



**Request for Proposal 25051  
Central Office Staffing Analysis  
Addendum 1  
May 6, 2025**

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| QUESTIONS |
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**1. Virtual vs. In-Person Work (Section 7: Scope of Work/Requirements)**

Does the district have a preference regarding the modality of services—can all components of the project, including interviews, focus groups, and final presentations, be conducted virtually, or are there aspects that must be completed in person?

**Answer: We are open to most of the project being completed virtually, but would prefer at least 1-2 visits in person, including the final presentation.**

**2. Clarification of Position Scope (Sections 1: Purpose and Section 7: Scope of Work/Requirements)**

Should the staffing analysis include any other school-level positions beyond the comparative analysis of student-to-teacher ratios?

**Answer: We are not interested in a comprehensive analysis of school site staffing structures at this time. However, any applicable comparison points such as student-teacher ratios, student-support staff ratios, total numbers of teachers relative to our students, etc. can help us understand how our level of school-site staffing compares to other districts.**

**3. Benchmark Districts (Section 7: Scope of Work/Requirements- Benchmarking)**

Has Tulsa Public Schools identified specific urban school districts, either within Oklahoma or nationally, to be used as benchmarks for the staffing analysis?

**Answer: Much of this depends on what information is available to the vendor. Large urban school districts with similar demographics and student needs (i.e. levels of poverty, Special Education population, Multilingual learners, etc.) are our best points of comparison, especially if they have similar funding/resourcing. Being in the Oklahoma/Texas/Kansas/Missouri/Arkansas region is a bonus.**

**4. Data Sharing Agreements for Benchmarking (Section 7: Scope of Work/Requirements- Benchmarking)**

Does TPS currently have data sharing agreements in place with potential benchmark districts that would facilitate access to comparative staffing data?

**Answer: No, and this is not within scope for this project. We are reliant on our selected vendor either having access to comparisons based on previous work, or willing to find publicly available reports and datasets to provide reliable estimates for the comparisons.**

5. **Is the RFP just for Central Office Staffing Analysis as indicated in the title of RFP – or district wide?**  
Page 3 specifically mentions analyzing student teacher ratios – and also current staffing levels across all schools. Greater clarity would help us in developing scope and also pricing.

**Answer: this is primarily intended for Central Office. Investing as much of our resources as we can into school-site staffing and resources is an important goal, so understanding student-teacher ratios in comparison to district office size in other districts helps TPS ensure we are operating in alignment with other similar districts.**

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Vendor Signature

Date:

*Maranda Jessie*

Purchasing Manager

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| <p><b>Proposal responses must include a copy of this page, signed by the vendor, confirming receipt of same. We hope this information is helpful in developing your response and we appreciate your participation.</b></p> |
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