

	<p align="center"><b>GUILFORD COUNTY SCHOOLS</b>  <b>Request for Qualifications</b>  <b>Addendum #1</b>  <b>1/10/24</b>  Purchasing Department  501 W. Washington Street  Greensboro, NC 27401</p>
<b>Direct all inquiries to:</b>	<b>Request for Proposals: 6612</b>
Velicia Moore	<b>Bid due date: January 31, 2024</b>
<a href="mailto:gaddyv@gcsnc.com">gaddyv@gcsnc.com</a> 336.370.3240	<b>Commodity: Technical Assistance &amp; Research Services</b>

**NOTICE TO BIDDERS**

Please be advised that this document serves as Addendum 1 to the RFP 6612 Technical Assistance & Research Services. The following update by Guilford County Schools (GCS), please see below.

1. Section 5.1.0, Scope of Work, Page 6: What existing stakeholder contact information (for example, addresses, telephone numbers, email addresses) does GCS have to support outreach to each of the audiences listed on page 6 of the RFP? **Only the information of current parents**
2. Is there a proposed timeline for the work? **February to June 2024**
3. Is there an anticipated budget for the work? **No**
4. Is it correct that two (2) copies are required - one (1) original hard copy and one (1) digital copy sent via email? **Yes**
5. In relation to the subject of the RFP, are there any prior research findings or existing data within GCS that we should take into consideration? If so, will the selected vendor have access to the data collection tools and the final report generated from any previous research? **No**
6. What is the anticipated or recommended sample size for each of the identified audience groups outlined in the RFP? **To be determined**
7. Does GCS have specific requirements regarding statistical power for this research? If so, could you provide details on the acceptable level of statistical power that should be considered for this project? **To be determined**
8. Is there a timeline for completion of scope of work after the contract is awarded? **February to June 2024**

9. What is the estimated start date for the scope of work? **Late February**
10. Section 5.1.0 - Scope of Work, page 6 of 13: What is the project's expected start and end dates? **February to June 2024**
11. Section 6.1-6.2 - Scope of Work, page 7 of 13: Are hybrid presentations (i.e., two vendor staff members will be present at the Guilford County Schools administrative offices, and others will be virtual) acceptable for the vendor interview and presentation? **To be determined**
12. What is the expected level of effort for this work? **We expect the selected vendor to deliver a high-quality product**
13. What is GCS's desired start and end date? **Late February**
14. Can GCS share directions regarding the desired proposal length, font size, spacing, etc.? **5 to 12 pages, single-space, and font size 12**
15. 4.0 Award and Proposal Evaluation, p. 5 + 7.0 Rubric, p. 7: Section 4.0 states that proposals will be evaluated against the included rubric. Per the rubric, the proposal shall include "evidence of experience and/or expertise" for services described in 5.1.0, 5.1.2, and 5.1.3. Could GCS clarify whether the proposal should also include a proposed evaluation design or approach to data collection, apart from documenting experience? **Yes, proposals should include a proposed evaluation design and approach to data collection**
16. 5.1.0 Scope of Work, p. 6: The RFP states "Collect statistically valid data...". Can GCS confirm that in addition to data collection, vendors are asked to develop surveys and focus group questions as well as analyze the collected data? **Yes**
17. Audiences, p. 6: Does GCS have contact details for, or means of contacting, all audiences or will the vendor both identify potential participants and conduct recruitment (in addition to data collection)? **We do not have all contact details**
18. Instructions to Suppliers, p. 9: What contract type will be used for this project (for instance, time + materials, firm fixed price, etc.)? **To be determined**
19. General contract terms and conditions, #18. Transaction fee, p. 13: The solicitation states "The successful supplier(s) shall pay a transaction fee of 1.75% (.0175) on the total dollar amount (excluding sales taxes) of each purchase order issued through the statewide e-procurement service." Can GCS confirm that vehicle for this project will be a contract (not a purchase order), therefore, the transaction fee will not apply? **If eProcurement is used, there will not be a transaction fee since this is a service**
20. Section 5.1.0, page 6: What is the desired sample size and sample characteristics (e.g., strata, oversampling of subpopulations)? **To be determined**

