The City *of*
WORCESTER

Administration & Finance – Purchasing Division
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May 2, 2022   To All Proposers:

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

ADDENDUM NO. 3

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 EXTENDED TO FRIDAY, MAY 6, 2022 AT 10:00 AM

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

1. Does WPS have an existing culture climate survey they would like to use for this, or any existing items or item sets that they would like incorporated (for any of three target groups included)?
   *   If WPS has historical data from a similar survey, would you be interested in passing those data through so that we could incorporate them in the visualization?

>There are a variety of culture and climate surveys that WPS has administered over the past few years. The domains identified in the RFP is where we would like to focus our assessment of culture and climate moving forward. The vendor should state whether they have existing survey items or if they would need to be created. In either scenario it is expected that WPS will work collaboratively with the vendor.

  2. Does WPS expect the vendor to have an existing survey that addresses all of the bullets under Scope of Services #1, or is it acceptable for a vendor to compile items across various existing surveys to create one that meets WPS' specific needs?

> It is preferred that something already exist but it is also acceptable if items are compiled in collaboration with WPS.

  3. Is it acceptable to WPS for a vendor to compile item sets across publicly available sources (e.g., xxx) or do you prefer a vendor with a proprietary instrument?

> It is preferred that something already exist but it is also acceptable if items are compiled in collaboration with WPS.

4. For each of the three survey targets, what is your goal for response rates?

> minimums would be 80% of students, 50% of staff, and 20% families to start.

5. For the student survey:
 * Are you looking to survey the population of students in grades 3-12 or a sample? If a sample, do you have specific parameters for how you would like to design a sample (e.g., sample schools or students within schools, or grades, etc.)

>all students

 * Is your intention for the student survey to be administered online? And through student's logging in to CLEVER?

>online and with a connection to the survey through their Clever accounts.

 * Do you have a preference for in which class (or during which class period) student surveys are administered?

> That is determined by the individual school

 * Do you want student responses liked to their student identifiers so that we can connect responses to administrative records (e.g., demographic information, years enrolled in the district, possibly even academic performance data?) Or, do you prefer for student responses to be anonymous?

> preferably responses will be linked to accounts

6. For the employee survey:
 * Will you provide the research team with staff email addresses?

>That would be possible but staff should also be able to access the survey through Clever.

 * Do you prefer for employee responses to be linked to an identifier so that we can connect responses to administrative records (e.g., demographic information, school of record, years in district. etc.) or do you prefer for responses to be anonymous (with some self-reported answer options for critical categories of interest)?

> staff responses should be anonymous with the flexibility to link them if desired in the future

7. For the family survey:
  * What is the range of response rates you have historically obtained for your family surveys?

> roughly 20%

  * Do you prefer for an online or paper survey, or a mix of both?

> mix of both in a variety of languages

  * For what proportion of students do you have valid parent email address information? Parent cell phone numbers?

> communications will occur through the schools

8. In making individual-level survey results available to the District after each survey administration, do you want results that are identifiable (and can be matched back to district administrative records) or unidentifiable (to protect respondent confidentiality)?

>results should be in summary form but disaggregated by whatever demographics are available.

9. What are the specific windows of time when you would like to administer surveys to each of the three target groups during the 2022-23 school year?

>this is to be determined but one example might be Sep/Dec/Apr for the student social emotional survey items and Nov/Mar for all other survey items.

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