



## Information Item No.2

Date of Information Item No.2: April 12, 2023

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Arlington Public Schools  
Procurement Office

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### **Request for Proposal 111FY23**

<b>Request for Proposal Title:</b>	<b>Review of Specific Staffing Allocations (also known as Planning Factors)</b>
<b>Request for Proposal Number:</b>	<b>111FY23</b>
<b>Request for Proposal Issue Date:</b>	<b>March 23, 2023</b>
<b>Pre-Proposal Conference:</b>	<b>March 30, 2023</b>
<b>Proposal Due Date and Time:</b>	<b>April 17, 2023, No Later Than 11:59 P.M. (Local Prevailing Time)</b>
<b>Procurement Office</b>	<b>Hamed Hameedi Senior Procurement Specialist</b>
<b>Representative:</b>	<b>(703) 228-7643, <a href="mailto:hamed.hameedi@apsva.us">hamed.hameedi@apsva.us</a></b>

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- The following information is provided to help Offerors submit an Offer in response to RFP No.111FY23:
  1. **Question:** Has Arlington Public Schools made arrangements to secure information from comparator school divisions, or is this something the vendor would have to negotiate with each school division?
    - **Answer:** APS has not asked surrounding jurisdictions for their allocations processes and how they provide staffing in their schools. It would be better to reach out to each school division to ask for that information. Many school divisions publish the information on their websites or in their budget documents.
  2. **Question:** Would staff member(s) be assigned to the project to act as liaison and build capacity in the division? Is it possible to review the DOJ agreement before proposal submission?
    - **Answer:** It is anticipated that, more than likely, Leslie Peterson will be your liaison, but it also could be our budget director along with the person who currently does all the staffing and holds the master spreadsheet. Therefore, there could be a couple of liaisons.
    - **Please find the link to the DOJ Agreement:** [Link to DOJ Agreement](#)

3. **Question:** Does the current state assessment include determining if the currently published staffing allocations are being implemented and followed system-wide?
  - **Answer:** It is possible that you might find as you go through the process that allocations to the schools are not being faithfully followed. We do allow principals the ability to switch out some types of staff for others. While this is a question we would like to investigate, we do not see this as part of the scope of this particular study.
  
4. **Question:** For the scope of work for the Planning Factors RFP, is APS looking to collaboratively develop what the new planning factors could be with the consultant (i.e., go through a series of sessions where division stakeholders develop priorities for the planning factors facilitated by the consultant and build internal capacity for division stakeholders to do a similar review by themselves in the future) or does the division want the consultant to develop the planning factors somewhat independently (with just interviews of division members) based on national/research best-practices?
  - **Answer:** We would rely on the consultant to determine the best way to approach this scope of work based on the deliverables and the timeline.
  
5. **Question:** We would like to know if the minimum qualifications in section IV apply to the organization offering the solution or the personnel. We ask because our organization has not completed a project like this before, but our key personnel have. Please let us know:
  - **Referenced Section:**
    - Offeror must have completed or currently engaged in a minimum of two (2) projects of similar size and scope within five (5) years prior to Proposal Due Date. The services must be of a similar size and nature to the Scope of Work in this solicitation.
    - The Offeror must possess at least five (5) years of continual experience in delivering services that are similar to those being solicited, as of the Proposal Due Date.
    - The Offeror's Key staff must have a master's degree with a minimum of three (3) years' experience in projects that are similar to those being solicited, as of the Proposal Due Date. A bachelor's degree and six (6) years' experience may be substituted for the master's degree and three (3) years' experience.
  - **Answer:** This question will be addressed in a later Information Item.

Issued By:

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