# RFP 4142 – AVID/TOPS Partnership Evaluation

**Vendor Questions/Inquiries and Responses**

**1: Could you clarify the payment schedule and milestone approval process? Will a retainage clause (5–10%) be applied at project completion?**

**RESPONSE:** Payment will be made upon project completion.

**2: Will travel-related expenses (e.g., mileage, lodging, meals) be reimbursed by the District, or should these be included in the total project cost?**

**RESPONSE:** This should be included in the project budget.

**3: Are virtual methods for surveys, focus groups, and presentations acceptable, or are in-person sessions required?**

**RESPONSE:** Yes, virtual methods are ok.

**4: Does registering with the Wisconsin Supplier Diversity Program after proposal submission still qualify for the 5% diverse vendor preference?**

**RESPONSE:** You need to submit documentation with the proposal.

**5: Will MMSD provide any data analysis software or tools, or should those costs be included in the proposal?**

**RESPONSE:** No, MMSD will not provide software or tools. Please include any associated costs in the proposal.

**6: Are there additional data privacy protocols or security training requirements beyond the Data Use Agreement?**

**RESPONSE:** The Data Use Agreement specifies the protocols regarding data access.

**7: How are deliverables evaluated and approved for milestone payments?**

**RESPONSE:** Payment will be made upon project completion.

**8: Is there a maximum budget or budget range for this scope of work?**

**RESPONSE:** $70,000

**9: Is there an incumbent or existing provider of these services?**

**RESPONSE:** Wisconsin Education Collaborative

**10: Is the district seeking a provider based in Wisconsin?**

**RESPONSE:** No. Seeking the best proposal.

**11: Under Section 1.2.1, where the project description calls for “fidelity of**

**implementation assessment”, is that referring to the student focus groups and**

**survey, or is the vendor expected to collect other data to assess fidelity?**

**RESPONSE:** This is based on additional data that will be provided based on the AVID College Readiness implementation data and student outcomes.

**12: What are the existing data sources, if any, that will allow for an impact analysis related to college persistence?**

**RESPONSE:** National Student Clearinghouse

**13: What is the budget available for this work?**

**RESPONSE:** Maximum of $70,000

**14: How many vendors have indicated that they will be submitting a proposal?**

**RESPONSE:** 8

**15: Can you provide more information about the intervention (i.e., AVID/TOPS Partnership) (e.g., program description, logic model, theory of action, when started, number of students per year)?**

**RESPONSE:** Here is the AVID/TOPS [Theory of Change](https://docs.google.com/document/d/1jJxD_qYOtaoFvll99L6eueTb-Aze7q-TghI_mQpXNG4/edit?usp=sharing). The partnership started in 2008. The partnership currently serves about 1,100 students grades in grades 9-12

**16: Aside from the paper size, are there any formatting requirements as page limit, paragraph spacing, font, font size, page margins, etc.?**

**RESPONSE:** No requirements.

**17: Could the oral presentation and site visits described in 2.7 occur virtually?**

**RESPONSE:** Yes. This can occur virtually.

**18: In this case, would the vendor be expected to do an in-person demonstration of services as described in 2.8?**

**RESPONSE:** 2.8 can occur virtually.

**19: For 5.1 and 5.2, in our proposal are we simply stating that we would do these tasks/have these capabilities or are we supposed to describe our approach to these things/describe our capabilities. For example, we are stating in the proposal that we would present evaluation findings to stakeholders (5.1.4) or are we describing the approach we would plan to take to present evaluation findings to stakeholders?**

**RESPONSE:** Just state that you will commit to presenting to stakeholders.

**20: Will there be a preference for vendors who have worked with the MMSD and/or Boys &amp; Girls Club of Dane County previously?**

**RESPONSE:** Yes.

**21: Will there be a preference for vendors located in Wisconsin?**

**RESPONSE:** No.

**22: Has the MMSD previously hired vendors to conduct this kind of work?**

**RESPONSE:** Yes.

**23: Can all evaluation activities occur virtually?**

**RESPONSE:** Yes.

**24: Are there any budget restrictions such as a cap on indirect costs?**

**RESPONSE:** Our consideration will be for a total budget, with a maximum of $70,000.

**25: Can you provide a budget or budget range for this work?**

**RESPONSE:** Approximately $30,000-$70,000

**26: Are incentives for evaluation participants allowed? If so, are there any restrictions (e.g., amount and type)?**

**RESPONSE:** Yes, incentives are allowable within the project budget, but typically do not incentivize survey participation.

