



UPDATED

Acknowledgment of Amendments
Request for Proposal
Strategic Planning and Performance Scorecard - REISSUE
RFX No. 3120003047
Amendment Number Two
January 28, 2025

The Office of the State Superintendent, through this **Amendment Number Two**, modifies Request for Proposal issued, January 10, 2025.

1. Can you provide further clarification on the level of detail required in the implementation roadmap and monitoring protocols?

Answer:

The Implementation Roadmap should include the following:

- **Key Milestones** – Major phases defined and outcomes (i.e. focus groups, strategic plan draft, stakeholder approval, rollout)
- **Task Breakdown** – List specific tasks and responsible parties under each milestone, such as scheduling focus groups, collecting stakeholder feedback, drafting documents, etc.)
- **Resources and Support** – Detail the resources (i.e. personnel, tools – virtual tools venue arrangements, etc) required to achieve each milestone
- **Dependencies** – Highlight any interdependencies between tasks or phases; for example, stakeholder feedback may be required before drafting the plan
- **Deliverables**: Clearly state the expected outputs for each phase

The Monitoring Plan should include the following:

- **Performance Indicators** – Identify measurable success criteria for each milestone
- **Monitoring Frequency** – Specify how often progress will be reviewed
- **Roles & Responsibilities** – Assign monitoring responsibilities (i.e. state superintendent, executive leadership)
- **Feedback Mechanisms** – Outline how ongoing feedback will be collected and incorporated
- **Course Correction Plans** – Detail how issues will be addressed if progress deviates from the roadmap

- **Documentation and Reporting** – Specify how progress will be documented and communicated

2. Are there any specific templates or formats required for the strategic plan and performance scorecard deliverables?

Answer: No.

3. Does the MDE prefer in-person workshops over virtual sessions for stakeholder engagement?

Answer: In-person workshops

4. Are there specific tools or software systems (e.g., GIS, data visualization platforms) mandated for data collection and KPI reporting?

Answer: No.

5. Can you elaborate on the scoring methodology for the "Plan of Action" component (40%)?

Answer: The Plan of Action will be evaluated based on completeness and thoroughness in responding to Section 2

6. Will vendors have the opportunity to present their proposals if selected as a finalist, and how will this impact final scores?

Answer: There are no finalist presentations included in this solicitation.

7. Are there budgetary constraints or expectations that should guide proposal preparation?

Answer: There are no budgetary constraints or expectations that should guide proposal preparation. MDE recommends proposers submit their most competitive proposal for consideration

8. Does the performance bond requirement extend to subcontractors, or is it limited to the primary vendor?

Answer: No. Per Section 5, Minimum Requirements: Awarded vendor must agree to secure a performance bond for 100% of the awarded annual contract amount. The original performance bond is due within ten (10) days of execution of the contract and prior to commencement of services. For multi-year awards, a performance bond is due to the program office contact each year prior to the commencement of services. The performance bond shall not be waived or negotiated.

9. Can you confirm if there is flexibility in the deliverable deadlines outlined in Section 2.3?

Answer: There is no flexibility.

10. If unforeseen delays occur, how will contract extensions or renegotiations be handled?

Answer: Refer to Section 39, Modification or Renegotiation in the Standard Terms and Conditions (Appendix B)

11. Are vendors expected to provide printed copies of the final deliverables in addition to electronic formats?

Answer: See Section 2.1(7) "Documentation Handover: Provide all final documents, including the strategic plan, performance scorecard, implementation roadmap, and monitoring plan, in both electronic and print formats."

12. Will MDE provide access to historical performance data or any specific data sets required for the environmental scan and SWOT analysis?

Answer: Yes, from existing data sets.

13. Is registration with PayMode mandatory before submitting the proposal, or can it be completed post-award notification?

Answer: PayMode is not required before submitting a proposal. Registration can be completed post-award notification.

14. Will subcontractors also need to register with MAGIC and PayMode?

Answer: No.

15. Are there specific stakeholder groups, beyond those listed in the RFP, that must be prioritized during the engagement process?

Answer: No.

16. Does the MDE have any preferred methods for obtaining stakeholder feedback (e.g., focus groups, surveys)?

Answer: No.

17. Could you please confirm that Appendix D - REFERENCE SCORE SHEET will be used for internal use by MDE staff and does not need to be submitted with the proposal by the offerors?

Answer: Confirmed. Reference Score Sheet (Appendix D) need not be submitted with the proposal by the offerors.

18. In the portal located at [MDE Bid Announcements – Procurement](#) it states that Electronic Submissions can be emailed to RFXS RFXS@mdek12.org or MAGIC <https://portal.magic.ms.gov/irj/portal>. In the RFP it does not say anything about email being an approved way to submit. Is it approved for offerors to submit the completed proposals by email to RFXS@mdek12.org as it states in the portal?

