

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE

PAGE OF PAGES

1

9

2. AMENDMENT/MODIFICATION NUMBER

91995921Q00010001

3. EFFECTIVE DATE

APR 29, 2021

4. REQUISITION/PURCHASE REQUISITION NUMBER

EDNAGB-21-900005

5. PROJECT NUMBER (If applicable)

6. ISSUED BY

National Assessment Governing Board  
800 North Capitol Street NW, Suite 825  
Washington DC 20002-4233

CODE

NAGB

7. ADMINISTERED BY (If other than Item 6)

See Block 6

CODE

8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code)

9A. AMENDMENT OF SOLICITATION NUMBER  
91995921Q0001

9B. DATED (SEE ITEM 11)

APR 15, 2021

10A. MODIFICATION OF CONTRACT/ORDER NUMBER

10B. DATED (SEE ITEM 13)

CODE

FACILITY CODE

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS** The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended.  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.**

CHECK ONE A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor  is not  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This amendment responds to clarification questions received from offerors. The due date for responses to the Request for Quotations is unchanged; Tuesday, May 11, 2021 no later than 12:00 pm ET.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

Previous edition unusable

**STANDARD FORM 30** (REV. 11/2016)  
Prescribed by GSA FAR (48 CFR) 53.243



**Request for Quotations # 91995921Q0001**

**Leadership Coaching Services**

**Amendment 1: Responses to Clarification Questions**

**April 29, 2021**

The following responses to clarification questions are provided as an amendment to the Request for Quotations (RFQ).

**Statement of Objectives:**

1. *Please confirm the people we would be working with; Leadership Team (3 people - Executive Director, Deputy Director, and Executive Officer) and staff team is the remaining 9 people?*

Correct.

2. *How many leaders will require leadership coaching?*

Three people; the Executive Director, Deputy Director, and Executive Officer.

3. *Please confirm the vendor should recommend the number of coaching hours over the period of performance per the three coaching recipients.*

Yes.

4. *Are you seeking team development for all 12 people?*

Yes.

5. *Are 1-1 coaching sessions for the Leadership Team and/or for all staff?*

Leadership team.

6. *How much of this project is envisioned as one-on-one coaching, or will that be solely determined by the assessments?*

Offerors shall propose solutions; the first phase will be primarily one-on-one coaching, following a review of proposed needs and based on viability and proposed costs, the Governing Board will make a decision. Offerors shall propose capabilities, experience, and a proposed plan.

7. *Does the Governing Board know approximately the number of participants for these services and/or would all staff members be eligible for both, Coaching and Team Building activities?*

Please see responses above. Leadership coaching is for three people. Team building is for all twelve staff members.

8. *Will coaching services be for the 12 members of the staff or the 26 members on the board?*

The 12 staff members.

9. *What is the grade distribution and geographic location of the leaders and staff to be involved in this coaching/team-building engagement?*

GS-12 to GS-15 and Senior Executive Service (SES) equivalent. All staff are located in the Washington, DC metropolitan area.

10. *Will team development events happen virtually and/or in person? If in-person, where will the event happen? How much of the coaching/training do you anticipate will be virtual, hybrid, in-person?*

Offerors shall propose both virtual and in-person coaching/training and costs. Based on prevailing CDC and Department of Education guidance, decisions will be made as to which options to pursue. For now, please propose a plan that is virtual, but provide pricing for in-person as an option.

11. *Should a return to a traditional work environment occur, is it anticipated that any part of the engagement would require/expect in-person sessions individually or in groups?*

It will be both; see response to question 10.

12. *Is there a required or preferred platform for virtual meetings?*

No; the Zoom the platform is what we are currently using for our Board meetings.

13. *What is your ideal start date? Is it OK if the contract commences July 1, 2021, or are you seeking an earlier engagement?*

The current planned award date is no later than June 1, 2021. However, activities may commence at a later date. The start date will be prior to the end of Fiscal Year 2021.

14. *What is the anticipated date the contract will be awarded?*

The current planned award date is no later than June 1, 2021.

