



Purchasing Department
Telephone (520) 545-2052
Fax (520)545-2122
Email: Joelma@susd12.org

September 16, 2021

Attn: All Bidders

Subject: RFP 22-14-26 Consulting Services for Continuous Improvement Leveraging Formative Assessment as the Primary Strategy

This letter is to inform you that the above RFP was approved on our September 14, 2021 regularly scheduled Governing Board meeting for the 2021-2022 fiscal year to WestEd.

This will be the first fiscal year of this agreement with the option to renew annually for up to 4 years.

Thank you for your participation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joel Martinez", is written over a light blue horizontal line.

Joel Martinez
Purchasing Supervisor

C: Yolanda Gradillas
Bid: RFP 22-14-26

Table 4: Project Staffing Chart - Number of Days

Project Staff	Title	YR1 FTE	Contract Days
Gerzon, Nancy	Project Director	56%	124
Kaminsky, Cali	Senior Program Associate	43%	96
Jones, Barbara	Senior Professional Learning Specialist	31%	69
Chase Midyett	Professional Learning Specialist	20%	45
Villani, Susan	Senior Program Associate	5%	10
Hemberg, Bryan C	Area Director, Assessment for Learning	2%	4.5
Additional Staff Days for Program Support and Internships			
Stanford University Intern	Graduate Student Intern	20%	28
Brown University Intern	Graduate Student Intern	20%	28
Administrative, Graphic Design and Financial Management			33
Total Staff days			438

Budgeted time is allocated for two interns, one from Brown University Urban Education Policy Program and the other from Stanford University Graduate School Program in Policy, Organization and Leadership Studies. We anticipate interns will work approximately one day per week during the academic year and will support development and use of educational leadership resources to support alignment among deeper learning, complex instruction, and formative assessment.

Table 5: WestEd Budget Summary

Project Name: Sunnyside USD Leading Systemic Improvement with Formative Assessment

Schedule	Expense Classification	Year 1	Total
A	Salaries	229,389.00	229,389.00
A	Benefits	80,984.00	80,984.00
B	Travel	37,790.00	37,790.00
C	Consultant/Other Personnel/Participant Support	0.00	0.00
D	Telephone	0.00	0.00
E	Copying and Shared Equipment	1,032.00	1,032.00
F	Outside Services	0.00	0.00
G	Educational Fees	380.00	380.00
H	Office Supplies and Expenses	313.00	313.00
I	Information Systems	28,688.00	28,688.00
J	Facility	18,737.00	18,737.00
K	Subcontracts	0.00	0.00
L	Program Support	36,271.00	36,271.00
	Total Direct Costs		433,584.00
	Indirect Costs		60,702.00
	Total Direct & Indirect Costs		494,286.00
	Management Fee		24,714
	Total Task Costs		519,000.00