Answer: Electronic Submissions submitted to RFXS RFXS@mdek12.org are intended for Request for Application. Specifically, see below for reference:

MDE Bid Announcements

REQUEST FOR PROPOSALS/QUALIFICATIONS/APPLICATIONS

Request for Application (Fillable Form)

Electronic Submissions: RFXS RFXS@mdek12.org or
MAGIC <https://portal.magic.ms.gov/irj/portal>

This solicitation is a Request for Proposal. RFP (RFX No. 3120003047) states that submissions should be submitted in accordance with Section 6.4.

19. Would this Scorecard Dashboard be internal to DoE staff and MS district/school staff, or is a public facing dashboard needed as well?

Answer: A high-level summary of key strategic goals and progress indicators should be included as part of the performance dashboard that can be used publicly to increase transparency and stakeholder engagement.

20. Would the public facing dashboard be considered: not necessary, an optional additional feature, or a requirement.

Answer: It would be considered a necessary requirement.

21. In what data systems does the Mississippi Department of Education store the data that would be used to inform the Scorecard Dashboard?

Answer: The data would primarily be housed in MS School Information System (MSIS). However, depending on the identified strategic goals and supporting activities, auxiliary systems may be needed to provide a complete, comprehensive snapshot of progress.

22. Would all data be integrated from the [Mississippi Student Information System \(MSIS\)](#)?

Answer: See previous response in Question #21.

23. Would SIS integration be done at the individual district level?

Answer: Data is collected at the district level.

24. Would data need to be integrated from any additional data systems such as Learning Management Systems, Behavior Systems, Assessment Systems?

Answer: See previous response in Question #21.

25. MS's current strategic plan #2 states, "EVERY Student Graduates from High School and is Ready for College and Career". Is the state interested in adopting a tool that supports graduation tracking and transcript auditing, ensuring all students are supported in achieving an on-time graduation

Answer: This option is not currently included in the advertised Scope of Services; and would be premature until new strategic goals have been identified as solicited for under this engagement.

26. Can you please confirm if it is acceptable to place the following forms in **Tab 6**: Appendix E: Acknowledgement of Amendment, Appendix F: Assurances and Certs, Appendix G: Public Record, Appendix H: Contract.

Answer: Confirmed.

27. Please confirm it is acceptable to place Appendix I - Cost Data/Budget in **Tab 4** – Price/Budget.

Answer: Confirmed.

28. We see this document online that appears to be for the years 2026-2030:

https://www.mdek12.org/sites/default/files/Offices/MDE/SSE/strategic_plan_and_goals_june_2024_lbo.pdf. How does this relate to the request within the RFP?

Answer: This document posted at the link above is prepared as a budgetary requirement as required by [MS Code Section 27-103-155\(1\)](#). It outlines the agency's overarching goals; however, the outcomes and activities presented herein do not comprehensively reflect the MDE's full implementation of activities and objectives as detailed in its strategic plan. While the two documents share similarities and may overlap in certain areas, the MDE Strategic Plan serves as the definitive guide for achieving the goals outlined within. The new strategic plan would replace the existing strategic plan.

29. Our understanding of the request is that the first 6 months of the work will focus on the development of the strategic plan and the performance scorecard and the final 6 months will focus on ensuring proper implementation, setting up structures for monitoring, and creating plans for reviewing and adjusting. Is this an accurate understanding?

Answer: This is an accurate understanding. There are no specific criteria other than the scorecard should:

- **Align with the identified Strategic Goals,**
- **Be measurable metrics,**
- **Include stakeholder input,**
- **Should utilize performance data.**

30. My colleagues and I at [REDACTED] are considering responding to RFX 3120003047 to develop a strategic planning and performance scorecard for the Mississippi State Board of Education. The RFP presents a one-year timeline for the work. Does MDE require respondents to propose a one-year

timeline, or can respondents propose a shorter engagement if they can complete the full scope of work in less time?

Answer: This solicitation contemplates a 12-month engagement.

31. Does the MDE State Board of Education have an anticipated budget for RFP 3120003047?

Answer: See previous response in Question #7.

32. Can you provide greater detail on the expectations for external stakeholder involvement? How much district-level engagement do you anticipate?

Answer: This should be identified during the development of the Project Work and Stakeholder Engagement Plans.

33. Will a performance bond be required as that is more typical for construction projects and not service delivery?

Answer: Performance is required for service delivery.

34. There are clauses for unilateral indemnification and termination for convenience with no limitation of liability. Would MDE consider bilateral indemnification and termination language or a liability cap to the face value of the awarded contract?

Answer: The termination for convenience clause is required by Office of Personal Service Contract Review Rules and Regulations.

