



STATE OF TENNESSEE
DEPARTMENT OF EDUCATION

REQUEST FOR PROPOSALS # 33101-23103FAS5 AMENDMENT # 2 FOR TN EDUCATOR SURVEY

DATE: November 17, 2023

RFP # 33101-23103FAS5 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		October 16, 2023
2. Disability Accommodation Request Deadline	2:00 p.m.	October 19, 2023
3. Pre-response Conference	10:00a.m.	October 20, 2023
4. Notice of Intent to Respond Deadline	2:00 p.m.	October 23, 2023
5. Written "Questions & Comments" Deadline	2:00 p.m.	October 26, 2023
6. State Response to Written "Questions & Comments"		November 17, 2023
7. Response Deadline	2:00 p.m.	November 30, 2023
8. State Completion of Technical Response Evaluations		December 11, 2023
9. State Opening & Scoring of Cost Proposals	8:00 a.m.	December 12, 2023
10. Negotiations (Optional)		December 12-19, 2023
11. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	December 21, 2023
12. End of Open File Period		December 28, 2023
13. State sends contract to Contractor for signature		January 2, 2024
14. Contractor Signature Deadline	2:00 p.m.	January 4, 2024

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	PAGE #	QUESTION / COMMENT	STATE RESPONSE
Contract Section A.5.a	Page 33	<p>1. Will input be provided by the State at the start of the survey design process, or will State input be limited to the final design review? Are there specific state-approved researchers, and if so, is there a contact list for them?</p> <p>Is the expectation that the survey design will be a modification of the existing survey, or is an entirely new survey required?</p> <p>Will the contractor be expected to show a comparison with data from previous surveys?</p>	<p>Yes, the expectation is that the Contractor and the State work in partnership to develop the direction and questions within the survey throughout the entire survey design process, with all deliverables subject to State approval. The Contractor will be responsible for ensuring proper survey design in line with the priorities identified by the State. There is no formal list of state-approved researchers, however any reputable external researcher associated with the Contractor (i.e. as an employee, subcontractor, or research partner) may submit a request to the State for consideration to conduct research analyses with this information.</p> <p>Any State- requested modifications or overhauls of the survey must be completed and approved by the State prior to the survey administration window. The Contractor will work with the State to determine the extent of revisions required.</p> <p>Yes, the Contractor shall situate results within a comparison of previous survey data.</p>
Contract Section A.6.e	Page 34	<p>2. Will the contractor be responsible for marketing the lotteries and providing the incentives, or will they only be liable for determining the winners?</p>	<p>The Contractor is only responsible for determining the winners.</p>
Contract Section A.7.a	Page 34	<p>3. Are individual responses tagged to each survey question purely to show whether the question has been answered, or do they also offer the actual result submitted? Attaching submitted results instead of just participation to the educator license number looks to conflict with the anonymity expected in the rest of the RFP.</p>	<p>Individual responses are tagged to each question in order to properly associate survey results with the correct school or district. Schools or districts that achieve a certain participation rate have access to their survey data earlier- however, these results are then de-identified prior to analysis.</p>
Contract Section A.7.i	Page 35	<p>4. Our proposal would not normally use STATA to analyze and process data. Is the STATA requirement due to the needs of the State rather than what is expected to be needed by the contractor to be able to complete the processing and analysis?</p>	<p>The Contractor may propose another software other than STATA to conduct analyses. STATA is what has been used in the past to produce results and analyses. See update to Pro Forma Contract Section A.2.c.</p>
Section A.7.m.2.i		<p>5. Is the expectation that the contractor will analyze the data and determine the themes and topics to be used in the communication of the report, or will the</p>	<p>The State will produce the narrative around the survey results. The Contractor will be expected to provide ideas and expertise in the development of themes and topics used to communicate results, but ultimately the survey report is released by the State and drafted by State employees.</p>

