



STATE OF TENNESSEE
Tennessee Department of Education

REQUEST FOR PROPOSALS # 33101-20211 AMENDMENT # 2 FOR A PUBLIC REVIEW SURVEY

DATE: June 11, 2021

RFP # 33101-20211 Public Review Survey IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (central time zone)	DATE
1. RFP Issued		May 19, 2021
2. Disability Accommodation Request Deadline	2:00 p.m.	May 24, 2021
3. Pre-response Conference	10:30 a.m..	May 25, 2021
4. Notice of Intent to Respond Deadline	2:00 p.m.	May 26, 2021
5. Written "Questions & Comments" Deadline	2:00 p.m.	June 1, 2021
6. State Response to Written "Questions & Comments"		June 11, 2021
7. Response Deadline	2:00 p.m.	June 18, 2021
8. State Completion of Technical Response Evaluations		June 25, 2021
9. State Opening & Scoring of Cost Proposals	2:00 p.m.	June 28, 2021
10. Negotiations		June 29, 2021 – July 2, 2021
11. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	July 6, 2021
12. End of Open File Period		July 13, 2021
13. State sends contract to Contractor for signature		July 14, 2021
14. Contractor Signature Deadline	2:00 p.m.	July 16, 2021

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

RFP SECTION	QUESTION / COMMENT	STATE RESPONSE
Reference Requirements	1. Do the services provided within the accounts/projects need to be exactly the same as what is requested (eg. Large-scale surveys), or do the services just need to be similar in scale and general scope?	No. Some specifications can be adjusted per conversation with State Board of Education staff as long as they are similar in scope and scale.
Reference Requirements	2. Do contracts with the State of Tennessee include contracts with school districts within the state?	No. As stated in the RFP Statement of Purpose, this contract will run until July 31, 2022 and will be for the services requested in the Scope of Service. This contract will be between the awarded contractor and the State of Tennessee. This will NOT be a contract with individual school districts.
Reference Requirements	3. Would school district employees be considered State employees?	No with the exception of state special schools and some Achievement School District Employees
Reference Requirements	4. I assume that references for previous projects we have completed for the Tennessee State Board would be ineligible, is that correct?	Yes, that is correct. References for previous TSB projects are ineligible.
General	5. Is there a page limit for the response, either overall or in certain sections?	No
General	6. Should travel cost be folded into the presentation line of the cost proposal form?	No, reference section C.4. in the FA contract. The State Board of Education will pay for travel. However, travel is calculated under a separate section of the contract – not folded into the presentation line of the cost proposal.
General	7. Are there restrictions on indirect rate or other budget restrictions?	Indirect rates are not calculated on state funds. It is calculated on federal funds if the federal grant award allows it. There are no budget restrictions other than the maximum liability.
General	8. How will the survey be promoted?	The State Board of Education staff will create a publicity plan, which will include sending through State Board and Department Newsletters, a press release, information shared with other education professional organizations, etc. This will all be

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		handled by State Board of Education staff.
General	9. What stakeholder groups are expected to complete the survey?	Any TN resident is able to participate, the greatest share of responses come from parents and education professionals
General	10. How many responses are expected?	It is hard to predict, however, our goal is between 25,000 to 35,000 individual responses across all standards for the science surveys. For our last public review survey, we received about 60,000 individual responses between the two surveys. The math surveys this cycle will have significantly fewer responses as it covers fewer course and are all high level courses.
General	11. Is there other information about respondents beyond the standards comments that should be collected?	Only self-identification as a TN resident and what category they fit into (i.e. parents, teacher, of district employee, state employee, higher ed, etc.)
General	12. Will this be a fixed price contract (as opposed to time and materials or cost reimbursement)?	No. This is not a fixed price contract but the spend by TDOE absolutely cannot exceed the maximum liability.
General	13. Are there any constraints on who may serve as references?	No as long as they are external to the State Board of Education
General	14. It was noted in the Pre-Response Conference that there should be no references to cost. Does this include descriptions of past experiences (for example, "manages a multi-million-dollar grant program")?	Yes, this does include past experiences. To repeat, there should be absolutely no references to cost anywhere in the Technical Response. This includes resumes and past experiences.
B.19.	15. B.19 in the Technical Response Guide seems to be missing. Should there be a B.19. or was this a numerical error?	That was a numerical error.
Technical Response C1, C2, and C3	16. What are the differences between C1, C2, and C3 in the Technical Response Guide?	C1 would be showing an understanding of the project as a whole and the goal of it. C2 is about how you the vendor envisions the project, examples may include how the survey would be structured, what it would look like, how you would present the data for the binders, etc. C3 is how the vendor would actually meet all deadlines for the project, for sub-deadlines the vendor would set for themselves,

