Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

QUESTIONS AND ANSWERS

RFP 111326SB
Student Perception Survey Administration Reporting and Professional Learning Services

1. Could you please advise what documentation Memphis-Shelby County Schools would accept from a public university to satisfy the financial-stability and insurance requirements in the RFP, particularly Appendix G?
   Answer: The financial integrity documentation requirements are detailed on page 10 of the RFP Template. Please review Appendix G (pages 41-42 of the RFP template) thoroughly. The submission requirements are on page 42.

2. Can the district provide more information about the expectations around alignment to the TEM framework? Can the district also please share the current TEM framework and indicators referenced in "TEM Alignment".

   Answer: The vendor's student perception survey platform, reporting tools, professional learning resources, and recommendations for instructional improvement must align with the Memphis-Shelby County Schools Teacher Effectiveness Measure (TEM) framework. Alignment should enable survey results to be connected to educator growth opportunities that support the instructional indicators within the TEM evaluation model.

   The successful vendor must demonstrate how survey constructs, reporting features, and professional learning resources correlate to the District's TEM indicators and support actionable teacher development. Survey results should provide educators and leaders with meaningful feedback that can be used to inform professional growth plans and instructional improvement efforts.

   The current TEM framework and evaluation indicators will be shared with the awarded vendor during contract implementation. Vendors should describe their methodology for aligning survey measures, reports, and professional learning resources to district evaluation frameworks and teacher effectiveness indicators. The district expects the platform to support reporting and professional learning that can be mapped to TEM domains and indicators, including instructional effectiveness, student engagement, classroom culture, and academic expectations.

3. Approved vendor documentation - Approval appears in State Board Policy 5.201. What documentation does MSCS accept as "approved by the Tennessee Department of Education"?

   Answer: Respondents must provide documentation demonstrating that the proposed student perception survey instrument or service has been approved by the Tennessee Department of

Education in accordance with applicable Tennessee State Board of Education policy and educator evaluation requirements.

Acceptable documentation may include, but is not limited to, an approval letter issued by the Tennessee Department of Education; documentation evidencing inclusion on a Tennessee Department of Education Approved vendor or approved survey list; official Tennessee Department of Education guidance, correspondence, or published materials identifying the survey instrument as approved for use within Tennessee's educator evaluation system; or other official documentation issued by the Tennessee Department of Education demonstrating approval status.

Memphis-Shelby County Schools reserves the right to verify all submitted documentation directly with the Tennessee Department of Education and to determine whether the documentation provided sufficiently demonstrates compliance with this requirement.

4. Escalators and lowest-price clause - Appendix A §4(b) rejects proposals with escalator clauses, while Part V and Appendix I request future annual percentage adjustments. How should future-year adjustments be presented?
   Answer: Please refer to the pricing instructions in Appendix I. Provide pricing for the initial year and the renewal cycles as indicated.

5. IT Vendor Assessment Questionnaire - The table of contents references an attached questionnaire that was not included in the posted document. Can the district please provide this, or post as an addendum?
   Answer: The IT Vendor Assessment Questionnaire is included in posting. It is listed beneath the RFP link. You must click on the Adobe symbol or the words *Vendor Assessment Questionnaire V2*.

Thank you,

Procurement Services