



The City of **WORCESTER**

Administration & Finance – Purchasing Division
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April 20, 2022

To All Proposers:

Subject: **RFP No. 7797-W2, Consultant – ESSER Evaluation / WPS**

ADDENDUM NO. 1

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

• *PROPOSAL DUE DATE HAS BEEN EXTENDED TO FRIDAY, MAY 6, 2022 AT 10:00 AM.*

• PLEASE SEE BELOW QUESTIONS RECEIVED AND RESPONSES FROM CITY:

1. Are electronic signatures acceptable? *Yes, but a hard copy proposal submission is required.*
2. Does a proposer have to be registered in the State of Massachusetts to be awarded this RF? If so, does the proposer need to be registered prior to submitting a proposal, or prior to execution of a contract? What is the definition of “Qualified in Massachusetts” as noted on Page 10 of the RFP? *Proposer must be able to conduct business in the Commonwealth of Massachusetts. Registration is available via the Secretary of State website.*
3. The General Conditions clause number 19 references insurance requirements in Section IV. of the RFP, can you please provide these? *Please see attached standard City insurance requirements.*
4. Has the City of Worcester established budget parameters for this evaluation project? If so, what is the anticipated budget range for this project? *The City generally does not provide budget information during the RFP process.*
5. Are particular weights given to each evaluation criteria listed on pages 14 and 15? *Criteria are not weighted.*
6. For each of the types of activities included in Scope of Services bullet 1, can you provide a bit more information about what has been funded with ESSER III or ARP ESSER funds thus far and what is planned going forward? This will drive our development of appropriate research questions and subsequent research design to answer those questions.



- For example, for professional development (bullet 1e), was something specific provided to all teachers having to do with remote instruction (or some other topic)? in a particular content area? Of a particular grade level? What is planned going forward?
- For tutoring, was a particular tutoring approach funded (e.g., small group, large group, online?), was a particular software purchased for large-scale implementation, were certain subject areas targeted at certain grade levels?

>An aspect of the evaluation will be to gather more detailed information about which activities are being implemented. Where detail is not available, propose in general how you might evaluate the listed activities and otherwise establish systems to gather the data that might be necessary to document and report on WPS' efforts.

>These are some links and attachments with additional information that are all publicly available:

- A link to our ESSER III Implementation Plan is at the top of this page:

<https://worcesterschools.org/about/departments-offices/grants-management-title-i/>

- Information on the spending plan is in the FY 22 budget book posted here:

<https://worcesterschools.org/about/budget/>

- Attached school board summary item for after school program plans
- Attached Annual Budget Book information on ESSER funding
- Attached School Committee ESSER 3

8. Are you interested in employee surveys to collect data on staff experiences, perceptions, attitudes, and to gather feedback on funded initiatives?

- If yes, do you have an existing employee survey mechanism already in place?
If the responder has a rationale for the value of this information then it is at their discretion to include it in the plan. The district has a SurveyMonkey account and other mechanisms/platforms to collect data from staff.

9. When examining the impacts of ESSER funded initiatives listed in the Scope of Work:

- What are the outcomes of interest to WPS (e.g., student test scores, attendance, or behavior)? The number and type of outcomes will inform the budget estimate.
- Will WPS provide student-level administrative records to the evaluation team for analysis?
- Does WPS collect information on the services and supports students received that were funded wholly, or in part, with ARP/ESSER funds?



WPS will work with the selected bidder to identify the specific outcomes of interest. In general, outcomes that focus on attendance related to services and on test scores to measure changes in performance gaps or learning loss recovery will need to be included.

Student level data will be available and used. Data systems to gather information associated with services and supports for students will need to be identified and implemented. Some data may exist for efforts underway this year. The selected bidder and the Office of Research and Accountability will collaborate on identifying and gathering that data.

10. Are you interested in annual reports of results, or one report at the end of the contract period?
The responder should make their best judgment in considering what information and insights to share with the district and in what time increments. Assistance with reporting to the federal funding agency will likely be annual and/or at the end of the grant period.
11. Is there a budget, or budget ceiling, you can share that will help our team develop an appropriately-scaled evaluation given the breadth of activities included in the Scope of Services?
See question 4.

Proposers are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Christopher J. Gagliastro
Purchasing Director



INSURANCE AND WORKER'S COMPENSATION

1. **COMMERCIAL GENERAL LIABILITY INSURANCE:** Contractor to supply the City of Worcester with certificates of insurance evidencing general liability coverage of not less than \$ 1,000,000.00 per occurrence / \$ 2,000,000.00 aggregate.
2. **AUTOMOBILE LIABILITY INSURANCE:** Contractor to supply the City of Worcester with certificates of insurance evidencing automobile liability coverage, bodily injury and property damage combined single limit, of \$ 1,000,000.00 (all owned, hired, and non-owned autos).
3. **COMPENSATION INSURANCE:** The contractor shall furnish the City of Worcester with certificates showing that all of his/her employees who shall be connected with this work are protected under statutory worker's compensation insurance policies.
4. The Contractor shall carry public liability insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contractor or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone of his employ during the execution of the contract.
5. Prior to starting on this contract, the Contractor shall deposit with the Contracting Officer certificates from the insurer to the effect that the insurance policies required in the above paragraphs have been issued to the Contractor. The certificates must be on a form satisfactory to the Purchasing Agent.
6. Except as may otherwise be stated herein, the Contractor shall also carry bodily injury and property damage insurance in an amount not less than those set forth above covering the operation of all motor powered vehicles owned or operated by the Contractor and engaged in this contract.