



**Statewide Social-Emotional Universal and Supplemental Screening Assessments
Request for Proposals (RFP) #828**

Frequently Questioned Answers (FQA)

1. *How many districts are anticipated to participate?* Up to 200 districts, but we have no way to estimate the actual number.
2. *Is there a minimum baseline number that bidders should use to determine pricing?* We do not know how many districts will participate. To determine pricing, provide per student and per district pricing.
3. *How many educators are anticipated to require training?* We are looking for web-based training (how to webinars) and direct training for CSDE staff to build capacity statewide (train the trainer model).
4. *Is there a minimum baseline number that bidders should use to determine pricing?* No
5. *Will the State be providing any funding for districts? If so, please explain.* Yes, the CSDE will cover all cost for the assessments for each district that participates.
6. *Is there an incumbent vendor/product? If yes... No*
 - a. *Who is the vendor and the product name?* N/A
 - b. *Have all renewal options been exhausted?* N/A
7. *Requirement 7 asks bidders to provide copies of their assessments. How will these copies be protected from public disclosure after the bid process concludes? Is there a process for bidders to ensure the confidentiality of proprietary materials?* Any CSDE document received is subject to the Freedom of Information Act requests. Also, our preference is that the universal and supplement assessments are widely used in school districts throughout the country.
8. *For the statement of assurances form (page 16), what information goes on the line titled: (insert Agency/School/CBO Name)? Is that our company's name?* Yes
9. *How do we calculate "total funding amount" that is required on the Contract Cover Page which is required to be completed and submitted with our proposal?* Create a funding structure based on per student for testing and a per district price.



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10. *Page 19 of the RFP states that forms for the Affirmative Action Packet can be found at: https://www.ct.gov/chro/lib/chro/Notification_to_Bidders.pdf. However, this URL does not redirect to Affirmative Action Plan forms or guidance. Can you please confirm where we can find the forms to guide the Affirmative Action section of our submission? Please attach your company's Affirmative Action guidance.*
11. *Does CSDE have a central data system that they expect the screening and assessment data to be pushed to? No, not at this point.*
 - a. *If so, how frequently would the Department like the data to be pushed to the central data system? N/A*
12. *Would the Department want the data pushed to the central data system to be de-identified? At the present time, the SEL data will not be incorporated into the CSDE data system. Possibly in the future, it may be. The CSDE would like to receive annual school and district level reports aggregated and de-identified.*
13. *What type of criteria is CSDE using to evaluate the science behind the proposed solution? The CSDE's trained professionals in the field of SEL and behavioral health.*
14. *On page 3, on Section III, second bullet, CSDE mentions the length of time for the "universal assessment." Based on the length of this time, we assume you are referring to the "in depth assessment tools" and not the screener. Did you have a time in mind for the universal screener? The criteria in the second bullet addresses the time allotted for the universal screener. Please share how long it will take for the supplement assessment as well.*
15. *What is the CSDE annual budget allocation for this program and what is the source(s) of the funding? TBD*
16. *We assume that the state will be purchasing access to the assessments on behalf of the districts. Can you please confirm? Yes, correct.*
17. *When does the budgeted contracted year start? It needs to begin in December 2020.*
18. *Will there be continuous ongoing enrollment to using the SEL screener throughout the school year or specified enrollment deadlines for participation? Throughout the year.*



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19. *When do you anticipate that districts will want to begin implementing their training and assessments?* It starts in early 2021.
20. *Have you received indication from the districts on their level of interest in participating?* No.
21. *If awarded, are we able to market to districts in the state to provide details regarding the program?* An excellent question that we have not considered. We will discuss this with the awardee.
22. *Will you be awarding the work to a single vendor?* Yes
23. *On page 14 you ask for pricing for a statewide licensing fee:*
- Can you please explain what is meant by that? Will there be a licensing fee charged in order to use your product in addition to the cost per student and district? If so, how much is the charge to the CSDE?*
 - Is this as an alternative to a cost per district and student?* No
 - Is the state open to vendors licensing the assessments to them to deliver through existing state-owned/licensed assessment systems?* No
24. *Will there be a pre-proposal conference?* No
25. *Are digital signatures (e.g., via DocuSign) allowed?* Yes
26. *I'm unclear how we put that information on the cover page under total funding amount.* Add up the total cost per student, district, and any other fees from the budget section. This can include different total cost scenarios base on how many students and districts you identified in the budget section.
27. *What information is required to be reported at the state level?* District and/or school-level results. Additionally, based on the payment plan established, reporting will include how many students, schools, and districts participated.



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28. *Who all needs access to state-level reporting?* Only CSDE staff members and managers involved in SEL.
29. *How frequently does CSDE desire state-level data to be provided?* Quarterly based on payment plan regarding student, school, and district. Statewide SEL results should be provided annually.
30. *When would CSDE like to begin administration of the universal screener?* Please see question #19.
31. *Approximately how many districts does CSDE anticipate participating in the SEL screening program in year 1?* Please see questions #1 and #2.
32. *What is the minimum # of students anticipated to participate in year 1 of the universal screener program?* We do not have a minimum.
33. *Does CSDE have guidelines for how to mark confidential and proprietary information within proposals?* The CSDE recommends that you watermark the respective pages and state the page numbers explicitly in the opening of the proposal.
34. *Is it acceptable for vendors to provide a fixed rate for project management fees in lieu of hourly rates for personnel?* Yes.
35. *Is it acceptable for vendors to provide a per-student cost in lieu of a per-district cost?* Yes, and include the information in the pricing structure.
36. *Could CSDE please elaborate on what is required for state-level reporting?* Please see question #27.
37. *How will CSDE share student roster data (grade level, demographic information, etc.) with the selected vendor?* Participating districts will share this information.
38. *Where is student roster data housed?* The information is housed in the districts' central offices and the CSDE Performance Office.
39. *Does CSDE leverage a state-level system or process for centralizing student roster data?* The CSDE has a state-level system, but individual SEL data will not be collected at the state level.



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40. *Is CSDE expecting to centralize student roster data across participating districts and sharing that data with the selected vendor?* **The CSDE will work with the selected vendor to connect with participating districts to provide student roster data.**
41. *How does CSDE envision moving student data from schools and districts across the state to the selected vendor so that the data can be integrated into a state-level reporting dashboard?* **This is not the concept that the CSDE has envisioned. The selected vendor will work directly with the individual districts. The CSDE will cover all costs for the pricing plan provided by the vendor.**
42. *Does CSDE or any Connecticut districts use Clever for roster management? No. Is this centralized across the state, or if not, how many districts use Clever? No, and the CSDE is not aware of districts using his roster management system. Are there any other statewide roster management systems? No.*
43. *What is the anticipated budget for this program?* **Please see question #15.**