# RFQ 4144 – Attendance Boundary Review

**Vendor Questions/Inquiries and Responses**

**1: Does the district have current enrollment forecast data (within the last 1-2 years) that the vendor will be expected to utilize in creating boundary scenarios, or does the district need enrollment forecasts updated (we provide this service to many of our clients)?**

**RESPONSE:** we have recently created long and short term enrollment projections. The vendor may want to review those for updates based on quickly evolving plans for city development

**2: In our current work, some districts have us provide boundary scenarios to district leaders only, through a series of virtual meetings, then send out to their communities for input on the agreed upon scenarios to share throughout the process. Other districts ask us to facilitate community member boundary committees who, over a series of meetings, determine which scenarios to bring forward to the public. Which direction has the district determined for this process.**

**RESPONSE:** The latter- we would want both the scenarios and the community input prior to final presentation of scenarios to the Board etc

**3: If the district is forming a constituent boundary committee, would boundary committee facilitation require in-person facilitation or would these meeting be run fully virtually (in-person meetings have a large cost associated, whereas virtual meetings are much more cost effective to the client)?**

**RESPONSE: A hybrid approach could work but definitely some would need to be in person**

**4: What level of community outreach and engagement is the district expecting from the vendor? Running in-person or virtual open houses to display scenarios throughout the process? Developing and implementing virtual surveys?**

**RESPONSE:** yes all of the above would be essential

**5: How many Board of Directors meetings would the vendor be expected to attend and present at? Would these be in-person or virtual?**

**RESPONSE:** Approximately quarterly or as scenarios are ready to present and in person if possible.

**6: On Page 7, under Key Components, the last bullet states: “Contract with an outside organization that specializes in boundary review: MMSD will contract with an organization to conduct this review work.”**

* + **Is this outside organization a separate consultant that will be hired outside of this RFQ process, or is this referring to the consultant sought as part of this RFQ?**
	+ **If the latter, does that mean the District is planning to conduct the first four bullets without the aid of the consultant, and only seeking to bring in the consultant at the end as a way to review work completed solely by the District?**

**RESPONSE:** This is referring to the consultant sought as part of the RFQ-no we want the consultant to help with all of the 4 bullets as well and drive this work

**7: Assuming the consultant is involved with the first four bullets on the “Key Components” list, what role is the consultant expected to play in the public “Working Groups”? As an observer, active participant, or neither?**

**RESPONSE:** Active participant and facilitator when possible and behind the scenes planner

**8: The “Desired Timeline” outlines that the District aims to have proposals for revised attendance areas ready to present to the Board in Fall of 2027. Should the selected consultant generally expect to be involved throughout the duration of that two-plus year window?**

**RESPONSE:** yes we see this work taking 2 years and that the consultant would be providing scenarios over the 2 years by attendance feeder and that the culmination of the work would conclude at about 2 years- 2027

**9: Thank you for including the standard terms and conditions in the RFP. We noted that the terms are currently silent on certain provisions that are typically addressed during contract finalization. Could you please confirm whether the District would be open to engaging in good faith negotiations with the selected offeror to address such items at that stage?**

**RESPONSE:** A final contract/agreement will be drafted and signed by both MMSD and the awarded vendor.

**10: We’d appreciate clarification on the expectations for Attachment A. It is referred to as “Cost Summary” in the required forms list and “Item Specifications” on the attachment itself. Could you please confirm what specific information should be provided in this section?**

**RESPONSE:** The item specifications should be considered in the overall cost proposal. The intent is to share what work will be needed over the timeframe of the contract that will need to be included in the cost proposal

**11: Could you please confirm whether the electronic copy of the submission may be emailed to your attention at bids@madison.k12.wi.us, rather than included on a memory stick with the hard copy?**

**RESPONSE:** Yes, the electronic submission should be emailed to bids@madison.k12.wi.us

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