

**RFP 19-58 Program Evaluator for Alternative Education Programs  
Addendum #2**

**The information contained in this document shall become an official part of the original document and shall be acknowledged in the space provided on Form 2 of solicitation document. Failure to acknowledge receipt of an addendum may result in a status of non-responsive. Firms are encouraged to review the contents of this document and to respond accordingly.**

**Addendum No. 2 is being issued to provide the answers to the following questions.**

<b>Question:</b>	<b>Answer:</b>
1. Page 16 under “Scope of Required Services”, item 7 states, “The Board will provide adequate work space to the program evaluator that will be convenient to the necessary records and personnel.” Can SCCPSS please clarify whether the on-site work will be limited to the items specifically named in the RFP (site visits, on-site interviews, post-evaluation public meetings), or is the expectation that the evaluator will spend the duration of the program evaluation on-site using the space made available by the Board?	No, it is not expected that the evaluator will spend the duration of the program evaluation on-site using the space made available by the Board.
2. Is there a budget and is there any specific impetus for this project at this time?	There is not a specific budget for this program evaluation.  The program evaluation was recommended by the District’s administration and concurrence was received from the District’s Audit Committee.
3. What is the anticipated timeline for this project?	We anticipate this project to be completed within six (6) months or less.
4. Can you provide an estimated start date?	After the contract has been signed, we would like the start date to begin as soon as possible.
5. Can you please provide the budget for this project?	There is no budget for this program evaluation.
6. What data would be available to the organization awarded to use for this project?	The program evaluator will have access to all relevant information applicable to the evaluation maintained by the District.

<b>Question:</b>	<b>Answer:</b>
7. What is the availability of data in terms of comparing the alternative programs to others in the state?	The District will not be providing information from other Alternative Education Programs in the state.
8. What is the anticipated timeline for this evaluation to begin and for a final reporting to be delivered?	We anticipate this project to be completed within six (6) months or less. After the contract has been signed, we would like the start date to begin as soon as possible.
9. Has the district established any budget parameters for this evaluation? If, yes, approximately how much money has been allocated for this evaluation?	There is no budget for this program evaluation.
10. While surveys are not explicitly noted in the scope of services, would the district be open to this method of data collection?	Please review item #2 in the Scope of Required Services section on page 15 of the RFP. Specific evaluation strategies will be discussed, as appropriate, with the successful bidder.
11. If surveys are allowable for this work, would it be possible for the district to provide the evaluator with email addresses for staff, teachers, and parents?	Please review item #2 in the Scope of Required Services section on page 15 of the RFP. Specific evaluation strategies will be discussed, as appropriate, with the successful bidder.
12. Will the evaluator be provided with contact information for parents of students enrolled in the alternative education programs for interview or focus group recruitment?	Please review item #2 in the Scope of Required Services section on page 15 of the RFP. Specific evaluation strategies will be discussed, as appropriate, with the successful bidder.
13. To address program progress, will the evaluator be provided with student-level data or aggregate level data related to academic and nonacademic outcomes for students enrolled in the program?	SCCPSS will work with the successful bidder and provide relevant information as appropriate.
14. Are the student enrollment counts provided in the RFP for each year unique students or is this a duplicated count? More specifically, do these students counts reflect repeat participation in WINGS across school years?	SCCPSS will work with the successful bidder and provide relevant information as appropriate.
15. BBA serves students in grades 6-12 and the Wings AEP has students in grades K-5 enrolled - are K-5 students served by some other program or service not included in this evaluation?	No.

