climate and culture surveying runs through our data warehouse vendor; if vendors have capabilities to take over this module from that vendor, we would be interested in viewing. If this is not a possibility, understanding the extent to which feedback on PD sessions is supported is of interest.

45. Submission email

We also want to confirm that proposals should be submitted to brasdo@centennialsd.org.

ANSWER:
Confirmed.

46. Email Address Clarification

Could you please clarify which email address should be used to submit our proposal? The cover page lists hermkr@centennialsd.org as the contact for questions, while Section 8 states that proposals must be submitted electronically in PDF format to brasdo@centennialsd.org.

ANSWER:
This is correct. Please submit the proposal to Donna (copied). Email is correctly listed.

47. Evaluation Framework

What framework for evaluations does the District use? Is the 5 Pillars of Instruction a modified Danielson framework?

ANSWER:
Here is our current walkthru form: 5 Pillars of Instruction Walkthru Rubric. Evaluation forms are built off the Danielson framework. Faculty are annually assigned a Formal Observation Pathway of can select Action Research, Peer Coaching, or Portfolio.

48. Kelly Services

Will the District be continuing to receive substitute services from Kelly Services?

ANSWER:
That is our current plan.

49. Professional Development Content Provider

Does the District have a third-party Professional Development content provider that will continue to be utilized? If so, which vendor(s) are in use?

ANSWER:
We do not have a formal partnership for third-party PD. Most PD is created in-house or is sourced through our curriculum vendors (IXL, Amplify, etc.) The district has used Vector in the past for state-required trainings.

50. Professional Development Content

Is the District looking for Professional Development content to be delivered through an integration with Canvas and/or Google Classroom?

ANSWER:
Our preference is to always deliver PD thru Canvas, our LMS for K-12.