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		<p>State be responsible for providing the narrative? Can you confirm what is meant by supporting the State with the use of social media and email newsletters? Is the expectation that the contractor will be responsible for the message and graphic creation and the outbound delivery of the final report?</p>	<p>Social media support would include the Contractor promoting the survey on their own State- approved social media platforms in support of the State (Twitter, Facebook, etc.) and alerting contacts to the survey through any newsletters or regular communications you might have with your stakeholders (such as principals, PTA, etc.).</p> <p>The State is responsible for the messaging and graphic design of the final report.</p>
General		<p>6. How is survey design and delivery currently managed? Is there an incumbent provider?</p>	<p>The survey is currently administered by the Tennessee Education Research Alliance (TERA) out of Vanderbilt University in partnership with the State. Information on this partnership can be found here:</p> <p>https://www.tn.gov/education/districts/federal-programs-and-oversight/data/educator-survey.html</p>
General		<p>7. Please confirm the contract term in relation to the maximum liability of \$1,250,000.00.</p>	<p>The contract resulting from this RFP will have a term of 60 months (5 years). The estimated maximum liability of \$1,250,000.00 is for that entire term. See updated Pro Forma Contract Section B below.</p>
General		<p>8. Since DOE has been conducting this survey since 2015, please describe what is missing from the current survey or what additional insights you are trying to achieve with a new survey?</p>	<p>The State is always aiming to achieve new insights with each iteration of the survey. The survey should be designed such that contextual elements that impact Tennessee educators in the current time are taken into account, and so that we can measure the success of implementation of current State initiatives. Therefore, it is important the survey is continually updated to reflect new changes or priorities in Tennessee education.</p>
General		<p>9. Once the survey is complete and data gathered, describe how the DOE uses this information to take action with initiatives, programs, etc.?</p>	<p>The State may take action on any initiative reflected in the Survey based on responses from educators. Educators' responses might support the State in developing more effective delivery methods for professional development, for example. There are many instances in which the State might use these results to inform policy.</p>
General		<p>10. Does DOE use or prefer particular platforms for the survey, data analytics, data visualization, etc.?</p>	<p>The State is open to discussing any platforms for the survey and associated analytics based on the Contractor's skillset and comfort with those platforms.</p>
General		<p>11. From the way the RFP written, we think this is a multi-year contract, but it's not clear to us how many years the contract is for, and a search did not find that information, just lots of references to "each year of the contract". How many years is the contract for?</p>	<p>The contract resulting from this RFP will have a term of 60 months (5 years). See updated Pro Forma Contract Section B below.</p>
General		<p>12. What is the budget for this project?</p>	<p>\$1,250,000.00 for the contract term</p>

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General		13. Who has been performing these services?	Vanderbilt University is the current contractor.
General		14. Are you able to share the survey used in the previous or current contract cycle?	You can find information on previous surveys here: https://www.tn.gov/education/districts/federal-programs-and-oversight/data/educator-survey.html
General		15. How many questions are there in the survey currently in use?	You can find information on previous surveys here: https://www.tn.gov/education/districts/federal-programs-and-oversight/data/educator-survey.html
General		16. Is the survey being conducted in English only? Or is the survey being implemented in other languages as well?	The survey is currently conducted in English only. You can find information on previous surveys here: https://www.tn.gov/education/districts/federal-programs-and-oversight/data/educator-survey.html
General		17. Since this survey is statewide, are there regional, district, statewide targets the selected vendor needs to achieve? Have these targets been achieved by the current survey administrator?	Each survey administration sets participation targets for districts and schools. You can find information on previous surveys here: https://www.tn.gov/education/districts/federal-programs-and-oversight/data/educator-survey.html
General		18. What was the response rate achieved in the previous survey?	Last year's survey achieved a response rate of close to 50%. You can find information on previous surveys here: https://www.tn.gov/education/districts/federal-programs-and-oversight/data/educator-survey.html
General		19. How many years has this survey been conducted?	The State and Vanderbilt University just administered the 12 th annual survey.
General		20. Are there reports or results available for previous surveys?	You can find information on previous surveys here: https://www.tn.gov/education/districts/federal-programs-and-oversight/data/educator-survey.html
Contract Section A.6.e	Page 34	21. A.6. e. states "Run lotteries to pick survey incentive winners based on State-developed criteria." What is the budget for incentives? Is this a pass-through cost,	The budget for incentives changes year to year. In the most recent year, a total budget for incentives was \$30,000 to be distributed equally among winning districts. The State will distribute the incentives and the Contractor will have no role. The money will not be part of this contract.

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		or is it to be included in our fee?	
General		22. What type and money amount of incentives have been used in the past?	The budget for incentives changes year to year. In the most recent year, a total budget for incentives was \$30,000 to be distributed equally among winning districts. You can find information on previous surveys here: https://www.tn.gov/education/districts/federal-programs-and-oversight/data/educator-survey.html
General		23. The RFP mentions delivery of a data file within 14 calendar days after survey completion. At what frequency would the State want interim data files delivered throughout data collection?	The Contract requires one delivery of results after survey completion; but, the Contractor should expect to work with the State via the Work Plan process on any additional communications or iterations that may be needed.
General		24. Will the State request one final report of survey findings or will there be reports to be created at the regional or district levels?	The State develops one final survey report. However, additional analyses and reporting shall be conducted by the Contractor to support this work. This does not necessarily need to be broken down by location, but by question or insight as well.
General		25. Can you describe the type of analysis you are expecting to see?	Types of analyses conducted in the past can be found on the survey website (listed below). The State is looking for similar analytics work on future surveys: https://www.tn.gov/education/districts/federal-programs-and-oversight/data/educator-survey.html
General		26. The RFP Introduction reads: "A contractor is necessary to manage the sampling frame and subsequent contact list in addition to supporting school districts in building the technical infrastructure to allow educators to take the survey." Is the list of educators with an active teaching license be provided by the State or is the vendor procuring the list?	The State can provide the list educators with an active teaching license.
General		27. Is the State planning to advertise the survey among the various school districts or regions that are part of the survey?	Yes- the State advertises the survey on a statewide scale through our social media and newsletter platforms, in addition to conversations with stakeholders including superintendents.
General		28. To confirm, this is a maximum \$1,250,000 contract for five years. The applicant is applying to lead the 2024 TES through and including the 2028 TES, correct?	Correct.

