NOTICE

ADDENDUM 2

FLORIDA VIRTUAL SCHOOL
January 7, 2020
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Professional Learning and Performance Management System; RFP01-2002047B01-HRPMSW-XXXXXX
Bid Due Date and Time: To be received, 2:00 PM EST, January 21, 2020

Florida Virtual School Procurement Services Department, 2145 Metrocenter Blvd Orlando, FL 32835
In response to inquiries submitted for the above referenced solicitation, FLVS is providing the following responses. The responses shall become part of the solicitation.

1.

Q	Section 3.3.2. Respondents shall complete the Minimum Requirements table confirming that they will meet or exceed each of the stated requirements listed in Section 8.0. through 8.13 in the Scope of Services Question: Section 8 only goes to 8.11, not through 8.13. Was something omitted or is this a typo?
A	**Correction See section: 8.0 Scope of Services through 8.11 Pages 28 through 42**

2.

Q	Section 3.3.3. All respondents must complete the Respondent Questionnaire provided in Section 8.14 Provided detailed responses to each item listed. Question: Section 8 only goes to 8.11, not through 8.14. Was something omitted or is this a typo?
A	**Correction See section: 8.0 Scope of Services through 8.11 Pages 28 through 42**

3.

Q	What are your current state processes and systems for Professional Development and Performance Management? (Excel, name of technology/system used, etc.)
A	**We are required to follow F.S. 1012.34 for all instructional and administrative evaluations. Support staff evaluations (non-instructional) are not guided by statute but are a local decision. For teachers, they have a goal setting phase, both informal and formal observations of instruction, a mid year review, and end of year evaluations which must include a student performance measure. Non-classroom instructional roles and administrators have a goal setting phase, a mid year review, and an end of year evaluation which must include a student performance measure. For all of the above roles, very specific/defined rubrics are used to evaluate performance per F.S. 1012.34. For support staff, the evaluation process is based on goal achievement over the course of the year and includes a goal setting phase, a mid year review, and an end of year evaluation. Student performance is NOT required for non-instructional support staff evaluations. There are also some state mandates on the professional learning side that we must abide by (state reporting, PL component #s). Currently, we use the evaluation platform provided by Power School.**

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4.

Q	Will you be looking to migrate legacy performance and training completion data into the new system? If so, approximately how many historical course and completion records (LMS) and how many performance reviews documents and/or years of evolution scores?
A	**Currently I do not have the number of historical course and completion records. The only data we anticipate transferring over is employee Professional Development transcripts/records (i.e. PD records) and certification points.**

5.

Q	Do you have any external content providers that you need to integrate with the new LMS? If so, which ones?
A	**Not at this time.**

6.

Q	Would you like to integrate any vILT platform like WebEx, GoToMeeting, Adobe Connect? Please specify.
A	**We would like to potentially integrate the system with Zoom.**

7.

Q	How many performance review tasks/processes are assigned in a calendar year? (i.e. 90-day new hire, mid-year review annual review tasks)
A	**It depends on the role/plan. For teachers there are a minimum of 5 tasks/processes, for all other roles there are 3 (See # 3 above).**

8.

Q	For each performance review task/process, is it a single form or are there variations for different group of employees?
A	**There are different forms/rubrics for various employee groups. Currently, this is our breakdown:** **Tier 1 Teachers** **Tier 2 Teachers** **Student Services Employees** **School Counselors** **School Leaders** **Support Staff**

9.

Q	Do you have any external systems that you need to integrate with the new system? If so, which ones and what data will you need to be pulled from and/or loaded into the new system?
A	**Yes—our HRIS system, Workday. We will need several demographic fields brought in (name, ID #, date of hire, supervisor email, active/inactive employee, supervision hierarchies, employee type, etc.), as well as evaluation codes (to assign the correct evaluation plan to the correct employee), certification data, etc.**

10.

Q	Page 8: c. Compliance and Qualifications Checklist: All respondents must complete the compliance checklist and attach page directly following the cover letter (Appendix 10): To clarify is the Compliance

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	and Qualifications Checklist just Attachment K?
A	**Yes, it's to assist the Proposer with a check and balance method to ensure all the required documents are submitted with their bid submittal**

11.

Q	Page 12: 3.3.3 All respondents must complete the Respondent Questionnaire provided in Section 8.14 Provided detailed responses to each item listed: Please clarify Section 8.14 was unable to locate this section.
A	**Correction - 8.10 Respondent Questionnaire Pages 39 through 42**

12.

Q	Page 17: 5.7 Any corrections or amendments will be posted as addenda issued no later than five (5) days prior to the response due date: To clarify is this 5 business days to allow enough time for assembly and shipping due to unpredictable weather conditions and to accommodate a Holiday?
A	**Yes.**

13.

Q	When will answers to Vendor Questions be issued?
A	**July 7, 2020**

14.

Q	Whether companies from Outside USA can apply for this? (like, from India or Canada)
A	**No.**

15.

Q	Whether we need to come over there for meetings?
A	**Yes, if needed.**

16.

Q	Can we submit the proposals via email?
A	**No. See Page 12 4. Submission Requirements**