



The City of **WORCESTER**

Administration & Finance – Purchasing Division
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April 14, 2022

To All Proposers:

Subject: **RFP No. 7805-W2, Consultant – Culture & Climate Survey / 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.

- **PLEASE SEE BELOW QUESTIONS RECEIVED AND RESPONSES FROM CITY:**

1. Will the survey need to be constructed in English and Spanish? And if there is a more comprehensive list, please let me know which languages you would like to include.

> For the student survey yes it would need to be in English and Spanish. For the parent survey we will need it in multiple languages (Albanian, Arabic, Nepali, Portuguese, Spanish, Twi, and Vietnamese) which if the vendor has the ability to provide that would be preferable but not required. The district will translate the English version of the parent survey into the required languages.

2. Is there an IRB process involved due the survey being issued to young adults and children under the age of 18?

>The survey is administered through the school district's Office of Research and Accountability. The development and approval of the surveys occurs in collaboration with this office and serves to ensure that the survey and its administration are managed in an ethical manner that is also consistent with federal law. The vendor should mention their experience (and their intention if it exists) to implement student/staff assents (and at which grade levels) and parent notification letters and/or passive consent.

3. It is understood that this survey is to be issued to respondents over a period of time from July 1, 2022- June 30, 2023. What is the increment of time between each disbursement of the survey? Are we allowed to dictate the best course of action for when the survey should be issued?

>The exact schedule will be determined in collaboration with the Office of Research and Accountability. As an example of a possible schedule, the student social emotional items would be administered three times per year in September, December and March to align with the district's MTSS schedule. Student and staff culture and climate items may be administered in November and March. Parent surveys may be administered in March. The vendor should offer their best thinking of what an ideal schedule would be and the rationale for it.

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