Q&As for RFP 2025-14
Alabama Principal Leadership Development System
Principal Mentoring Program

VENDOR QUESTION	ALSDE RESPONSE
1. Are there circumstances under which a professor/instructor employed by an Alabama public university can be hired as a subcontractor under the RFP? For example: • If the university provides written permission to perform the work • If the professor/instructor is working through an LLC • If there is no formal contract and the professor/instructor is paid an hourly rate for services performed	No.
2. If university professors provide services without receiving compensation (e.g. mentor training), can they be reimbursed for reasonable travel expenses for meetings or trainings?	To be determined.
3. Is it possible to have more than three in-person training sessions and more than four virtual meetings?	Yes. The sessions listed are the minimum.
4. Are mentors permitted to work as a 1099 independent contractor for a school system while serving in a mentoring role?	No. Subcontractors may not be employees/agents of the ALSDE or LEA, nor any entity or agency receiving education trust funds.
5. For the purposes of the RFP are the mentors considered subcontractors?	Yes.

6.	Could you please share the rubric that will be used to evaluate proposals during the RFP selection process?	The rubric is for evaluators only. See proposal Evaluation.
7.	When is the anticipated award date for the RFP?	The selected vendor will be notified by the Chief Procurement Officer.
8.	When does the committee anticipate legislative approval of the RFP contract?	When a fully executed contract, including all signatures, is obtained.
9.	Could you please disclose the total budget allocated for this leadership initiative?	Currently, we are not able to disclose the budget information.
10.	What is the expected scale of the program (e.g., number of mentees and mentors per year)?	To be determined by the number of new principals and second year principals.
11.	How frequently are mentors expected to meet with their mentees, and what is the expected structure (e.g., observation, coaching, joint planning, in-person support, virtual support)?	As often as needed, with a minimum of 6-10 times. The structure will include in-person, virtual, site visits, and in-person training sessions.
12.	Can you clarify the time commitment for both mentors and the mentor coordinator?	Varies based on the needs.
13.	What are the key success indicators for the mentoring program in Years 1 and 2 of implementation?	Principal retention, Job satisfaction, and improved school climate.
14.	How does ALSDE define "effective mentoring" for new principals? Are there specific outcomes (e.g., retention rates, leadership ratings, self-assessment ratings) expected?	Principal retention, self-assessment, etc.
15.	Has ALSDE conducted any prior needs assessment that highlights specific gaps in principal leadership or mentoring?	Information will be shared with the selected vendor.

16. Will the vendor have access to any digital platforms or tools currently used by ALSDE for data collection, surveys, or communications?	Limited access will be granted, as needed, for the management of this project.
17. What training has ALSDE already developed for mentors or new principals? What was effective or should a vendor plan to leverage?	State program has been developed. Results are unavailable at this time.
18. What is the desired cadence and format of collaboration with ALSDE staff (e.g., weekly check-ins, monthly reports)?	Weekly, bi-weekly, and/or monthly
19. Will ALSDE provide a dedicated point of contact or program lead for vendor liaison?	Yes.
20. What types of stakeholder groups are included in meetings (e.g., district leaders, policymakers, mentor alumni)?	Department staff, education partners, and others necessary for the meetings.
21. What is the expected turnaround time for approval of submitted materials and reports?	Determined based on the submitted materials and the time required for review
22. Is there a recommended or maximum compensation range for mentors and coordinators?	A budget is unavailable.
23. Are there any state guidelines for mentor and coordinator compensation?	A budget is unavailable.
24. What data is currently collected to measure program impact of other ALSDE programs (surveys, performance data, retention, etc.)?	Unavailable. Data dissemination and collection will be determined at the time of the contract.
25. Are there any reporting templates or formats that ALSDE requires for deliverables like quarterly reports or financial invoices?	Monthly and quarterly reports. Financial reports determined at the time of contract.
26. Can ALSDE provide clarity on allowable costs, including	A budget is unavailable.

administrative overhead, technology licenses, or subcontracting?	
27. What is the anticipated start date for the program, including hiring and onboarding?	To be determined at the time of contract.
28. Are the mentors expected to be employees or contractors?	To be determined at the time of contract.
29. Does ALSDE only require verification of enrollment in E-Verify with Appendix A, or does it need specific E-Verify information for proposed project staff?	E-verify completed as required by law.
30. Given that the proposals must be submitted via email, how should proposers address the requirement for original signatures on the Cover Letter?	Electronic signatures are acceptable.