



REQUEST FOR PROPOSAL/QUALIFICATIONS
RFP No. 2-2324
Educational Community Engagement and Survey Platform

ADDENDUM NO. 1
March 26, 2024

Please note the following additions, corrections and clarifications to the above-referenced RFP. The additions, corrections, and clarifications are as follows:

Clarifications and additional information:

1. Question: Can you confirm how to submit (paper vs digital submission)?

Answer: One paper submission with an electronic file on a portable storage device (USB or similar)

2. Question: We have your enrollment at 41,855. Is that accurate?

Answer: 40,569 as of 03/25/2024

3. Question: Where should we provide pricing? The Doc has a pricing table, then an appendix A section for pricing. Then another Appendix D where there is a similar pricing table.

Answer: Please provide pricing in the document table on pages 6-7 of the RFP document. Exhibit A of the Standard Master Agreement will be completed by the awarded vendor, which will incorporate the pricing submitted in the RFP document. Complete Exhibit D as there is additional information not captured on the pricing table.

4. Question: In regards to the student data privacy agreement: Exhibit E let's your district use the same agreement in place with other California school districts. Would it be sufficient to use exhibit E for your district, since we have used this doc with other districts? Or would we need to fill out the entire Ca Student DPA specifically for your district?

Answer: You may provide a complete CSDPA of the prior district(s) that are still valid/applicable.

5. Question: What are the goals of the educational community engagement and survey platform program?

Answer: To measure school culture, student connectedness, perception of safety, and well-being.

6. Question: How many times a year will the district administer the survey?

Answer: On average, 2-3 times per year.

7. Question: How does the district plan to use the survey data from the survey program?

Answer: The data will be used by Cabinet for deciding effectiveness of programs and services; it will also be used to present to the Board and community for student behavior and well-being. Finally, it may be used in the future for CA Dashboard compliance.

8. Question: What stakeholder groups does the district plan to survey? (community, families, students, staff?)

Answer: Students, staff, and families.

9. Question: Who (what roles, departments) will have access to the survey data?

Answer: District leadership (Cabinet and department leaders) and site leadership (principals and assistant principals)

10. Question: How will users use survey data in their roles?

Answer: See answer to #3.

11. Question: How will the survey data be used to achieve or measure district/strategic goals?

Answer: The survey data will be analyzed either by trimester or semester by Cabinet members to progress monitor effectiveness of programs and services. The District has a student connectedness/safety goal and the data from the survey would be one indicator of effectiveness.

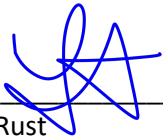
12. Question: What departments/roles will create surveys?

Answer: We want the questions to be pre-built and then Education and Support Services leadership (Cabinet level) will create surveys using the bank of survey questions provided.

13. Question: Does your district currently administer an educational community engagement survey?

Answer: No.

CAPISTRANO UNIFIED SCHOOL DISTRICT



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