

ADDENDUM 1

May 2, 2018

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT
Dr. Scott R. Muri, Ed.D. Superintendent of Schools

PURCHASING DEPARTMENT
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Date: May 2, 2018

RICHARD L. GAY, CPPO, RSBO, RTSBA
Director of Purchasing Services

NOTICE TO OFFERORS

ADDENDUM TO REQUEST FOR PROPOSAL

DATE: May 2, 2018

This Addendum forms a part of and modifies the original Proposal Document, issued by the Spring Branch Independent School District.

Invitation to Proposal entitled: ANNUAL CONTRACT FOR District Survey Services

Proposal Opening Date & Time: MAY 10, 2018 @ 11:00 AM

ADDENDUM NO. 1

PROPOSAL NO. 12493P

Please make the following additions, revisions, and/or deletions to the Proposal Document:

See Questions and Answers below

The offeror shall acknowledge receipt of this addendum in the Proposal Form.

QUESTIONS AND ANSWERS

1. What is the estimated budget for this project?

Not known at this time.

2. How many times will the survey be administered per school year?

The district intends to offer a survey at the beginning of the year and at the end of the year but desires to have the flexibility to administer the survey at another point in time.

3. What is the total number of schools, teachers, staff, students, and family members that will be offered surveys?

This information can be found in the Section 8 under Background with roughly 4,600 staff members.

What is the timeline desired for distribution and response collection?

See question #2 for potential survey administrations. Survey windows for the collection of responses is typically 2 to 3 weeks.

4. Which survey would need to be in paper format, and approximately how many paper surveys the district would need?

The district prefers not to use paper but wants to have the flexibility to use paper if needed.

5. The RFP states that the district has done student perceptions surveys, as well as school connectedness surveys. Were these surveys provided by multiple vendors?

In the past, student surveys were conducted by one vendor; staff and family surveys were conducted internally. All surveys were conducted by one vendor.

Is it the district's desire to combine these surveys and instruments into one project?

Yes.

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6. If the vendor is to map data from the SBISD system, can you provide the format that these data outputs?

If the vendor can map to the district's student information system (Skyward), then the vendor would provide the necessary mapping rules. Otherwise, the vendor should be prepared to provide a data file template. Typically, this is in Excel.

7. What type(s) of professional development are required and for what audiences?

Professional development on the administration of the survey for survey coordinators. PD on how to use the survey results for all teachers.

8. Does the district wish to see the survey administration costs for a mix of paper and online method in the pricing proposal?

Yes.

9. Does SBISD prefer a student data analytics platform for tracking progress across academics, attendance, behavior, and social emotional learning?

No. At this time, the district is not looking for a system to track academics, attendance, and behavior. We are interested in tracking the social emotional learning of our students on a data platform.

How would the district prioritize those platform features over a platform that does not track progress across academics, attendance, etc.?

No priority is given; this project is only concerned with tracking survey results.

10. Do we develop a survey or is this survey provided by the district?

The vendor should provide all the survey instruments but have the flexibility to incorporate customized questions.

11. How many respondents to contact? How big of a group?

The District surveys all students, families, and staff.

12. Are we to survey students during school hours?

Yes.

13. What kind of surveys do you want to see?

The district does not have a standard. This should be developed by the vendor.

- a. Linear
- b. Close ended questions
- c. Rating scale Questions
- d. Likert type scales
- e. Semantic differentials

14. Do you have a template for surveys and just need them to be administered

The vendor should provide all surveys and administer them to participants.

15. Has a survey of this nature been done before?

Yes.