States are prohibited from indemnifying or holding harmless any party. (Miss. Const. Art. 4, § 100; Miss. AG Op., Clark (June 7, 2002); Miss. AG Op., Chamberlin (Oct. 18, 2002)). Therefore, we cannot have a bilateral indemnification clause.

35. We see this document online that appears to be for the years 2026-2030:

https://www.mdek12.org/sites/default/files/Offices/MDE/SSE/strategic_plan_and_goals_june_2024_lbo.pdf. How does this relate to the request within the RFP?

Answer: See previous response in Question #28.

36. Can you provide greater detail on the expectations for external stakeholder involvement? How much district-level engagement do you anticipate?

Answer: It is expected that the proposal will provide a description of how the selected vendor will engage with each stakeholder to document feedback for consideration in the development of the Strategic Plan.

37. Can you provide greater detail on the expectations for external stakeholder involvement? How much district-level engagement do you anticipate?

Answer: This should be identified during the development of the Project Work and Stakeholder Engagement Plans.

38. Will the strategic plan and/or performance scorecard require alignment with specific educational technology platforms or systems?

Answer: This should be determined during the development of the Project Work Plan.

39. Does MDE have a preference in regard to performing the requested services on-site, remotely, or via a hybrid model (i.e., a mix of on-site and remote work)?

Answer: MDE will consider a hybrid model.

40. Can MDE please share if a consulting firm was hired to assist in the development of MDE's previous Strategic Plan. And if so, can MDE please share the name of the consulting firm.

Answer: The previous Strategic Plan was developed by MDE staff and other stakeholders.

41. Can MDE please now confirm that this an exhaustive list of the internal and external groups that MDE expects the awarded vendor to engage with: board members, leadership, educators, policymakers, students, community leaders, staff, and community members If there are others, can MDE please now list them.

Answer: This represents a list of core stakeholders.

42. Can MDE please now provide estimates for how many individuals are in each of the internal and external groups listed above (i.e., board members, leadership, educators, policymakers, students, community leaders, staff, and community members).

Answer: State Board – 11 Members

MDE Leadership – up to 15 persons

The remaining number of persons required may be determined during the development of the Project Work Plan.

43. Can MDE please provide an estimate of the number of and a description of the individuals included in the leadership group with whom the awarded vendor would facilitate a missions and vision review?

Answer: See previous response in Question #42

44. Can MDE please provide an estimate of the number of and a description of the individuals included in the community leadership group with whom the awarded vendor would facilitate stakeholder

workshops. If MDE cannot provide the above information, can MDE please describe how MDE will support the awarded vendor in identifying the community leadership group.

Answer: These stakeholders should be identified in cooperation with the Chairman of the State Board of the Education, State Superintendent and the Executive Leadership team during the development of the Project Work Plan.

45. In section 2.1 (Scope of Services), the RFP reads: "The response should include a timeline of the work and deliverables to be completed in each year." Is MDE looking for respondents to propose work beyond the one-year engagement outlined in the RFP?

Answer: No, the word "each" was included in error. This is contemplated to be a one-year engagement with all deliverables due on before the contracts expiration.

46. In 2.1.4 (Stakeholder Engagement and Workshops), is MDE looking for the vendor to facilitate multiple workshops with a Strategic Planning Committee of board members, educators, and community leaders; or, is MDE looking for the vendor to facilitate separate workshops with each of these groups?

Answer: See previous response in Question #44

47. Will the strategic plan and/or performance scorecard require alignment with specific educational technology platforms or systems?

Answer: This should be determined during the development of the Project Work Plan.

48. Can you please clarify how MDE's strategic plan for 2024, effective for 2026-2030, interacts with the request for the development of a strategic plan in the RFP?

Answer: See previous response in Question #28.

- a) Can MDE share context for how the strategic plan for 2024 informs this RFP and if they anticipate changes to specific areas identified in the strategic plan?

Answer: See previous response in Question #28.

49. Will this project support MSDE's reporting requirements? If so, can MSDE outline the reporting requirements for which they are responsible?

Answer: Yes. Reporting requirements will be provided to awarded vendor.

50. Is there an incumbent vendor who supported previous Strategic Plan Development? If so, who was the vendor?

Answer: See previous response in Question #40.

51. If electing to submit our proposal electronically through the Mississippi Accountability Governmental Information Collaboration System (MAGIC), please confirm that a hardcopy submission is not also required.

Answer: Confirmed.

52. If a bidder is awarded the contract to perform the work outlined in this RFP, would the bidder be barred from competing for a summative assessment RFP issued by the State?

Answer: No.

Amendment Number Two

NOTE: *This amendment two is hereby made a part of the Mississippi Department of Education's Request for Proposals/Applications/Qualifications/Invitation for Bid. The Vendor acknowledges receipt of said amendment and is made aware of the changes contained therein. By signing this form, the Offeror accepts the changes as part of the contract requirement.*

Authorized Signature

Date

Printed Name