21. Section 5.1.0, page 6: If GCS cannot provide contact information for parents of students, what level of support would schools provide in distributing materials to parents so we can collect their contact information? **We are open to sharing communications with parents directly**
22. Section 5.1.0, page 6: What survey mode(s) of data collection are expected? **To be determined**
23. Section 5.1.0, page 6: Will Guilford County Schools (GCS) provide the following sampling frames with contact information: **We only have contact information of current parents and limited information for other groups**
- Sampling frame for Guilford County residents with current address & phone numbers?
  - Parents of current students along with current address & phone numbers?
  - Parents of students who have left with last known contact information.
24. Section 5.1.0 and 5.3.0, page 6: What percent of the population in Guilford County speak and read English? Is translation needed? If so, for what languages? **Our families speak various languages. Information will need to be translated for some components of the program**
25. Section 5.1.0 – 5.3.0, page 6: What is the period of performance? **February to June 2024**
26. Section 5.1.0 – 5.3.0, page 6: What is the complete list of deliverables? **Please review the RFP for more information. Specific deliverables have not been defined**
27. Instructions to Suppliers, Section 6, Time for Consideration, Page 9: Would Guilford County Schools please clarify whether the validity period should be 45 days as noted in Section 6 on page 9, or 60 days as noted on page 5? **60**
28. General Contract Terms and Conditions, Term 1, Default and Performance Bond, Page 12: Does Guilford County Schools anticipate requiring a performance bond for this particular contract? **Performance Bond is for construction contracts (Terms & Conditions are boiler plate for all IFBs, RFPs & RFQs)**
29. General Contract Terms and Conditions, Term 1, Default and Performance Bond, Page 12: Would Guilford County Schools please define what would constitute “default” by the contractor? **N/A**
30. General Contract Terms and Conditions, Term 8, Payment Terms, Page 12: If a contractor does not accept credit card payments from any customers, will the agency be able to provide other methods of payment to the contractor (e.g., ACH)? **Yes**
31. Is there a budget ceiling that contractors should be mindful of? **There is not a budget ceiling, but vendors should be conservative in their budget approach**
32. What is the expected period of performance for this contract? **February to June 2024**
33. What is the local engagement expectation? Does Guilford County Schools plan to have regular, in-person meetings? If so, at what frequency? **There will be regular online meetings, and a few in-person meetings**

34. Is there any available data (e.g., about reasons for leaving the district or not enrolling) that could be leveraged to inform the development of the survey, such as information collected from Guilford County Schools parents who have submitted an Opportunity Scholarship application or who have registered a home school with the Division of Non-Public Education? **There is very limited information**
35. Request for Proposal Document, Section 5, Scope of Work, Page 6: To what extent will the district be able to assist the vendor in identifying and locating contact information for any of the audiences listed in the request for proposals, such as parents of current students and parents of students who were once enrolled in Guilford County Schools but have left? **The district is only able to assist with contact information of current parents other group data is limited**
36. Request for Proposal Document, Section 5, Scope of Work, Page 6: The request for proposals lists, as one audience, "Guilford County residents, both with school-age children and without." For this audience, is the district interested in public perceptions more broadly, or the perceptions of particular groups of community members (e.g., parents of children ages 0 to 2 who are not yet school-age)? **Both**
37. RFP Section Execution, Pages 1-2: Is an original signature required, or is an electronic signature acceptable? **Either**
38. RFP Section 2.0 (Terms and Conditions), Page 3: The RFP states that, "All suppliers are hereby notified that they must have the proper license as required under North Carolina laws." Does this mean that firms have to be registered to do business in the State of North Carolina to perform this work? If this is the case, does a business have to be registered in the State in order to submit a proposal, or can the business register after awarded the project? **The proposal may be submitted and the registration can be done post award.**
39. RFP Section 5.1.0 (Scope of Work), Page 6: Does Guilford County Schools have access to contact information (e.g., email addresses, home addresses, phone numbers) for parents of children ages 3-5? **Limited information**
40. RFP Section 5.1.0 (Scope of Work), Page 6: Does Guilford County Schools have access to contact information for parents of 5- to 7-year-olds who have not yet enrolled their children in school? **No**
41. RFP Section 5.1.0 (Scope of Work), Page 6: Does Guilford County Schools have access to contact information for parents of students who are currently in charter, private, or homeschool settings? **Limited information**
42. RFP Section 5.1.0 (Scope of Work), Page 6: Does Guilford County Schools have access to contact information for Guilford County residents who do not have school-age children? **No**
43. Does Guilford County Schools have an anticipated budget or budget range for this work? If so, can this budget be shared? **To be determined**

44. What is Guilford County Schools preferred timeline for beginning this work and for work completion?

February to June 2024