15. *Do coaching services begin on 6-1-21 or after the leadership coaching activities and teambuilding/org culture recommendations are approved in early August 2021?*

The calendar provided in the RFQ is fluid and may be revised and updated based on offeror solutions; dates will be adjusted based on staff availability.

16. *Does the Governing Board envision the services delivered (i.e. Leadership Coaching and Team Building activities) 'on demand' or with a set schedule with a specific number of activities?*

A set schedule is anticipated, due to workloads, individual calendars, etc.

17. *The deliverable table on Page 6 of the RFQ lists "Periodic all-staff coaching/training sessions." Are these coaching sessions intended to be individual coaching or team coaching or both?*

It will be both and factor in the vendor's proposed approach.

18. *Have any of the leadership team members received executive coaching? What were the efforts already taken and what can be built on?*

Yes, the members of the leadership team have received executive coaching at different times and in different ways, ranging from months-long 1:1 coaching to time-limited course-taking.

19. *You refer to a "coaching culture" several times. Can you provide the definition of coaching culture, as provided by OPM, or what it means to your office/agency?*

The reference to coaching culture in our office means creating the conditions and environment in which coaching practices are used to support employee growth, engagement, motivation, and success.

20. *There is no mention of leadership competencies in the SOO. Have leadership competencies been developed? If so, which model was used. If not, this would be necessary to set up the framework for effective leadership coaching. Are you amenable to this?*

Leadership competencies do exist but are not fully developed. We are open to creative solutions that meet our needs as stated in the RFQ.

21. *Several times the SOO mentions equity and inclusivity. Is there a DEI (Diversity, Equity, and Inclusion) or DEIB (Diversity, Equity, Inclusion and Belonging) initiative underway? Has training been conducted on these programs? Have assessments been taken to determine how employees feel regarding the overall culture relative to DEI?*

Yes. There is a Diversity, Equity, and Inclusion initiative within the Department of Education, as well as one within the Governing Board office. Staff participated in an external training session on Unconscious Bias. Individual staff members have undertaken online DEI focused training sessions. Plans are underway to implement ongoing awareness and DEI training.

22. *You mention that you have “adopted values.” What do you mean by “adopting?” Have the values been rolled out and implemented? Have employees been trained on the values? Have they been integrated into performance appraisals? Are leaders now accountable for demonstrating the values?*

The values were developed collectively by the team (all members), thus the use of “adopted.” No formal training has taken place, though each team member led or co-led a staff meeting session on one of the values. The values have been integrated into performance appraisals, though there is room for growth. Similarly, there is room for growth in leaders’ accountability for demonstrating the values.

**General:**

23. *How did you hear about potential sources?*

Market research.

24. *Is NAGB considered a government organization that is eligible to buy off the GSA schedule?*

Yes, the National Assessment Governing Board is part of the U.S. Department of Education. Offerors with GSA Schedules may propose their schedule pricing. This is open market, however.

25. *Do you have a total budget or budget range for the contract?*

Please see the Governing Board’s Contracting Opportunities website for further information. Further, the proposed approach provided by offerors will guide the proposed contract value.

26. *Has the leadership team or broader team undergone similar initiatives in the past few years? Has the National Assessment Governing Board previously worked with coaching? If so, what is the contract number?*

Unconscious Bias training in early-2021, contract 91995920F0003. Team Building activities in Fall-2015, contract ED-NAG-15-O-0004

27. *Is there an incumbent?*

No.

28. *What is your sense for the capacity (specifically time) of leaders and staff members to engage in coaching and organizational culture-building activities? Do you expect them to meet weekly for an hour for these purposes, or monthly for a few hours, or another block of time?*

This will be based on the vendor's proposed approach, although time constraints may require monthly blocks of time.

29. *Recommendations are requested based on assessment of current practices after 30 and 45 days. What tools, resources, and personnel will the vendor have access to in order to assess? What assessments--if any--have already been conducted? Or are you looking to the vendor to recommend appropriate assessments?*

Limited-to-no assessments have been conducted. Offerors shall propose solutions.

