




**CLEVELAND
METROPOLITAN
SCHOOL DISTRICT**

Purchasing Division
1111 Superior Avenue E, Suite 1800
Cleveland, Ohio 44114
Ph: (216) 838-0410 Fax: (216) 436-5118

Date: May 25, 2018

To: All Service Providers

From: Seletha R. Thompson 
Purchasing Analyst

Re: **Addendum #2 for RFP #21243 - Equity and Inclusion Employee Survey**

Below is Addendum #2 for RFP #21243 - Equity and Inclusion Employee Survey. This addendum supplements and amends the items in the Specifications. This addendum must be noted on the Addendum Acknowledgement Form found in the RFP. Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the proposal to be rejected.

Below are questions and respective answers received for RFP #21243 – Equity and Inclusion Employee Survey.

Comprehensive Question and Answer List

1. Is it mandatory for all data to be in one place for ease of analysis?

Answer: Yes it is mandatory for all data to be in one place.

2. Is it mandatory for CMSD to have an anonymity threshold so that you cannot identify an individual employee in reporting?

Answer: Yes it is mandatory to have real time reporting and visualizations.

3. Is it mandatory for CMSD to have Role-Based Reporting so that each manager can understand what is happening?

Answer: Yes

4. Is it mandatory for CMSD to have individual reports for all their employees to access?

Answer: No.

5. Is it mandatory to have action planning for the purposes of leadership development?

Answer: No.

6. Is there an estimated number of languages besides English? What are those languages?

Answer: The District estimates at least 2 languages, English and Spanish, but this is subject to change upon further discovery.

7. We reflected on a question posed in the meeting and wondered if the following statement (below) indicates that CMSD would like to benchmark CMSD results alongside other, comparable, school districts?
- a. "Demonstrate proven ability for comparative analysis with relevant industry sectors and describe preferred tabulation/analysis method(s)." (PDF, page 9)

Answer: The District is not aware of other school districts tracking such data that would allow such a comparison. The District intention is to track data in a way that will allow comparisons, but not that we need the actual data to be benchmarked.

8. With regard to the following statement (below), does this pertain to the Multicultural Organizational Model whereby "benchmarking" refers to mapping questions/constructs onto the model and "qualitative data theming" refers to the previously validated qualitative constructs presented in the Multicultural Organizational Model?
- a. "Provide key insights and analysis of survey results with relevant comparable benchmarks and qualitative data theming." (PFD, page 9)

Answer: The second part is correct. Refer to Answer # 7 regarding benchmarking.

9. For the cost proposal and pricing, will you accept a single cost that accounts for all the tasks requested?
- a. "Service providers may create a cost proposal in another format. However, all items listed here must be addressed; otherwise the cost proposal will be deemed non-responsive." (PDF, page 18).

Answer: No.

10. We have actually developed a survey that we have now done with over 300 districts, charters, nonprofit all in the education space. We think there is a greater opportunity for CMSD to see how the district compares to others and therefore make more strategic decisions on moving forward. And because the survey has already been created, it would likely be a much less expensive project. I wanted to know if the district is open to using an established survey v. creating their own.

Answer: An existing survey is fine as long as there are questions connected directly to the Multicultural Organization Model. If these are additional questions, that's fine. The survey results must map to the model in a clear and valid way.

11. With regards to releasing the demographic data, if we do not provide this information, is it grounds for disqualification?

Answer: Submitting the demographic information form is required. If the form is not submitted, it may be grounds for rejection. Any information provided on the form is taken into consideration for evaluation, but necessarily grounds for rejection.

12. Has employment of choice been targeted against any business outcomes (eg student outcomes, teacher retention)?

Answer: There are inclinations that are guiding us in that direction. It is still theoretical and not clearly defined. This work is in alignment with the values of the District, but the measurement does not exist yet.

13. Is it your desire to quantitatively validate the organizational model to make it of scale for other school districts?

Answer: The District would not say that from a survey validation perspective. The District needs to make sure that items in the survey are validated through testing, but not seeking to validate for the field as a whole. We would not be surprised if this work is taken up in other large school districts. There's a hunger for this kind of information, but we don't think this is a specific goal of the District.

14. The District wants response rate on a very sensitive topic- will we have access about what you already know about these individuals (employees) and how do you see that going in line with complete confidentiality?

Answer: The District will provide directory information and expects the selected service provider to secure and hold any sensitive information in confidence.

15. Is this the first time you've ever done an E&I Survey like this?

Answer: Yes

16. Have you done any employee engagement survey that have E&I inside of them?

Answer: No.

17. Technology- Is it mandatory to have data all in one place for ease of use? Is it mandatory to have in one platform and visualized in one platform?

Answer: No. It depends on the visualization platform. Visualization matters, but not mandatory. We could use your platform.

18. Do you want capacity to play with the data yourself and to have access to the real time data?

Answer: Yes. Preferable, there may be options for real time and retroactive.

19. How are you conceptualizing the pilot survey- are you wanting to do a pilot study to inform the final study, or is the pilot the benchmark survey?

Clarify- are we wanting to do a sample up survey? Yes.

Answer: The District wants to validate the questions using a small pilot group before launching to larger group.

20. Is the intent to launch the survey in January 2019?

Answer: Yes, with a preference to launch earlier if the project timeline and work to prepare the survey permits.

21. Do you want to use the pilot as survey reduction survey?

Answer: That would be discussed with the chosen service provider during the partnership.

22. On page 5- 4th paragraph- period pulse study- are you talking about repeating those items?

Answer: The idea is that the District wants to baseline this year, and we envision resurveying along the way to have some interim pulse checks to say- "how are we doing" with this work. We are really in the idea phase now, and that we create a baseline, and commit to do another survey in 2 to 3 years. It's important to do a "dipstick" and that the survey efforts are aligned.

23. Are you looking to do pulse surveys on all three of these criteria (1) Gauge of progress (2) Deep dive on component on baseline survey (3) Ad hoc or environmental issues?

Answer: The District does not know that at this time. We are looking to keep it broad. Flexibility to retarget in administration in the platform is important.

24. Do we need to submit 8 copies and an electronic copy of the cost proposal?

Answer: No. One original and 1 copy.

25. Estimated number of languages needed?

Answer: The District estimates at least 2 languages, English and Spanish. This estimate is subject to change with further discovery.

26. Would English be the default with some drop down options of others?

Answer: Yes.

As a reminder:

- Separate Sealed proposals for the scope of work and requirements and Cost Proposal will be received in the Cashier's Office of the Cleveland Metropolitan School District located at 1111 Superior Avenue E, Cleveland, Ohio 44114, until **1:00 pm (EST) on June 1, 2018**. This RFP will not be publicly opened.

--End of Addendum #2--