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		how many staff would be working on the project, etc.
Technical Response B20 and C4	17. What is the difference between B20 and C4 in the Technical Response Guide?	There is not a significant difference but was applicable to both scoring sections.
General	18. Are reports from the past standards revisions publicly available?	No, they are not publicly available, but we can share with the selected vendor.
General	19. Does the State have a preferred technical platform for survey administration?	No as long as it is publicly accessible.
General	20. Are there existing themes or political issues surrounding these standards that respondents should be aware of?	Historically the topics of evolution and climate change come up for debate with regard to science, but do not anticipate these impacting the work of this RFP specifically. In addition, state law prohibits the adoption of next generation science standards and common core state standards.
General	21. Is there an incumbent for this work?	The prior vendor's contract has expired. This is an open, competitive RFP.
General	22. Are there any lessons learned from past public review surveys?	We have a list of potential improvements to make based on the last round of public surveys conducted in 2019-2020. We will be able to better provide that information once a vendor is selected.
General	23. Do individual standards need to be searchable, or is it acceptable for respondents to navigate to the standards they wish to comment on?	No, the individual standards do not need to be searchable, but the State Board of Education is always looking for ways to improve the survey, however, that feature has not historically been available. We are looking for reasonable accessibility. Previously respondents have been able to select a specific grade level they want and then view standards within that grade.
General	24. Does the survey need to be delivered in any other languages besides English? If yes, are there copies of the standards already translated?	No, the survey does not need to be delivered in any other languages beside English, however the State Board of Education is always looking for ways to improve the survey.
General	25. Has this project gone out to RFP before for the analysis of	No, this is our first RFP for standards review. In 2014-2017 standards review work did not have

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	Math and Science standards or any other standards?	an RFP and was supported through private grant funding. In 2019-2020 we worked under a sole-source contract due to timing constraints beyond our control.
General	26. Are you satisfied with the work the incumbent has done on this project in the past?	The State Board is always looking for ways to improve the survey and reports.
<p>“The initial public review and feedback survey was open from November 12, 2019 – December 6, 2019. A team of educators reviewed all feedback items from the survey to inform any changes to the existing math standards. The second public review period opened May 4, 2020 and closed on May 22, 2020.”</p>	27. Will the public reviews for 2021 be on different sets of math standards than in 2020? Please explain.	Yes, the 2021 survey will only cover 4 th year math course options. These are elective courses whereas the previous cycle included the required math coursework.
General	28. It appears the Math cycle has been completed when looking on the website. Was the final reading completed in February 2021? Is this RFP for an additional or new Math survey?	The majority of math courses have been completed, this upcoming cycle is for science and 4 th year math courses.
Page 1 – Section 1.1.1.	29. The RFP states that the maximum liability for this service is \$100,000.00. Do you have an established budget for this project?	No, but the maximum liability is \$100,000.00
Page 26, RFP Attachment 6.3. Cost Proposal	30. Should the price proposal include the onsite presentations in Nashville? Item A.4.f on page 34 regarding the on-site presentations is not included in the Cost Proposal description.	No. Travel falls under a separate section of the contract. You can find that in C4 of the pro forma contract.
Page 33, Item A.3.c.	31. Is a “pause and resume” feature required within the web survey?	No however the State Board of Education is always looking for ways to improve the survey, however that feature has not historically been available.

