

**Addendum #1**

**Date: January 22, 2019**

Rockwood School District – RFP No. **RFPMKTREA0119**

 **Educational Research Services**

The Request for Proposals (RFP) for the above named project is amended as noted in this Addendum. This Addendum consists of questions and Rockwood School District’s responses.

1. Does the District envision this work to be shared across multiple people? Or would the District prefer for one person to be dedicated to this work? This will be shared with multiple people at the district.  The vendor can utilize as many resources as necessary to provide the reports, etc.  There will be one "point of contact" from the district that the vendor would work with to coordinate projects.
2. Would the District entertain a bid from multiple vendors working together to meet the scope? Or does the District just want to work with one vendor? We will only contract with one vendor for these services.  The vendor can utilize as many resources as necessary to provide the reports, etc.
3. How many surveys do you anticipate needing to be designed? How many surveys do you anticipate will need to be administered? We do not anticipate more than two (2) surveys will need to be designed or administered in a given year However, consulting advice on other survey development could be requested as part of another project.
4. Would the District require summary reports of the results from the surveys? Yes, we would expect a summary of the survey.
5. Will you please provide the scoring rubric for evaluation? Included on page 10 of the RFP.
6. Will you please provide an annual budget or expected cost for this contract? The district does not disclose anticipated costs to potential bidders.
7. Of the potential educational topics, the District would like vendors to address, are there some that are of higher or lower priority? Personalizing learning, competency based education, SEL development, assessment for learning would be a few top interests.
8. Can you confirm that this fixed price only? Services must be provided at the fees submitted and proposed unless otherwise stated. Any increase must be clearly stated proposer’s response.
9. Do vendors only need to offer a point of contact for the items listed in under the header “Access to research personnel”? The vendor can utilize as many resources as necessary.  A single point of contact would be a benefit to the partnership.   There will be one "point of contact" from the district that the vendor would work with to coordinate projects/questions.
10. Can you please confirm that this scope does not include completing statistical analysis or research methodology? We cannot confirm this as customized requests may include the need for the vendor to utilize research methodology or statistical analysis to complete the inquiry.  See data analysis section in RFP (The scope of these projects may include statistical analysis and research methodology).
11. Can RSD clarify whether they would like our firm to provide examples of past research we have conducted on student achievement and/or social/emotional well-being or examples of the impact of our research on student achievement and/or social/emotional well-being (as described on the top of page 8 of the RFP document)? We would like to see examples of research.  However, if a vendor has evidence that supports the impact their services, that would also be reviewed during the RFP process.
12. What is the RFP really asking for? Is it to establish an online research library? Is it to respond to individual district staff requests for research on a specific topic? Is it both? Yes, it is both.  We would like access to an already established library of research and reports.  We would also like to request research or reports that are timely to the district.
13. What is the difference between “Customized Research Requests” and “On Demand Research”? Technically both will be "customized" for Rockwood.  The delineation between them is more about time.  With general "Customized Requests" we understand the need for a 6-8-week window.  However, there also might be requests smaller in scope that would be needed with a quick turnaround and can be "answered" within in 1-3 days (On Demand).
14. Are they expecting all the topics noted in the RFP to be covered or is this just a list of the types of topics they may want researched? The library should already contain research / reports on nearly all of the topics mentioned in the RFP.  Customized requests could be requested for any of the noted topics (not necessarily all).
15. Section 3 states “Contractor further warrants and represents that the Services will be performed in a professional, good, thorough and workmanlike manner, and consistent with accepted industry standards.” How will our work be judged against these criteria and by whom? Vendor’s performance will be judged by the district’s Director of Research, Evaluation and Assessment.
16. Do all subcontractors all need the Comprehensive General Liability limits in the RFP? No
17. What is the proposer’s recourse if the district asks for more than has been specified in the final accepted proposal? Any additional services will be clearly stated in the contract and agreed upon by both parties.