



STATE OF TENNESSEE
STATE

BOARD OF EDUCATION

**REQUEST FOR PROPOSALS # 33101-20241
AMENDMENT # 2
FOR PUBLIC REVIEW SURVEY AND ANALYSIS OF
STATE ACADEMIC STANDARDS**

DATE: May 24, 2024

RFP # 33101-20241 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.

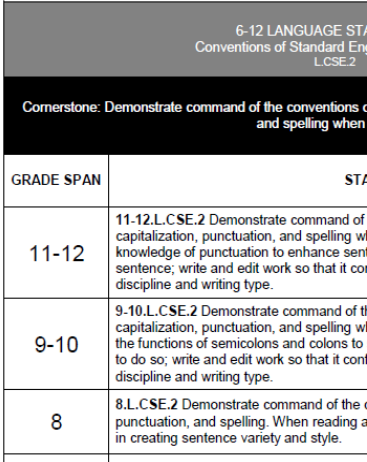
EVENT	TIME (central time zone)	DATE
1. RFP Issued		April 19, 2024
2. Disability Accommodation Request Deadline	2:00 p.m.	April 24, 2024
3. Pre-response Conference	10:00 am	April 25, 2024
4. Notice of Intent to Respond Deadline	2:00 p.m.	April 26, 2024
5. Written "Questions & Comments" Deadline	2:00 p.m.	May 3, 2024
6. State Response to Written "Questions & Comments"		May 24, 2024
7. Response Deadline	2:00 p.m.	June 3, 2024
8. State Completion of Technical Response Evaluations		June 14, 2024
9. State Opening & Scoring of Cost Proposals	2:00 p.m.	June 17, 2024
10. Negotiations		June 18 - 20, 2024
11. State Notice of Intent to Award Released and RFP Files Opened for Public Inspection	2:00 p.m.	June 21, 2024
12. End of Open File Period		June 28, 2024
13. State sends contract to Contractor for signature		July 1, 2024
14. Contractor Signature Deadline	2:00 p.m.	July 2, 2024

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
Pro Forma Contract Section A.3.	Page 35	1. Does the state have a preferred survey tool?	No, we do not have preferred survey tool.
Pro Forma Contract Section A.3.	Page 35	2. Does the state expect to receive feedback methods other than survey (email, U.S. Mail, etc.) that the contractor will be expected to integrate with the survey feedback?	No, any additional feedback received through mail or email will not be required to be integrated into the survey analysis or feedback.
RFP Section 1.1. Statement of Procurement Purpose	Page 2	3. RFP Page 1: Just want to bring to your attention that in Section 1.1 of the RFP, Statement of Procurement Purpose, the paragraph states that four (4) online surveys will be executed. However, the Scope of Work (Attachment 6.6, A.3) states that six (6) online surveys will be executed.	Six (6) surveys are needed for two (2) rounds for each of the three (3) subjects (ELA, Math, and Science).
RFP Section 1.1.2 Statement of Procurement Purpose	Page 2	4. Item 1.1.2 on Page 1 states: "The estimated maximum liability for this service is \$375,000." Is this your maximum spend for this five-year contract?	Yes, this is the maximum liability for the contract over 5 years.
RFP Section 2. RFP Schedule of Events	Page 6	5. There seems to be overlap between the "RFP Schedule of Events" table on page 5, Section 2.1, and the dates that the initial ELA survey is to be open in Attachment 6.6, Section A.3.e. The Contract Signature Deadline is currently June 27, 2024, but the initial ELA survey is expected to be up and running during the period of June through July 2024, opening no later than June. Any vendor will need time to start up the first survey. Can we assume that the initial survey launch will be pushed out and the launch date and reports mutually agreed on?	Yes, the first survey production and release timeline can be adjusted depending on the contract deadline as mutually agreed upon with dates approved in writing by the State Board of Education. The dates must comply with the legislatively mandated timeline. See the Standards Review Process and Review Cycles documents for more information.
RFP Attachment 6.3. Cost Proposal	Page 26	6. Attachment 6.3, "Cost Proposal and Scoring Guide": Proposed costs requested for the "Analysis of Response Data" for each subject show quantities/evaluation factors of "1." The Analysis of Response Data line is only inserted after the development of the final feedback surveys. However, item A.4.c (in the Scope of Work Attachment 6.6) asks	Yes, six (6) surveys are needed for two (2) rounds for each of the three (3) subjects (ELA, Math, and Science).

