



**Solicitation Information
September 19, 2016**

Addendum #1

RFP# 7550851

TITLE: Strategic Plan for the Rhode Island School for the Deaf

Submission Deadline: September 26, 2016 at 2:00 PM (ET)

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES.

NO FURTHER QUESTIONS WILL BE ANSWERED.

GAIL WALSH
CHIEF BUYER

Vendor A

1. Whether companies from Outside USA can apply for this?
(like, from India or Canada)

No, do not have a budget large enough to sustain travel out of the US.

2. Whether we need to come over there for meetings?

Yes, please review the Scope of Work, bullet 5. Onsite meetings are required.

3. Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)

No. Work must be performed in the United States.

4. Can we submit the proposals via email?

No. Instructions for submitting proposals are contained within the RFP.

Vendor B

1. What is the project time period and/or start and end dates? In the Timeline and Preliminary Expectations section of the RFP, the timeframe starts August and ends in June. In the Terms of the Contract section, the timeframe provided is November 1, 2016 – June 30, 2017.

The start of the contract will be approximately November, 2016.

2. What other direct costs is the contractor expected to supply as part of this contract (e.g. graphic design, printing, office supplies, other materials and supplies, etc.)?

Your proposal should include any direct cost expectations.

3. Given the scope, timeframe, estimated number of stakeholders, and required contractor qualifications of this contract, it may be in the best interest of RISD to consider increasing the contract cost above \$20,000 in order to achieve desired outcomes. Therefore, would RISD consider accepting proposals that are above \$20,000?

No

4. Should the Year 2 budget include the possible six month extension above and beyond the \$20,000?

Please review the “Terms of the Contract” section of the RFP.

Vendor C

1. Referencing **Timeline and Preliminary Expectations** (page 5)
 - The dates as outlined in this section, starting in August 2016, do not correspond to the **Terms of the Contract** (11/1/16-6/30/17). Is it the expectation that all phases will be accomplished in this abbreviated (11/16 – 6/17) time frame?
 - **The start of the contract will be approximately November, 2016.**
2. Are the Bidder Certification Cover Form and the Cost Proposal included in the 18-20-page limitation?

No

3. Are CV's added as an addendum?

Yes

Vendor D

- 1) Page 4: "Ensure inclusion of all stakeholders (students, parents and families, faculty and staff, Alumni, Deaf Community members and the general community at large)" Can the State provide a list of general community members at large, and/or partners and organizations currently affiliated with the School to be included in the Strategic Planning process?
Yes this will be provided upon award.
- 2) Page 4: "Be mindful of and ensure full communication access for all Strategic Plan participants." Does the State have specific access requirements in mind for interactions with Strategic Plan participants?
Yes
- 3) Will the state and/or school provide or make available auxiliary aids or services to support the project (e.g. interpreters or translators; note-takers; telephone handset amplifiers; assistive listening systems; etc.) or will the accommodations be the full responsibility of the vendor?
The Rhode Island School for the Deaf will provide these aids/services.
- 4) Page 4: "Outline an action plan to ensure measurable progress toward identified long-term goals." Has the school identified specific long-term goals already, or will this be a responsibility of the strategic planning group? Has the State/School identified the metrics by which it wants to evaluate success, or will this also be a responsibility of the vendor and stakeholder groups?
RISD wishes to build on the previous strategic plan as part of the new plan.
- 5) To what extent does the state wish to include strategic planning for the ongoing delivery of its current continuum of services? Does the state see the full suite of services (inclusive of the school and additional services) as integrally linked?
The new strategic plan should look at the whole school for future and current growth for sustainability.

- 6) Page 5: “Draft final report/Final report” Who will be responsible for approval of the final report- The State, the School, or another entity?

The RI Department of Education (RIDE) and the RI School for the Deaf Board of Trustees.

- 7) Page 5: “Timeline and Preliminary Expectations” The State indicates the Phase I timeline should be completed at the end of September; however, the RFP submission date is September 26th. Is the state flexible with the implementation and execution of the five indicated phases? Should the vendor propose an adjusted implementation timeline?

The start of the contract will be approximately November, 2016.

RISD would be interested in reviewing an adjusted timeline not to exceed 18 months.