

Questions for RFP #251-27-116 – Student Coaching and Mentoring

Reference	Vendor Question	Answers
	How does WCPSS define “full-time” for this contract? For example, is the expectation 30 hours, 37.5 hours, or 40 hours per week, and should the coaches be physically present at assigned schools for the full school day?	At a minimum, mentoring, coaching, and family support services should be available during the full school day, each school day.
	Should the proposed pricing assume coaches follow the WCPSS student calendar, the 10-month instructional calendar, or a 12-month contract year? Are services expected during teacher workdays, intersessions, summer programming, or school breaks?	Services are to be provided during the school calendar, including teacher workdays.
	What is the anticipated student caseload per coach or per school? Is WCPSS expecting each coach to serve a minimum number of students through weekly one-on-one and/or small group sessions?	The anticipated caseload per coach is a minimum of 50 students.
	The RFP asks vendors to identify how services could continue virtually should the need arise. Under what circumstances does WCPSS anticipate virtual services may be used, and what are the district’s expectations for virtual coaching or mentoring? For example, should vendors plan for virtual services only during school closures/emergency disruptions, or may virtual sessions also be used for student absences, family engagement, make-up sessions, or other approved situations?	Services are expected to be delivered in person whenever possible. At times, virtual services may be needed to support a specific student or family need or for unforeseen circumstances requiring students and schools to participate virtually.
Scope of Work, page 5	Are Middle Schools Selected? If so, what is the name of the school?	Unable to disclose at this time.
Scope of Work, page 5	Will the program also serve Elementary or High Schools as requested?	Unable to disclose at this time.
Scope of Work, page 5	Are the coaches expected to be at the School every day?	At a minimum, mentoring, coaching, and family support services should be available during the full school day, each school day.
Scope of Work, page 5	Does Wake County have a preferred partnership with a program like the YMCA or Boys & Girls Club for Coaches?	N/A
Qualifications, page 6	Can vendors use formal educators as references? Would background experience as a former teacher count as years of experience?	Yes.
Cost Proposal, page 6	Is there a budget limit for this program?	Yes. Unable to disclose at this time.

Project Objectives, page 5	Is a physical office presence in Wake County required at the time of proposal submission, or may awarded vendors establish local operations after contract award?	A physical office within Wake County is not required to submit a proposal.
Attachment A, page 13	Are organizations headquartered outside of Wake County, but operating within North Carolina, eligible to apply and remain competitive for award consideration?	Yes.
Scope of Work, page 5	Are coaches expected to be assigned exclusively to one middle school, or may coaches serve multiple campuses?	Unable to disclose at this time.
Project Objectives, page 5	How many middle schools are anticipated for Year 1 implementation under this contract?	A minimum of 5 middle schools.
Project Objectives, page 5	What is the anticipated student caseload per coach and/or per school site?	The anticipated caseload per coach is a minimum of 50 students.
Scope of Work, page 5	Will WCPSS identify participating schools prior to contract award or after vendor selection?	Unable to disclose at this time.
Scope of Work, page 5	Are mentoring and coaching services expected to occur during school hours, after school, or both?	Services are expected to occur during school hours, though some before or after school hours may be needed.
Scope of Work, page 5	Is there a minimum number of weekly student contact hours required for each coach or mentoring group?	Unable to disclose at this time.
Scope of Work, page 5	Are vendors expected to provide services during summer months, school breaks, or intersession periods?	Services are to be provided during the school calendar, including teacher workdays.
Method of Award, page 4	Does WCPSS anticipate awarding this contract to a single vendor or multiple vendors?	Unable to disclose at this time.
Scope of Work, page 5	What student-level data will WCPSS provide to awarded vendors to support required program evaluation and reporting?	Unable to disclose at this time.
Scope of Work, page 5	Will vendors have access to district data systems (such as PowerSchool or equivalent platforms) for attendance, discipline, and academic reporting?	Unable to disclose at this time.
Scope of Work, page 5	Does WCPSS have a required reporting template or specific performance metrics/KPIs vendors must follow for annual evaluations?	Unable to disclose at this time.
Scope of Work, page 5	What criteria does WCPSS use to define an “evidence-based” mentoring or coaching model for evaluation purposes?	Unable to disclose at this time.

Scope of Work, page 5	Will organizations with demonstrated youth outcomes and established program data, but without nationally recognized accreditation, still be considered competitive?	Yes.
Qualifications, pages 5-6	Are there minimum educational, certification, or licensure requirements for coaching or mentoring staff?	Unable to disclose at this time.
Lunsford Act, pages 9-10	In addition to the Lunsford Act requirements, are fingerprint-based background checks or additional district clearances required for staff?	Yes.
Lunsford Act, pages 9-10	What onboarding timeline should vendors anticipate for staff approval and school access clearance?	Unable to disclose at this time.
Exhibit B, page 12	Is Sexual Misconduct Liability insurance required for all mentoring/coaching providers under this contract?	Yes.
Exhibit B, page 12	Are Cyber Liability insurance requirements mandatory if vendors utilize digital platforms for communication, mentoring, or data collection?	Yes.
Scope of Work, page 5	Does WCPSS have approved virtual platforms or protocols for mentoring/coaching services should services need to transition online?	Yes.
Scope of Work, page 5	Are vendors expected to provide technology support or devices for students during virtual implementation?	No.
Scope of Work, page 5	What level of family engagement is expected under this contract (examples: monthly parent meetings, workshops, regular check-ins, etc.)?	Unable to disclose at this time.
Scope of Work, page 5	Are translation, interpretation, or multilingual family engagement services expected from awarded vendors?	Unable to disclose at this time.
Proposal Evaluation, pages 3-4	Can WCPSS provide the evaluation rubric and weighted scoring criteria for vendor selection?	Not at this time.
Proposal Evaluation, pages 3-4	Which evaluation factors will carry the greatest weight in the proposal review process?	Unable to disclose at this time.
Project Objectives/Scope of Work, page 5	Would WCPSS consider creative arts, media production, and project-based mentoring models as aligned approaches to socio-emotional coaching and student engagement under this RFP?	Unable to disclose at this time.
Scope of Work, page 5	Are partnerships or subcontracting arrangements with Wake County-based organizations encouraged for organizations headquartered outside the county?	Unable to disclose at this time.

Scope of Work, page 5	Will WCPSS provide attendance, discipline, and academic data to the awarded vendor for evaluation/reporting purposes, or is the vendor expected to independently collect all outcome-related data?	Unable to disclose at this time.
Scope of Work, page 5	Will each school site designate a primary contact or liaison for communication and coordination with coaching staff?	Unable to disclose at this time.
Terms and Conditions, #30	Can WCPSS clarify the required insurance coverage types and whether proof of coverage is required at proposal submission or post-award	See Exhibit B. Proof of coverage can be provided upon award.
	Is there required training for outside organizations working with students?	Unable to disclose at this time.
	Will the district provide onboarding or orientation for staff and volunteers?	Unable to disclose at this time.
	Is payment structured monthly, quarterly, reimbursement-based, or milestone-based?	Unable to disclose at this time.
	Are there opportunities for multi-year renewal if the program is successful?	Yes. See RFP, page 5.