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		<p>for the analysis of response data after each survey round, or six times. Seems there should be a set of reports priced after each survey round.</p> <p>a. In the Evaluation Chart for the cost proposal, should the quantity/evaluation factor be 2 instead of 1 for the lines containing "Analysis of Response Data"? You could also insert another line for analysis of response data after the initial survey for each subject in addition to after the final survey for each subject.</p>	
Pro Forma Contract Section A.3. a, b, c	Page 35	<p>7. On Attachment 6.6, "Pro Forma Contract," section A.3, a through c, please confirm that the following file names are the standards that are to be reviewed under this RFP. These standards are currently posted on the TN.gov website under "Committees and Initiatives," "Standards Review". If these are not the correct standards, can you please provide the correct files.</p> <p>When downloaded, the file names are:</p> <p>a. 10-20-17 III J Non-Substantive Changes to Math ELA & Science Standards Attachment 2 – ELA</p> <p>b. TN_Revised_Standards_K-4th_year-math_6-9-2022</p> <p>c. New 10-28-22 Science Standards</p> <p>For each subject (ELA, Math, Science) we would like to know the total counts of standards for review.</p> <p>In addition, can you provide us with the number of grades and courses for each subject?</p>	<p>Yes, those are the correct files. Additionally there are 9 elective courses in English Language Arts that will go through the review process.</p> <p>We are unable to provide total standards counts and courses for each subject at this time. We encourage you to review the files to obtain this information. Standards for all subjects will cover grades K-12.</p>
General		<p>8. In the last version of the ELA Standards document noted above, the standards look to be identical for grade spans 9-10 and for grades 11-12. (see clip below)</p> <p>Do you want grades 9-10 and 11-12 separated into individual surveys like the other grades, or not?</p>	<p>Yes, grades 9-10 and 11-12 should be separated. While the standards are similar, there are slight differences. For example, the 9-10 standard specifically references semicolons and colons, while the 11-12 standard does not.</p>

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE								
		 <table border="1" data-bbox="555 306 919 764"> <thead> <tr> <th data-bbox="555 464 662 506">GRADE SPAN</th> <th data-bbox="662 464 919 506">STANDARD</th> </tr> </thead> <tbody> <tr> <td data-bbox="555 506 662 600">11-12</td> <td data-bbox="662 506 919 600">11-12.L.C.2.2 Demonstrate command of capitalization, punctuation, and spelling with knowledge of punctuation to enhance sent sentence; write and edit work so that it conforms to discipline and writing type.</td> </tr> <tr> <td data-bbox="555 600 662 688">9-10</td> <td data-bbox="662 600 919 688">9-10.L.C.2.2 Demonstrate command of the capitalization, punctuation, and spelling with the functions of semicolons and colons to do so; write and edit work so that it conforms to discipline and writing type.</td> </tr> <tr> <td data-bbox="555 688 662 764">8</td> <td data-bbox="662 688 919 764">8.L.C.2.2 Demonstrate command of the capitalization, and spelling. When reading a text, use knowledge of punctuation to create variety and style.</td> </tr> </tbody> </table>	GRADE SPAN	STANDARD	11-12	11-12.L.C.2.2 Demonstrate command of capitalization, punctuation, and spelling with knowledge of punctuation to enhance sent sentence; write and edit work so that it conforms to discipline and writing type.	9-10	9-10.L.C.2.2 Demonstrate command of the capitalization, punctuation, and spelling with the functions of semicolons and colons to do so; write and edit work so that it conforms to discipline and writing type.	8	8.L.C.2.2 Demonstrate command of the capitalization, and spelling. When reading a text, use knowledge of punctuation to create variety and style.	
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Pro Forma Contract Section A.3. a, b, c	Page 35	9. A.3.a, b and c of RFP Attachment 6.6: Can you confirm that TN will send to the chosen vendor the import files of the standards in Excel format and that the standards are already proofread for grammar, spelling, punctuation, italics, etc.?	Yes.								
Pro Forma Contract Section A.3.d	Page 35	10. Regarding A.3.d, of RFP Attachment 6.6, do you want to continue to include the choice of "move standard to another grade"?	Yes, that would be helpful.								
Pro Forma Contract Section A.3.l	Page 36	<p>11. Regarding Attachment 6.6, A.3. l.: The members of the public will identify their role as well as the identity of their local school district.</p> <p>a. Just to confirm that you want the members of the public to enter their school district and not the zip code or the county in which they live?</p> <p>b. If the school district is the confirmed choice, would a drop-down list of school districts within the survey, provided by the TN BOE, be acceptable for identifying the local school district?</p>	<p>Yes, we would like respondents to identify their school district, but it would also be helpful to get counties for respondents not directly interacting with schools. That is open to discussion subject to final approval following contract awarding.</p> <p>Yes, close-ended options would be helpful, and the State Board can provide it.</p>								
Pro Forma Contract Section A.3.n	Page 36	<p>12. Attachment 6.6, A.3.n. states, "If applicable, all applications must be hosted in the state's cloud tenant unless an exception has been issued by the STS Security and Risk Management Team."</p> <p>a. Just want to confirm whether or not this statement applies to this project, since the</p>	If you have an existing cloud storage or survey system, you are permitted to use it. However, this RFP does not allow building a new organizational cloud storage or survey system and including it as a contract cost.								

