

ADDENDUM 1

May 10, 2017

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Dr. Scott R. Muri, Ed.D. Superintendent of Schools

PURCHASING DEPARTMENT

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Date: May 10, 2017

BARBARA A. ROBILLARD

Director of Purchasing and Contracts

NOTICE TO OFFERORS

ADDENDUM TO REQUEST FOR PROPOSAL

DATE: May 10, 2017

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 17, 2017 @ 11:00 AM**

ADDENDUM NO. 1

PROPOSAL NO. 11640

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

Question #1:

Will the contractor assist at all with survey design and/or data analysis? It appears the District is looking for a vendor to setup a platform from which surveys can be created and distributed.

Answer #1:

Contractor is expected to be able to handle all aspects of the survey process. This includes developing questions and constructs, data collection, data analysis, and reporting.

Question #2:

The Introduction and Summary states that, in the past, “Teachers received feedback from one of their classrooms.” Does the district have a preference about whether questions pertain to individual teachers’ classrooms, or should questions be phrased to ask about students’ experiences in school more broadly, e.g. about students’ experiences with school culture as an overall school construct?

Answer #2:

SBISD wants the ability to gather feedback from the school and classroom levels.

Question #3:

Does the district require that each teacher receives his/ her own report with feedback from one of his/her classes?

Answer #3:

Yes. Individual teachers should receive their own reports.

Question #4:

Page. 7, Section 3.16.1, the RFP states that "all vendors awarded must complete the SBIDS EDGAR Contract Addendum." Where can vendors find a copy of this form?

Answer #4:

SBISD- Purchasing Department can provide a blank form for vendor to complete.

Question #5:

Page 29 states that "more than 35,000 students" are in the district and page 5 states that "32,000 students" are in the district. Which is the more accurate count of students enrolled in the district?

Answer #5:

35,000 is more accurate.

Question #6:

Page 29: Who were the two previous vendors that provided student surveys and staff surveys dating back to 2013?

Answer #6:

While the survey used was Tripod, SBISD contracted with both Cambridge Education and Tripod Education Partners dating back to 2013.

Question #7:

Page 31: There is no section 3 in the requirements list. Are there any additional requirements for vendors to consider?

Answer #7:

This appears to be a typo. There are no additional requirements.

Question #8:

Page 33, Section 9.4.0: What technical resources and measurement options should be described in this section? Could the district provide more detail on the desired information that vendors should include here?

Answer #8:

The vendor should reply if they intend to provide technical resources.

Question #9:

What is the district's available budget for the District Survey Services?

Answer #9:

That is not known at this time.

Question #10:

Referencing 2.6, does the district have a current survey template?

Answer #10:

No.

Question #11:

Who or which departments at SBISD will create and/or administer surveys?

Answer #11:

The survey will come from Research and Design along with Academic Performance and Support. It is possible, that other departments will utilize the vendors survey capabilities.

Question #12:

Which stakeholder groups (i.e. district admin, campus admin, teachers, parents/community) need access to reports/dashboards?

Answer #12:

Teachers, campus administrators, and district administrators will need access to the reports/dashboards.

Question #13:

Are prior data sets needed to be visualized and included within reports/dashboards?

Answer #13:

Not at this time.

Question #14:

In 7.0 Instructions to Vendors,” There are three subheadings that have vague or missing instructions. What information should we provide pertaining to:

- 7.1.0 Company Information
- 7.2.0 Administrative
- 7.3.0 Accounting
- 7.4.0 Describe Vendor(s) Quality Assistance/Quality Control (QA/QC) Program
- 7.5.0 Vendor's Operations, including Vendor's Key Staff

Answer #14:

- 7.1.0 Company Information
- 7.5.0 Vendor's Operations, including Vendor's Key Staff