



## Department of Procurement Services

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160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

### QUESTIONS AND ANSWERS

#### **RFP 122024LB Facility Master Plan Project Management Services**

1. Have funds been allocated specifically for this RFP project?  
**Answer: Yes**
2. For the school feeder pattern meetings, will the vendor coordinate with the District and/or school board members to designate meeting locations?  
**Answer: Yes**
3. Is there a preferred virtual platform for hosting district-wide meetings?  
**Answer: Microsoft Teams**
4. What are MSCS's expectations for the dashboard, including any specific technical requirements or features?  
**Answer: The dashboard needs to be comprehensive of feedback from meetings and any data provided by the District but also very simple to understand and navigate for the public. The District operates on the Microsoft platform.**
5. Should the dashboard be hosted internally by the District or externally by a third party?  
**Answer: The dashboard can be hosted internally or externally but the District owns all content and products.**
6. What aspects of the project are intended to be tracked through the dashboard, and are there any key performance indicators (KPIs) that the District expects to be included?  
**Answer: The dashboard will include data provided by the District and summarized and categorized feedback from public meetings, surveys, focus groups, steering committee, etc.**

Thank you,

Procurement Services