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		<p>state is outsourcing the services in this RFP?</p> <p>b. If the statement does apply, please explain how it applies for this project.</p>	
Pro Forma Contract Section A.4.e.	Page 36	13. Regarding Attachment 6.6, A.4.e. : Do you have tentative dates for the online PowerPoint presentations, or will the dates be mutually agreed on for each round of surveys?	Yes, the presentation dates can be mutually agreed upon. The dates must comply with the legislatively mandated timeline. See the Standards Review Process and Review Cycles documents for more information. We expect the first presentation will be for the ELA Educator Advisory Team in early fall.
Pro Forma Contract Section A.4.d	Page 36	14. Attachment 6.6, A.4.d.: a. Are we to assume that the 27 report binders are shipped to one location after each survey round or to multiple locations within Tennessee? If multiple locations, approximately how many locations should we assume since we need to include shipping costs.	Binders are shipped to multiple locations. Many of them will be sent to the State Board Office (500 James Robertson Parkway 8th floor, Davy Crockett Tower Nashville, TN 37243), but others may be shipped elsewhere depending on the participant's location within the state of Tennessee. The participant recruitment process will be this summer, so it is currently unknown exactly how many locations.
Pro Forma Contract Section E.8.a.2.	Page 51	15. Regarding Attachment 6.6, E.8., a.2, "The State shall control all access to encryption keys. The Contractor shall provide installation and maintenance support at no cost to the State." How does this statement apply to this project, if at all?	The Contractor is required to protect State data, taking necessary steps to ensure security of information received or transmitted. This clause is included in all contracts and, should encryption keys be used or created, then the State shall control access to them and the Contractor shall provide installation and maintenance support as outlined in the contract.
RFP Section 1.1. Statement of Procurement Purpose	Page 2	16. In the Statement of Procurement Purpose section, it is stated that this contract must be awarded to a third-party, independent educational resource. What is the State's definition of a third-party, independent, educational resource?	<p>A third-party, independent education resource is a business entity, selected to collect all of the data and transmit all of the information gathered from the public regarding the academic standards in a given subject to the state board for dissemination to the appropriate advisory team for review and consideration as required by T.C.A. § 49-1-311. The term "third-party, independent education resource" is not defined by statute. The plain language interpretation of the term is as follows:</p> <p>Third-party – a business entity that is not the State or an entity responsible for implementing standards (e.g. local education agency, school district, school-level employee).</p>

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
			<p>Independent – free from outside control or influence from a political group, having no political or philosophical position on academic standards, and/or neutral, demonstrating the ability to receive, gather, and transmit information without applying or projecting a political viewpoint.</p> <p>Education resource – having experience working within the educational field and a demonstrated track record that the purpose or a primary purpose of the entity is to serve within the education field.</p>
General		17. What is the budget for this contract?	\$375,000,000 is the maximum liability for the contract over 5 years. See page 1 for more details.
General		18. Can an image/electronic copy of the binders produced in previous standards review be shared?	Yes, this is available upon request to following contract awarding.
General		19. Can an example of a survey used within the last 5 years be shared? Or can you share examples of effective layouts of the standards that best facilitates public comment?	We do not currently have access to a survey within the last five years. Other relevant resources can be provided upon request following contract awarding.
RFP Section 1.1. Statement of Procurement Purpose	Page 2	20. On page 2 of the document, it states "The State seeks to award a contract for the execution of four (4) online surveys to collect public feedback on the Tennessee state academic standards, analysis of the collected data, digital and physical copies of data analysis, and in-person presentations of data to Educator Advisory Teams and Standards Recommendation Committees." Later on, only 3 surveys are mentioned - Language Arts, Math, and Science. Please clarify.	Six (6) surveys are needed for two (2) rounds for each of the three (3) subjects (ELA, Math, and Science).
General		21. The state requests a start date of the language arts review to begin in early June. Given the timing of the rfp submission date, will the date of the initial survey opening be moved? Can the start date be altered to say X weeks from the completion of an agreement?	Yes, the first survey production and release timeline can be adjusted depending on the contract deadline as mutually agreed upon with dates approved in writing by the State Board of Education. The dates must comply with the legislatively mandated timeline. See the Standards Review Process and Review Cycles documents for more information.
General		22. Does the State have electronic copies of the academic standards, preferably following the LTI interoperability framework?	Yes, please see our standards review website and the response to question 7, but they are not in the LTI interoperability framework.

