



Addendum # 1

Teacher Engagement & Retention Survey with Principal Coaching

Issue Date: Monday, June 23, 2025

Bids Due: July 10, 2025 at 1:00 PM

Scope and Survey Administration

1. **How many and which languages do PPSD educators speak that would require translations?**
Only English. No additional language versions are currently required.
2. **Is the paper version of the survey required for logistical reasons or accessibility needs?**
This will depend on accessibility needs and barriers to digital access. Vendors should propose approaches that consider both.
3. **Should the vendor assume all responsibility for recruiting schools, teachers, and principals?**
No. PPSD will select the schools participating in the pilot.
4. **Should the survey be administered exclusively to teachers, or should other employee groups be included?**
Teachers only at this time.
5. **How many participants are expected to take the survey?**
All teachers in the selected pilot schools, depending on the final number of schools served.

6. **Are there restrictions on providing financial incentives (e.g., gift cards) for survey participation?**
Yes. No additional funding is available for incentives.
 7. **Are there existing tools PPSD uses to collect engagement, climate, or retention data?**
Some selected schools may collect similar data independently. Vendors should coordinate with building leaders to avoid duplication.
 8. **Has PPSD previously gathered teacher engagement or retention data?**
Yes, through internal tools such as exit interviews and evaluations. However, these are confidential and not available to vendors.
 9. **Are all report formats (executive summary, school-level reports, interactive visuals, slide decks) expected in Year 1?**
Yes, all formats are expected during the pilot year.
 10. **Should the vendor propose a timeline for survey administration?**
Yes. The vendor should propose a timeline, ensuring sufficient time between survey administrations to assess progress.
-

Coaching Component

11. **How many schools and principals are expected to participate in the 2025–26 pilot?**
Dependent on available funding and proposed scope.
12. **What is the expected frequency and number of principal coaching sessions?**
At least 5 hours of individual coaching per survey administration, with a minimum two survey administrations expected.
13. **Is coaching limited to pilot schools?**
Yes, coaching is only for participating pilot schools.
14. **Will coaching be in person, virtual, or both?**
Either format is acceptable and will depend on principal availability.
15. **Will coaching be 1:1 or include group sessions such as workshops or PLCs?**
Coaching will be 1:1, the initial session may include the principal's supervisor. Group sessions are not planned.

16. Will administrators have time to participate in group sessions during district meetings?

No group sessions are scheduled.

17. Will schools receive additional resources to support coaching plans?

No. Resources must be identified within each school or included in the pilot proposal.

18. Who will the vendor collaborate with to finalize the coaching program?

All plans will be reviewed by PPSD senior leadership prior to implementation with school leaders.

19. Will the vendor provide coaching documentation tools (logs, self-reflections, feedback)?

Yes, the vendor is responsible for creating and managing these tools.

20. What is the anticipated dosage or total number of coaching hours?

At least 5 hours of individual coaching per survey administration, with a minimum two survey administrations expected.

Performance Metrics and Evaluation

21. Is payment contingent on meeting performance-based outcomes?

Yes. A performance-based payment schedule will be determined during contracting.

22. Will PPSD differentiate between vendor and district contributions to performance outcomes?

Yes. This will be discussed and defined during contract negotiations.

23. Can the baseline survey serve as the reference point for measuring statistically significant growth?

Yes, it will be used as the baseline.

24. Is ongoing tracking of coaching supports expected or is cumulative reporting sufficient?

Cumulative reporting is expected following each survey administration.

Pilot Expansion and Future Years

25. Does the district plan to expand the pilot in future years?

Yes, pending successful results and available funding.

26. Should Year 1 coaching be based on baseline survey results and occur before a follow-up survey?

Yes.

Proposal Content & Submission Requirements

27. What financial documentation must be submitted?

- *For-profit vendors: W-9 required; financials optional.*
- *Nonprofit vendors: W-9 and IRS Form 990 required; financials may also be submitted.*

28. What does “Demo Account Access” mean in Tab 3?

If a platform will be used to collect/monitor data, demo account access should be provided for evaluation from both user and admin perspectives.

29. What type of references should be submitted?

References should be organizations the vendor has worked with on similar projects.

30. Are there page or formatting requirements?

No page limit or formatting requirements.

31. Should performance metrics be addressed in Tab 4?

Yes.

32. Should responses to “Previous Experience & Background” and “Capability, Capacity, Staffing and Qualifications” be included in Tab 2?

Yes.

33. Does “leveraged funding” mean vendors must secure external funding?

No. Vendors are not required to secure outside funding.

34. Can vendors use their own budget format?

Yes. A detailed cost breakdown is required, but there is no set template.

35. When is the anticipated period of performance?

The period will begin after contract execution and continue through June 30, 2026.

36. Must vendors be registered to do business in Rhode Island prior to submission?

Yes.

37. Is there a maximum or “do not exceed” budget for this RFP?

Yes. The maximum for Year 1 is \$18,000.

38. Is there a budget cap for renewal years?

Funding for renewal years is contingent on availability and performance.

39. What is the source of funding for this project?

Local funds allocated to the Human Resources Department for retention initiatives.

40. How will cost and technical score be weighted?

Technical proposals will be scored first. Vendors scoring below 75 points will be disqualified. Among qualifying vendors, the award will go to the lowest-cost, technically acceptable proposal.

41. When will vendor questions be answered via addendum?

June 23, 2025.

42. How many schools, teachers, and principals are anticipated in the pilot?

The number will be based on the selected vendor's proposal and the budget cap.

43. What types/levels of schools should vendors assume? Can we propose starting with one type?

Include all school types: elementary, middle, and high school.

44. What is the anticipated number of hours required to complete the work?

Vendors should estimate time for coaching sessions, survey development, administration, outreach, and reporting in alignment with the minimum coaching requirements and survey timelines.