<b>Question:</b>	<b>Answer:</b>
16. #3 in the ‘Scope of Required Services’ on page 15 of the RFP asks the vendor to focus on outcome indicators with “comparisons of each outcome measure with its baseline value.” What are the specific outcome indicators/measures of interest?	SCCPSS will work with the successful bidder and provide relevant information as appropriate.
17. In what ways are the WINGS and BBA services provided (if at all) at the student’s home campus or in traditional classroom settings by the support staff? Or are all of the services listed for evaluation only provided in an alternative education campus setting?	SCCPSS will work with the successful bidder and provide relevant information as appropriate.
18. Will evaluators be allowed to review student Bridge to Success Plans electronically?	SCCPSS will work with the successful bidder and provide relevant information as appropriate.
19. Do students who enroll in the program (listed in the table in section 3.0 on page 13) attend the program for the entire school year or do some students participate in the program for a shorter period (a few weeks, months, or a single semester)?	Some students do participate in the program for a shorter period.
20. Do the WINGS and BBA program have a summer / extended school year component?	SCCPSS will work with the successful bidder and provide relevant information as appropriate.
21. Are parents required to regularly attend meetings or events (beyond the two hours of family counseling required for re-enrollment) hosted by WINGS?	SCCPSS will work with the successful bidder and provide relevant information as appropriate.
22. Does the case management tracking system provide digital reports or data containing instances of student participation or involvement (e.g., amount of contact minutes by setting) in program services and supports?	SCCPSS will work with the successful bidder and provide relevant information as appropriate.
23. Page 18, Section 10.3.3 requests full resumes for all personnel. Can SCCPSS please confirm whether staff resumes can be included at the end of the proposal as an annex?	Resumes can be included at the end of the proposal in an Appendix.
24. Over what time period does SCCPSS anticipate the evaluation will take place?	We anticipate this project to be completed within six (6) months or less.

<b>Question:</b>	<b>Answer:</b>
25. Can SCCPSS please provide the earliest estimated start date for this evaluation?	After the contract is signed, we would like the start date to begin as soon as possible.
26. Does SCCPSS have an anticipated budget for this evaluation?	There is no budget for this program evaluation.
27. Can SCCPSS please confirm that the LMWBE requirements only apply to construction projects and therefore are not pertinent to this RFP?	The LMWBE requirements are primarily for the District's construction projects. If you firm employs any LMWBE firm in the execution of the contract you can identify those firms on the forms provided.
28. Can SCCPSS please detail the data that will be made available to the successful bidder? <ul style="list-style-type: none"> <li>•Does the District maintain student-level data with unique student identifiers?</li> <li>•What data collection instruments have been used to date at each school?</li> <li>•Which data points have been collected for all three schools, and for all three school years of implementation since 2016?</li> <li>•Will student data from years prior to 2016/17 be made available to the successful bidder?</li> <li>•How do the data collection instruments used for WINGS and Building Bridges differ?</li> </ul>	SCCPSS will work with the successful bidder and provide relevant information as appropriate.
29. Expected start date	After the contract is signed, we would like the start date to begin as soon as possible.
30. Performance period/contract end date	We anticipate this project to be completed within six (6) months or less.
31. If we are not subcontracting with an LMWBE, do we complete & submit Form 8? May we list ourselves as an MWBE?	If you have not subcontracted LMWBE firms please mark Form 8 as N/A.  The designation of the submitting firm is identified on Form 2.
32. Do we need to include Form 13 if we are submitted a bid?	Form 13 is not a part of the Proposal Submission Checklist (Form 1). Form 13 is provided for those bidders who do not wish to submit a proposal, but wish to remain on the District's list of interested bidders.

<b>Question:</b>	<b>Answer:</b>
33. Are the dates identified for the 2 potential public meetings referenced in #8?	The dates for the public meetings referenced in #8 are not known at this time.
34. Is there a date range/limit for the post-evaluation conferences referenced in #10 (e.g., the evaluator must be available for up to 2 weeks following submission of the final evaluation report)?	The dates of the post-evaluation conferences referenced in #10 will depend on the issuance date of the final report.
35. How many reports are required? #3 suggests one report while #8 refers to “all reports” and #10 refers to post-evaluation conferences.	The schedule indicated in #3 will be part of the final program evaluation report identified in #8 and #10.
36. Should we create a separate pdf for the Fee Proposal on the thumb drive, mirroring the hard-copy submission requirements of placing this document in a separate sealed envelope?	Your thumb drive should contain a pdf of your technical submission and a separate pdf of your Fee Proposal.
37. Please clarify the preferred organization of the report.	<p>Solicitation Form 1, page 21 provides the order for submission of the forms.</p> <p>“The Proposal” which should follow Solicitation Form 2 and should be arranged as outlined in Section 6.3 of Attachment “A”.</p> <p>The Sealed Fee Proposal (Solicitation Form 12) should be enclosed separately in a sealed envelope clearly labeled “Fee Proposal”.</p>
38. Request for material substitutions related to terms of the contract from Kennesaw State University.	Changes are accepted based on their status as an institution of the State of Georgia.

**\*\*\*ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED\*\*\***

**End of Addendum #2 to RFP 19-58  
Program Evaluator for Alternative Education Programs**