3. Delete RFP section 1.1 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

1.1 Statement of Procurement Purpose

The State seeks to award a contract for the execution of six (6) online surveys to collect public feedback on the Tennessee state academic standards, analysis of the collected data, digital and physical copies of data analysis, and in-person presentations of data to Educator Advisory Teams and Standards Recommendation Committees. The contract will run from Summer 2024 until June 30, 2029 Under Tenn. Code Ann. § 49-1-311 this contract must be awarded to a third-party, independent educational resource. For purposes of your proposal, work shall be done within the contract duration approximated in pro forma contract language.

Delete RFP Attachment 6.3 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

RFP ATTACHMENT 6.3

COST PROPOSAL & SCORING GUIDE

NOTICE: THIS COST PROPOSAL MUST BE COMPLETED EXACTLY AS REQUIRED

COST PROPOSAL SCHEDULE— The Cost Proposal, detailed below, shall indicate the proposed price for goods or services defined in the Scope of Services of the RFP Attachment 6.6., *Pro Forma* Contract and for the entire contract period. The Cost Proposal shall remain valid for at least one hundred twenty (120) days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract resulting from this RFP. All monetary amounts shall be in U.S. currency and limited to two (2) places to the right of the decimal point.

ADDITIONAL REQUIREMENTS FOR COMPLETING PROPOSED COST (I.E., MINIMUM AMOUNT, “BLANK” CELLS, ETC.)

NOTICE: The Evaluation Factor associated with each cost item is for evaluation purposes only. The evaluation factors do NOT and should NOT be construed as any type of volume guarantee or minimum purchase quantity. The evaluation factors shall NOT create rights, interests, or claims of entitlement in the Respondent.

Notwithstanding the cost items herein, pursuant to the second paragraph of the *Pro Forma* Contract section C.1. (refer to RFP Attachment 6.6.), the State is under no obligation to request work from the Contractor in any specific dollar amounts or to request any work at all from the Contractor during any period of this Contract.

This Cost Proposal must be signed, in the space below, by an individual empowered to bind the Respondent to the provisions of this RFP and any contract awarded pursuant to it. If said individual is not the *President or Chief Executive Officer*, this document must attach evidence showing the individual’s authority to legally bind the Respondent.

RESPONDENT SIGNATURE:			
PRINTED NAME & TITLE:			
DATE:			
RESPONDENT LEGAL ENTITY NAME:			
Cost Item Description	Proposed Cost	State Use Only	
		Evaluation	Evaluation Cost

		Factor	(cost x factor)
Development of initial public feedback survey in English Language Arts. A.3.a, d-e, l	\$ / survey	1	
Development of final public feedback survey in English Language Arts. A.3.a, d, f, k-l,	\$ / survey	1	
Analysis of response data from public feedback surveys in ELA A.4.a-c	\$ / survey	2	
Development of initial public feedback survey in Math. A.3.b, d, g, l	\$ / survey	1	

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RFP ATTACHMENT 6.3. (continued)

RESPONDENT LEGAL ENTITY NAME:			
Cost Item Description	Proposed Cost	State Use Only	
		Evaluation Factor	Evaluation Cost (cost x factor)
Development of final public feedback survey in Math. A.3.b, d, h, k, l	\$ / survey	1	
Analysis of response data from public feedback surveys in Math A.4.a-c	\$ / survey	2	
Development of initial public feedback survey in Science. A.3.c-d, i, l	\$ / survey	1	
Development of final public feedback survey in Science. A.3.c-d, j-l	\$ / survey	1	
Analysis of response data from public feedback surveys in Science A.4.a-c	\$ / survey	2	
Printing and shipping of survey data in English Language Arts A.4.d	\$ / binder	27	
Printing and shipping of survey data in Math A.4.d	\$ / binder	27	

Printing and shipping of survey data in Science A.4.d	\$	/ binder	27	
Creation of virtual presentations for Educator Advisory Teams and Standards Recommendation Committees A.4.e	\$	/ presentation	6	
EVALUATION COST AMOUNT (sum of evaluation costs above):				
The Solicitation Coordinator will use this sum and the formula below to calculate the Cost Proposal Score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.				
lowest evaluation cost amount from <u>all</u> proposals		x 30	=	
evaluation cost amount being evaluated		(maximum section score)	SCORE:	

State Use – Solicitation Coordinator Signature, Printed Name & Date:

4. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.