

Addendum #1

Special Education Program Review Services

Issue Date: Tuesday, November 17, 2020

Bids Due: Wednesday, December 9, 2020

1. The RFP specifies “The contract shall be in effect from the date of award through February 19, 2021 or for such other duration as may be agreed to in writing and signed by the parties, unless terminated by either party at any time, with or without cause. Notwithstanding the foregoing, in no case shall the duration of the contract exceed the period of one year.” Can PPSD provide clarification on the expected period of performance for this contract, and preferred date of delivery of the final report? The language in the RFP suggests that the preference of PPSD is 60 days or less, depending on date of award. Under what circumstances would PPSD be amenable to a longer contract for up to one year?

We expect the final report by the end of March 2021.

2. Can PPSD provide guidance on the expected budget for this contact?

The budget is not to exceed \$150,000.00

3. The RFP specifies that proposers should have experience that includes “analysis of extant data of student performance, special education identification and placement and staffing, review of special education guidance on policies and procedures, review of parent feedback and concerns, Individual Education Plan process review based on a randomly selected de-identified sample of students, development of IEPs, equitable access, data driven decision making, parent and staff survey feedback synthesis, and process improvement recommendation methodology.” Based on this language, should we assume that the scope of work includes the following tasks: analysis of extant data; document review (including synthesis of parent and staff survey feedback); and IEP review?

Yes, the scope includes, but is not limited to, the aforementioned tasks.

4. Is there an expectation for the contractor to conduct school site visits or observations, conduct focus groups or interviews, or administer surveys as part of this review?

Yes, as public health conditions allow.

5. Would PPSD allow proposals to be submitted electronically rather than a hard copy submission?

No.

6. Is there a budget established for this project? If so, can you provide the price range?

The budget is not to exceed 150,000.00

7. Given the pandemic, is Providence willing to accept an electronic bid submission?

No.

8. What is the timeframe/schedule for this scope of work?

We expect the final report by the end of March 2021.

9. In the proposal scoring section, you ask for prior program review sample(s). First, how many samples do you want? Do you want to see the complete reports or a link to the reports online on the district website?

One sample is sufficient, and hard copies of the complete report should be submitted.

10. How many evaluation references do you want? Do you want reference letters or just reference contacts?

Three references are required. Reference letters are required with contact information.

11. Who is the "Management" in the Management's Discussion Section of the report?

This section refers to key interviews with district leadership team members.

12. What is the timeline for the actual work?

We expect the final report by the end of March 2021.

13. Do you anticipate that school observations will take place in person or virtually?

In person, as public health conditions allow.