

April 28, 2023

TO: All Prospective Proposers

FROM: Kim Albritton
Director Financial Operations

RE: ITN 23-12 Proximity Student Enrollment District Plan

ADDENDUM 1 TO ITN 23-12

This addendum is issued as a part of the aforementioned RFP. The changes incorporated herein are an amendment to and supersede those conditions shown in the original solicitation. The Proposer shall acknowledge receipt of this addendum by signing this form and returning with their submittal. Failure to do so may subject Proposer to disqualification.

REVISION:

ATTACHMENT I – Due date has been updated to correct date and a revised form is attached to this Addendum.

Q1. Does the District want student enrollment forecasts as part of this project?

A1. Yes

Q2. Does the District want community engagement as part of this project? If so, are there any community engagement components that the District specifically would like (e.g., community outreach, virtual meetings, in-person meetings, surveys)?

A2. We would like community meetings, at least 2 face to face and one virtual. Surveys would be needed.

Q3. Page 28 lists criminal background check requirements under certain conditions. If a scope of work doesn't include any direct engagement with students, would those requirements have to be met?

A3. The requirements can be waived if the firm is not working on a school campus.

Q4. Are there a specific number of presentations that the District would like on the proposed proximity zones to the school board and the community? Can those presentations be done virtually, or would they need to be done in-person?

A4. The presentations would need to be in person, minimum of two to the board and two to the community. We would like the option for more if needed.

Q5. References – How many can be submitted and what format?

A5. Proposer's may use Attachment I or client reference letters. Proposer's must submit a minimum of three but can submit more.

Q6. Will SLPS coordinate the public relations side of the plan or is the Proposer responsible for that piece?

A6. SLPS will require the Proposer to provide expertise at public meeting, including 2 Board meetings and multiple (number to be determined) community meetings. SLPS requests Proposer's include in their response how they will address this piece of the community outreach (Factor 3). SLPS will organize and plan all meetings.

Q7. Is SLPS planning to break out the community into zones or levels (K-12)?

A7. Yes, community meetings will be based on level (Elementary, High School, etc) and geographically.

Q8. Is anyone currently working on zoning or plans?

A8. No, SLPS has not worked on re-zoning in many years. The last change was moving High Schools to zip codes based zones.

Q9. Is the community aware of the proposed change to enrollment?

A9. Not yet, SLPS plans to get community involved simultaneously as we move through the process. Some feedback the District has received involves less buses on the road and schools closer to home/community.

Q10. What is the anticipated Board approval date of the contract?

A10. August 2023 is the tentative approval date.

Q11. Is student data available to firms, including geographic, attendance, assessment?

A11. Yes.

Q12. Will public meetings all be in person, or virtual?

A12. See A4.

Q13. We noted on attachment I (reference form) the required date to have the reference returned to the District is April 12, 2023 (prior to the ITN being advertised). Could you please provide an update of this form with a future date for our references?

A13. Revised Attachment included with this Addendum.

Purchasing Department
9461 Brandywine Lane
Port St Lucie, FL 34986
Voice – (772) 429-3980

****** ITN DUE DATE IS May 16, 2023, 3:00 P.M... ****.**

Name (Please Print)

Company Name

Signature (Authorized Representative of Company)

Date

Failure to file a protest within the time prescribed in s. 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes. (Note: Florida Statutes 120.57(3) and School Board Policy 7.701 contain entire procedure for filing).