

## **Addendum #1**

### **Consultant for Leave Policy Analysis**

**Issue Date: January 6, 2021**

**Bids Due: Wednesday, January 20, 2021 at 1PM**

1. Will questions from all potential bidders be made available to all potential bidders to this RFP?

Yes

2. In the Notice to Vendors General Terms, # 19 states in part “The contract shall be in effect from the date of award through March 31, 2021 or for such other duration as may be agreed to in writing and signed by the parties.” Is the March 31, 2021 a typo, or in preparing our proposal, should we show timeline covering only a 2-month duration of work?

This was the estimate on the amount of time needed to perform the work, but bidders should propose what they believe is a reasonable amount of time to accomplish the work.

3. Scope of Work #2 states, “Review of leave policies in other K-12 districts to identify best practices that enable districts to effectively balance the need for staff members to take leave with the needs of students.” Does this encompass the other 46 Rhode Island school districts?

This is a review of leave policies in other school districts in the US, not just RI. A helpful cross-section of school districts to compare to would be helpful (e.g., RI school districts, other similarly sized school-districts in the Northeast)

Will the Providence School Department make these policies available to the contractor?

Yes

4. Scope of Work #3i states, “Assessment should include interviews with HR staff members, school leaders, and other individuals who interact with PPSD’s leave policies.” Does the Providence School Department envision the Contractor conducting **all** these interviews via Video Conferencing/Virtual Meetings?

Yes

Does the Providence School Department envision the Contractor making any onsite visits?

We do not believe onsite visits will be necessary.

5. Will the Contractor be given access to the leave data contained in the Frontline Absence Management (AESOP) system?

Yes

6. Will the Contractor be given access to any prior Providence Rhode Island School District's teacher leave studies and reports?

Yes