30. *Given that the actual interventions/activities selected will not be determined until after the assessment will there be an opportunity to modify the fixed firm price contract in case more or less activity is needed?*

Offerors are encouraged to provide a final budget that relates to the technical proposal and defines all cost assumptions. If revisions are required, post-award, they will be done via modification due to changed assumptions.

31. *What data/evidence do you have that led you to name the specific leadership coaching/team-building needs on page 5 of the RFQ? Have you already done an assessment of the needs that you would share with us, or is that discovery part of the request?*

No formal assessment has been conducted. The needs listed on page 5 of the RFQ are based on observations and anecdotal information from all team members, including but not limited to the leadership team.

32. *What assessment has been done regarding the team's outward facing impact on staff/stakeholders/clients? If none, is there interest for a vendor to conduct some form of assessment as part of this RFQ? Or is it to help the team of 12 to develop this process?*

Please respond to the requirements listed in the Statement of Objectives only.

33. *Are we allowed to mention a volume discount? For example, if the Governing Board were to purchase 10 Team Building activities, we would provide a discount of "x %" in the Team Building invoice.*

Volume discounts may be accepted depending on the pricing. It is necessary to respond to the RFQ requirements. Please provide all relevant information up front for the requirements and provide all discounts up front. The Government reserves the right to make award without discussions.

34. *Please confirm coaches must be ICF-certified coaches.*

While coaches are not required to be ICF certified, it is desirable; experience and a track record with past performance information will be reviewed overall for best value to the government.

35. *Is it known that individual coaching sessions are confidential between the coach and the client?*

Yes. If individual sessions are proposed as part of the solution this confidentiality is understood.

**SF1449:**

36. *Page 2 of the RFQ has a schedule of services empty and page 8 has the same schedule filled out with the required Leadership Coaching items. Are we to create our own separate proposal with our list of available Leadership Coaching and Team Building services responding to that page 8 item; or are we to complete the schedule of services in page 2 with our proposed scope of work (again, actual services, coaching, workshops, etc., with their associated pricing)?*

Offerors do not need to complete page 2 of the SF1449. Please provide your own proposal with solutions that fit the requirements of the Statement of Objectives. We require an overall cost for these services, with a detailed breakdown, including all assumptions. At award, page 2 of Form SF1449 will be updated for the specific CLIN/S.

37. *The attached RFQ is not electronically editable, are we to just sign it only and return with a separate proposal or complete it as above mentioned, which would need to be done by hand?*

Offerors must only sign the SF1449 and this amendment SF30 and return them with a separate proposal which adheres to the submission requirements of the RFQ.

38. *What does SE and NTE mean on page 8, if that is information we need to know?*

SE is Service. NTE means Not to Exceed. This contract will be awarded as one service at a firm-fixed-price.



**Submission Instructions:**

39. *The RFQ calls for a budget with detailed cost assumptions. Can you elaborate on what cost assumptions you are seeking?*

An overall cost is to be provided. We also require a breakdown of proposed labor rates, hours, and associated costs. Also, please detail assumption for all Other Direct Costs, which may include travel, I.T., materials, reproduction, etc. Also, please break down any overhead or fees.

40. *RFQ Page 6 states that “A minimum of three (3) prior contract references (federal or private sector) for similar projects completed in the past 3 years” shall be included. Can these references also include similar projects that are still in progress?*

Yes.

41. *Can we supply our response with a separate document outlining additional potential services from our portfolio, or just stick to one single proposal document?*

A One-Pager or Capabilities Statement may be included as an appendix.

42. *Should we include our Capabilities Statement as a separate document?*

A One-Pager or Capabilities Statement may be included as an appendix.

43. *The RFQ doesn't specifically address Key Personnel. Do you want resumes or bios of proposed key personnel and if so, must they also fit into the 5-page technical page limit?*

Resumes for Key Personnel must be included as an appendix.