

## RFP Question and Answer Document

Question	Answer
Is there a budget range within which the proposal should fall?	The anticipated budget range is \$150,000 - \$170,000
Will the selected vendor have access to student level, longitudinal data in order to complete quantitative analysis?	Yes, access to the data will be provided.
Are external vendors from Michigan able to apply or encouraged to apply?	We encourage all prospective vendors interested in the RFP to apply.
For the focus groups, can they be arranged to be virtual or must they exclusively be on site?	The OEI office will work with the vendor to schedule focus groups to meet virtually and on-site.
Will the district collaborate with us in selecting the panel of interviewees (parents, students, teachers, district administrators, etc.) and focus group participants for this audit? Specifically, will the district be able to supply a list of individuals we can survey and contact for auditing purposes?	Yes, the district will collaborate with the designated vendor in selecting panel participants. We will share what we can in compliance with FERPA guidelines.
If the district will help supply a list of participants needed to complete the audit, what is the expected timeline the district would need to supply that list to us?	There should be a maximum of a one-week turn around for any list request.
When was the district's last audit performed and where can we view those findings/results?	This is the first audit being performed for the district.
How would the district like the audit results to be submitted (i.e., digital tool, presentation, word document, pdf, etc.)	We would like the results submitted in a presentation format (i.e., PowerPoint), and a pdf with a digital copy of all submissions.
How often is it expected to hold those informal meetings with the Office of Equity and Inclusion? And can those be virtual meetings?	The awarded vendor will collaborate with the Office of Equity and Inclusion in establishing the number of meetings. In-person meetings include a virtual element so key people can participate in the discussion regardless of physical location.
Is there consideration for businesses that are WBE, MBE, and/or WOSB certified?	<b>Evaluation Criteria</b> <b>35 Points</b> Purchase price, to include all costs associated with obtaining the goods and services requested <b>15 Points</b> The reputation of the vendor and of the vendor's goods or services. (References) <b>25 Points</b> The quality of vendor's goods or services. (Project approach and implementation as described in Proposal) <b>20 Points</b> The extent to which the vendor's goods or services meet the district needs. (Experience and Qualification) <b>05 Points</b> The vendor's past relationship with the district.
Was there an event or incident that prompted the equity audit?	No, this is the next step in our Equity plan.

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Would it be acceptable to provide examples / samples in higher education that meet similar criteria?	The example would have to highly correlate with the K-12 example/environment. K-12 examples are preferred.
What would be an ideal number of stakeholders involved, particularly for students and staff?	That will be determined best practice regarding the scope of service proposed relative to the size of our district.
Are there existing channels of communication that could be leveraged in reaching parents / guardians?	Yes, there are several including Facebook, newsletters, and parent groups.
Is there a preferred survey method or platform?	No, there is no preferred method at this time.
What other documents need to be submitted with the proposal?	Submitted with the proposal should be the following documents: Sworn Statement of Familial Relationships, Iran Business Relationship Affidavit and Debarment and Suspension Certification
When is the response deadline for the proposals?	Electronic submission of proposals may be emailed to <a href="mailto:ligginss@grps.org">ligginss@grps.org</a> by Wednesday, January 17, 2024, by 2:00PM EDT. Proposals received after the deadline will not be considered with this bid (NO EXCEPTIONS)