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General		29. One part of the contract asks for the applicant to describe the hosting environment (p. 22), but in another portion files are to be shared with TDOE for posting to the website. Who will host the TES website, the applicant or TDOE? And if the latter, what does it mean when the RFP asks for a description of the applicant's hosting environment (p. 22)?	Per Pro Forma Contract Section A.6.(a), the Contractor shall host the Tennessee Educator Survey website. Per Pro Forma Contract Section A.7., the Contractor shall also deliver the files to the State for any other desired uses, including use on its own website (the Data Downloads page, for example), and to share in future iterations of the Report Card.
General		30. The contract asks for a written report of results. Is this a draft report that TDOE will take and release as its own work, or will it be a report authored and released by the contract holder? Relatedly, how does the TDOE anticipate being involved in the framing/direction of the report?	The Contractor will support the State in analyzing results to develop themes for the annual report. The report will be shared by the State in partnership with the Contractor. Previous reports can be found here: https://www.tn.gov/education/districts/federal-programs-and-oversight/data/educator-survey.html
General		31. Can the RFP response include requested edits to the contract?	Responses should not include alternate terms and conditions. See RFP Sections 3.3.1-3.3.3. However, the State reserves the right to conduct clarifications or negotiations with one or more Respondents. See RFP Section 5.2.3.
General		32. Should questions in Section B be answered for the applicant only, or also for all subcontractors on the proposal?	Respondents should include information about proposed subcontractors as requested in Section B; see, for example, B.14.
Contract Section A.7.b and A.10	Pages 34 and 36	33. Can you please clarify the issue around the ownership of survey responses? One part of the contract (A.7.b.) states that results will be jointly owned and may be used by both the Contractor and the State, but in another part (A.10.) any usage by the Contractor requires approval by the State.	The State has exclusive ownership rights in the data. See revision to Pro Forma Contract Section A.7.b.. Pro Forma Contract Sections A.9. and A.10. provide the Contractor with a limited license to use the data to fulfill the terms of the Contract. Any additional uses would need to be approved by the State.
General		34. Is there a maximum allowable indirect cost rate?	The contract resulting from this RFP is a fee-for-service contract not a grant; so, indirect cost should not be included in cost proposals as a separate line item.
General		35. Is the indirect cost rate based on MTDC or TDC?	The contract resulting from this RFP is a fee-for-service contract not a grant; so, indirect cost should not be included in cost proposals as a separate line item.
General		36. Is this federal flow-through funding or does it originate at the state?	This contract is anticipated to be 100% State funded.

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General		37. Should all references be related to the applicant, or can one or more of the references requirements be met by an individual who has worked with a sub-contractor who will serve a substantial role?	References must be from customers of the Respondent. Respondents should include information about proposed subcontractors as requested in Section B; see, for example, B.14.

3. **Delete RFP # 33101-23103FAS5, in its entirety, and replace it with RFP # 33101-23103FAS5, Release # 2, attached to this amendment.** Revisions of the original RFP document are emphasized within the new release. **Any sentence or paragraph containing revised or new text is highlighted.**
4. **Delete RFP Pro Forma Contract section A.2.c. in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**
 - c. **STATA** – a statistical software package for data sciences. **The State reserves the right to approve use of an equivalent software package.**
5. **Delete RFP Pro Forma Contract section A.7.b. in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**
 - b. Provide a results data file in STATA format to the State within fourteen (14) calendar days of survey completion and by April 30th of each year of this Contract. **These data will be owned and may be used by both the Contractor and the State.**
6. **RFP Pro Forma Contract Section A.7.n. is added as follows:**
 - n. **As requested by the State, the Contractor shall provide analysis and comparison with past survey results. Analysis may include metrics like participation rate increases, increases in feelings of educator preparedness, etc.**
7. **RFP Pro Forma Contract B is deleted and replaced as follows:**
 - B. **TERM OF CONTRACT:**

This Contract shall be effective on **DATE** (“Effective Date”) and extend for a period of **sixty (60) months** after the Effective Date (“Term”). The State shall have no obligation for goods or services provided by the Contractor prior to the Effective Date.
8. **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.