**27: Will data collection (i.e., surveys and focus groups) need to be conducted in any languages other than English? If so, which language(s)?**

**RESPONSE:** We will translate any materials needing translation (Spanish, Hmong). We typically do not incentivize survey participation.

**28: Has the AVID/TOPS partnership been evaluated previously? If so, was the evaluation internal or external?**

**RESPONSE:** Yes, we have had a number of external evaluations completed since the program’s initiation.

**29: Who is the primary audience for the comprehensive report? Any other audiences?**

**RESPONSE:** The primary audience are the following: 1) MMSD and Boys & Girls Club Board Members, 2) Funders, 3) partnership staff

**30: Will the work need to approved by the MMSD’ External Research Committee? Will the work also need IRB approval?**

**RESPONSE:**

**31: Can you confirm that the proposed timeline for the project is approximately July 1, 2025 through June 30,2026 with no plans for additional years?**

**RESPONSE:**

**32: Does the vendor need a Wisconsin business license?**

**RESPONSE:** The winning vendor will need to submit a [W-9](https://www.irs.gov/pub/irs-pdf/fw9.pdf) or [Vendor/Contractor Profile Form](https://resources.finalsite.net/images/v1625860707/madisonk12wius/wjfoctugirua1ia5cv8a/v_201902141345.pdf).

**33: Would MMSD prefer a more rigorous evaluation at a higher cost or slightly less rigorous with a slightly lower cost?**

**RESPONSE:** Yes. We would like an evaluation at least meets the methodological rigor of our previous evaluations.

**34: How many students are currently enrolled in AVID/TOPS?**

**RESPONSE:** About 1,100 in grades 9-12

**35: How many years of historical data will be available for the evaluation?**

**RESPONSE:** Typically we have focused on the data since the last evaluation, but there is data available from 2009 on.

**36: Will a comparison/control group be provided and/or defined by MMSD?**

**RESPONSE:** No. The evaluators will determine how to create a comparison group.

**37: Are students in all MMSD high schools participating in AVID/TOPS, or is the program limited to specific schools?**

**RESPONSE:** AVID/TOPS takes place at the 4 comprehensive MMDS high schools (East, West, Vel Phillips Memorial, and La Follette).

**38: What is the reporting timeline?**

**RESPONSE:** Our goal is to receive the final evaluation report by January of 2026.

**39: Are there existing student surveys that are currently being used in the program or would MMSD like the vendor to create survey?**

**RESPONSE:** We would like to work with the vendor to create a survey.

**40: Would MMSD like the vendor to include data collection activities on other stakeholder groups, such as teachers, program staff, and/or parents?**

**RESPONSE:** Yes

**41: Has a budget been established for this evaluation? If so, what is the not-to-exceed budget?**

**RESPONSE:** $70,000

**42: Has MMSD worked with an evaluation vendor to assess the AVID/TOPS Partnership before publishing this RFP? If so, is that vendor eligible to bid on this RFP?**

**RESPONSE:** Yes

**43: Will the selected vendor have access to student-level data to assess high school outcomes, end-of-high school outcomes, and differences in outcomes by student demographics?**

**RESPONSE:** Yes in compliance with the Data Use Agreement Process

**44: What processes does MMSD have to establish data sharing agreements to access individual-level data?**

**RESPONSE:**

**45: To collect survey or focus group data from students at MMSD, does the district require active consent of parents or is passive consent allowable?**

**RESPONSE:** The specifics would be covered by the Data Use Agreement.

**46: Can all data collection be conducted virtually (e.g., online surveys, videoconference focus groups)?**

**RESPONSE:** Yes

**47: Does MMSD allow for incentives (e.g., Amazon gift cards) to students who participate in survey or focus group data collection efforts?**

