



**SPECIAL ADMINISTRATIVE BOARD OF THE TRANSITIONAL SCHOOL**

**DISTRICT OF THE CITY OF ST. LOUIS**

Purchasing Department

801 North 11th Street

Saint Louis, Missouri 63101

**RFP 025-1819 Social Emotional Learning Survey Services**

**Addendum 1: Questions and Answers**

**1. How many paper-based responses per school does the District anticipate needing?**

**Answer: Minimal, the District is planning to do computer based surveys.**

**2. Are parent and teacher surveys mandatory in Year 1?**

**Answer: Teacher surveys are only mandatory in Year 1.**

**3. Are national benchmarks mandatory in Year 1?**

**Answer: Yes.**

**4. Is the ability to select topics to ask in the questionnaire mandatory for Year 1?**

**Answer: No, it isn't.**

**5. Would the District consider screen reader support on our survey tool acceptable for Special Education accommodations?**

**Answer: This can be an option.**

**6. May we include all three parts of the proposal in one binder, clearly separated by appropriately labeled tabs?**

- Part I Qualifications
- Part II Cost/Pricing Proposal
- Part III Required Documents

**Or should they each be in separate binding?**

**Answer: Yes, all three parts of the proposal can be included in one binder.**

**7. May we include our responses to Attachment A Scope of Work in Part I Qualifications? Or should the scope of work be addressed in its own section within the proposal binder?**

**Answer: The Scope should be addressed within its own section of the binder.**

**8. On page 19, the RFP lists a Felony Conviction Notification Form as mandatory requirement #9. However, the form is not included in the RFP. Can you please send us the form?**

**Answer: The District is withdrawing this Mandatory Requirement.**

**9. In which section of the proposal should offerors demonstrate their ability to meet the Scope of Services outlined in Attachment A? For example, should this material appear as a separate section prior to “Part 1 -- Qualifications”?**

**Answer: In the Qualifications section.**

**10. Can offerors present a narrative response to Attachment A organized by the sections within Attachment A (e.g. “Company Qualifications,” “Project Planning”), or must offerors respond to each specification individually?**

**Answer: Yes, a narrative response will be acceptable.**

**11. On p. 3, the RFP states, “Each required response listed in Section 5 shall be included as a required document with Attachment B.” Can the district confirm that this mean that offerors should address each of the questions within Part 2 of Section 5 -- and only those questions in Part 2 of section 5 -- in separate documents following the completed Attachment B?**

**Answer: Yes, each of the questions in Part 2 of Section 5 should be addressed.**

**12. How many references for school districts should offerors provide?**

**Answer: 1**

**13. Would the district be interested in surveys measuring perceptions of additional stakeholder groups, such as teachers and staff?**

**Answer: This is an option for the future.**

**14. Would the district be interested in measuring perceptions of families?**

**Answer: This is an option for the future.**

**15. On p. 19 of the RFP (“Mandatory Requirements for the Proposal”), the district asks offerors to state why they are uniquely qualified for consideration. Where in the proposal should offerors provide this explanation? Should it be provided under “Company Qualifications” in Attachment A? Or should such information, along with other information listed under “Mandatory Requirements” but not covered in Section 5, be presented in an executive summary?**

**Answer: Provide an Executive Summary in Attachment A.**

**16. Can the district please confirm that offerors are not required to submit a bid bond, as is stated on p. 5 of the RFP?**

**Answer: A bid bond is not required for this project.**

**17. What is the anticipated budget for this project?**

**Answer: Undetermined at this time.**

**18. What is the primary motivation for limiting the program to 25 schools? Is the district interested in expanding the scope of work for all schools in future years?**

**Answer: This is a sample size and yes expansion is possible in the future.**

**19. How will the 25 schools be selected? What levels of schools (elementary, middle, high) are expected to be included in the program?**

**Answer: The schools were selected based on State data. The levels include elementary, middle, and high.**

**20. Where should offerors include responses to mandatory requirements?**

**Answer: Mandatory requirements should be addressed after the Scope of Services.**

**21. Can you please advise the total number of students enrolled in the 25 select schools participating in the survey?**

**Answer: Undetermined at this time.**

**End of Addendum 1.**