



Department of Purchasing

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ADDENDUM

DATE: January 12, 2022 RFP NUMBER: 27-2122 ADDENDUM NUMBER: 001

RFP TOPIC: Educational Research and Program Evaluation

In reference to RFP 27-2122, the following additional information is provided to help clarify questions that have been submitted pertaining to this RFP. Please make note of the clarifications and information, and prepare your response to include these changes.

QUESTIONS AND ANSWERS

QUESTION 1: These kinds of RFPs are a challenge for contractors to respond to because they are completely open ended. We don't have details regarding what type of projects, length, what type of support, or literally what (projects) they are. That is a problem in terms of putting together an RFP about who would work on things but most importantly the pricing. Pricing is 25% of the way this is being evaluated. We aren't sure how to come up with a fair price. Our rates hourly rates depend completely on the type of work that has to be done. Is it possible there can be explicit details on the type of work that needs to done?

Equity audit is the first project to be completed. Some of the other research projects would include any findings related to from the audit. This would involve surveying groups, collecting data relating to discipline, professional development needs of our staff, or areas where policy adjustments will be needed based on the external audit finds for the District. We may conduct our own internal audit, but we want to see where that data may mesh. Other projects that may come up may be outside of the equity audit scope such as research model of 4x4 schedule in a middle school setting. We would also look at possible program evaluations of programs in place to see if needs to be changed, if it is effective in other districts, and pros and cons, etc.

In the offeror's proposal under Section 3 for "Scope of Services," they shall include a mockup of how the offeror would approach two specific scenarios, which shall include, but not limited to, the scope of work, staff involved in the project (project manager, surveyor, subject matter expert, and other specialists), hours involved per team member, timeline to complete the scope, data collection and reporting. This section must be clearly marked as "Sample Project 1" and "Sample Project 2".

- Sample project 1 is an equity audit. Criteria is based on the attached rubrics:

<https://www.doe.virginia.gov/edequityva/navigating-equity-book.pdf>

https://www.doe.virginia.gov/support/health_medical/covid-19/return-to-school-planning-equity-audit.pdf

- Sample project 2 is a program evaluation of the 4x4 scheduling model in the District's high schools.

QUESTION 2: Because this is not a fixed price contract because it is open ended, how would you evaluate costs? It could be by person or type of work that has to be done. If it is a list of potential prices of things, how do you compare that to one quarter of the total ranking of these proposals? The only way I think I can respond is with a list of people and/or types of work that needs to be done because it can't be done as a fixed price since there are a lot of moving pieces on your end. How would you on your end analyze for fairness with the other parties that want to respond to this RFP?

Once proposals are received, we would compare if the offerors are using the similar pricing models.

QUESTION 2.A: No one is going to use the same model because it is not specified. Each company is going to do it their own way where it looks similar, but on the evaluation end it may be difficult to do.

Please provide pricing at an hourly rate for each staff member, listed separately, providing the services for program evaluation and educational research. Staff members can be, but not limited to, subject matter experts and project managers. Also, list travel rates and subscription fees, if applicable, as separate line items.

Question 3: Want to confirm, will it be problematic that we aren't based out of Virginia?

It is not but there was a requirement that whomever submits a proposal for this solicitation that they know about VDOE guidelines and requirements as well as Virginia legislation as it pertains to education (see section page 28 of the solicitation).

The due date and time have changed. Proposals are due by February 8, 2022 at 4:00 PM and shall be submitted through Demandstar. All questions should be submitted in writing to the Buyer, Liza Grimshaw no later than seven (7) calendar days prior to the RFP due date.