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General	32. Will you further describe what the web pages should look like, or provide a screen shot of a web page from previous surveys to provide information on the preferred navigation?	The State Board of Education is always looking for ways to improve the survey. At a minimum, the public must be able to select a grade level and each standard must have a selection option of keep, change, move to another grade level, or remove, plus a space for written feedback.
Creating Equations (A.CED) A. Create equations that describe numbers or relationships.	33. Is the public commenting on each individual content standard separately or just the cluster Heading A as a whole?	The public are providing feedback on individual standards.
Science Standards	34. For Science standards, is the public commenting on the group of standards or each individual standard?	The public are providing feedback on individual standards.
Page 34, Item A.4.a.	35. Will you provide business rules around the data clean-up. e.g. how do you define an incomplete field?	Yes, rules will be provided.
Page 34, Item A.4.a	36. How are you defining "duplications"? Identifying duplicate survey responses for anonymous surveys are difficult, as there are no unique identifiers to identify the respondents. If there are responses that are exactly the same, the responses may not be duplicate records, as the responses may be from different respondents.	Duplication only applies to written comments, deleting written comments that say identical or similar things in order to streamline the reports for review committee members. However, state staff should be provided with a full copy of all comments without duplications removed for record-keeping purposes.
Page 34, Item A.4.a.	37. Does the BOE want any clean-up on the comments or are comments to be provided verbatim as typed in? If comments are to be cleaned, please provide a list of business rules for comment clean-up.	The only cleaning of written comments would be to delete comments that say the same thing (duplications) in order to streamline the report or any nonsense comments. State staff should be provided with a full copy of all comments without duplications removed for record-keeping purposes.
Page 34, Item A.4.d.	38. Will you provide samples of the Grade Level and Standard Level reports that need to be produced?	We will provide details of everything that needs to be included to the selected vendor but examples include: percentage of respondents who select keep, remove, change, in chart and pie graph form by type of respondent (teacher, parent, etc) written comments, standards that receive the greatest percentage of change or remove responses. This list is not comprehensive.

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Page 26 Cost Proposal	39. Are 35 binders needed for each survey administration? That is 35 binders each for Math and Science with the first survey reports by October 2021, and a second set of 35 binders each for Math and Science by April 2022 with the second survey administration reports?	Broken down it is 23 binders for initial math survey, 23 binders for initial science survey, 12 binders for second math survey, 12 binders for second science survey
General	40. Is a complete comment report needed? That is a detailed report listing all comments from the responders?	The only cleaning of written comments would be to delete comments that say the same thing (duplications) in order to streamline the report or any nonsense comments. State staff should be provided with a full copy of all comments without duplications removed for record-keeping purposes.
Page 34, Item A4.e.	41. Regarding the PowerPoint presentation, is analysis on the content of the comments required, or just the volume/number of comments and the areas where the most comments were provided?	High level analysis of the content is preferred.
Page 34, Item A4.f.	42. How many trips to Nashville are required for the presentations?	Two trips will be required to Nashville..
Page 34, Item A4.f.	43. Is there a presentation for Math and Science results after each round – that is four separate presentations on different dates? Please describe.	4 PowerPoints: 1 initial survey PowerPoint for math, 1 initial survey PowerPoint for science, 1 final survey for math PowerPoint, 1 final survey PowerPoint for science. The vendor will come to Nashville to present the Science PowerPoints. State Board staff will present the math PowerPoints.
Page 34, Item A4.f.	44. Please clarify if the presentation is for Science only, as the statement indicates revisions to science standards only?	4 PowerPoints: 1 initial survey PowerPoint for math, 1 initial survey PowerPoint for science, 1 final survey for math PowerPoint, 1 final survey PowerPoint for science. The vendor will come to Nashville to present the Science PowerPoints. State Board staff will present the math PowerPoints.
Page 34, Item A4.f.	45. In lieu of traveling to Nashville, would an online webinar presentation be acceptable?	We would request an in-person presentation.
References	46. Please confirm that a total of five references are needed: 3 references for completed	Correct, however there can be overlap between current and

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	projects and 2 references for existing services.	completed project as long as there is a minimum of three unique individuals/ businesses.
References	47. If a reference is being used for both a completed project and an existing service, does the completed project need to be different from the existing service?	The projects need to be different projects but can be of a similar scope and scale.
References	48. Would the reference need to complete two surveys if responding for both a completed project and a current project?	Yes, they would need to complete two surveys. They will also need to clearly identify which survey relates to each project.
References	49. Can a reference electronically sign the reference document?	Yes, they can electronically sign.

3. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.