**RESPONSE:** Yes, though we typically do not incentivize survey completion.

**48: How will MMSD help to facilitate the collection of college enrollment, persistence, and completion data through surveys and focus groups? Will the selected contractor be provided with email addresses?**

**RESPONSE:** Yes. MMSD will help facilitate the collection of this data.

**49: Has MMSD collected historical college enrollment, persistence, and completion data from earlier cohorts of graduates? If so, will these data be made available to the selected contractor?**

**RESPONSE:** Yes. Yes this data will be available in accordance with the Data Use Agreement.

**50: What type of program data will the selected vendor have access to in evaluating AVID/TOPS program implementation?**

**RESPONSE:** Student data: course-taking, GPA, attendance, graduation, college enrollment, college persistence, assessment data

**51: Should the selected vendor plan for in-person presentations of findings or are remote meetings and presentations preferable?**

**RESPONSE:** Remote meetings and presentations are acceptable.

**52: What are MMSD’s expectations for the final presentation of findings (e.g., format, key stakeholders)?**

**RESPONSE:** A report with an executive summary and data visualization for key stakeholders. A presentation to senior partnership staff.

**53: Is MMSD interested in examining outcomes separately for students participating in AVID only, TOPS only, or both programs?**

**RESPONSE:** AVID/TOPS is a singular program with 2 components.

**54: What are the other specific metrics or indicators related to "college and career readiness" that the District considers particularly important for the evaluation to capture?**

**RESPONSE:** ACT College Readiness, Graduation, Early College Credit Attainment, Immediate Postsecondary Enrollment.

**55: Are there specific reporting templates or formats MMSD requires for deliverables?**

**RESPONSE:** No

**56: What interim timelines has the MMSD established for the deliverables?**

**RESPONSE:** Our goal is to receive the final evaluation report by January 2026.

**57: What percentage of the AVID students also participate in TOPS?**

**RESPONSE:** 100% It is one program with two components.

**58: When did the AVID/TOPS initiative begin and what period of time would MMSD like to have included in the evaluation (e.g., students in the 2017 – 2025 graduating classes)?**

**RESPONSE:** AVID/TOPS began in 2008. We would like to evaluate include students in the 2019-2025 graduating classes at a minimum.

**59: Approximately how many high school students participate in annually AVID by grade level? What proportion take the AVID elective course consistently throughout high school (Freshman – Senior years)?**

**RESPONSE:** AVID Elective Course enrollment is approximately 250 students per grade level, which is 14% of students in comprehensive high schools.

**60: If a vendor subcontracts with diverse-owned business for this evaluation, will they receive the 5% of points as described in the scoring criteria on Page 11 of the RFP?**

**RESPONSE:** Please refer to Board of Education [Policy 6601](https://go.boarddocs.com/wi/mmsd/Board.nsf/files/ABYSPK6D99AF/%24file/Policy%206601%20-%20Utilization%20of%20Historically%20Underutilized%20Businesses.pdf).

**61: Could the District describe the anticipated role or level of involvement of the Boys & Girls Club of Dane County personnel in the evaluation process, beyond their contribution to the total cost?**

**RESPONSE:** Equal partners in evaluation related conversations/decisions, with MMSD as the owner on the contract/access/legal elements

**62: What is your not-to-exceed budget or ideal budget range for this project?**

**RESPONSE:** We do not have a specific not-to-exceed budget.

**63: What agreements or conversations have happened within the school district to set up or ease the path for getting student consent and participation in this evaluation? What or who in the district will support access to student data?**

**RESPONSE:** The data will be de-identified, so there will be a standard Data Use Agreement for access to the data

**64: What, if any, prior research or evaluation has been conducted with AVID/TOPS students? For example, did this study happen in advance of the last Memorandum of Agreement?**

**RESPONSE:** AVID/TOPS has had evaluations in 2023, 2019, 2018, 2016, 2015, and 2013. All research occurred in advance of the current Memorandum of Agreement.