



Department of Procurement Services

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

QUESTIONS

RFP 081624SB Synchronous Virtual Instruction

1. What is the projected contract/implementation start date?
We are seeking approval during September Board meeting on September 24th, once contract is executed and approved by the Board, we will begin implementation
2. We note the presentation schedule is TBD. When does SCBE anticipate needing pricing details for the mentioned approvals for this specific RFQ process?
Include pricing details with the submission of the quote/proposal
3. Does the district intend to award a single vendor or multiple vendors to ensure full-time staffing coverage through this process? If so, how will vendors be selected to support the various full-time teacher staffing needs?
Single vendor
4. The scope mentions teachers will support various grade levels. Please identify the number of students this process will support by grade level. If this is pending, can you offer historical grade coverage for the virtual synchronous staffing needs?
Grades 6-12 have previously been supported, with average class size of 30 students. There are seven class periods in a traditional schedule, there would be approximately 210 students served in a given day. Our historical coverage was 10,000 + students served in grades 6-12.
5. The scope mentions teachers will support various subject areas. Please identify the subject areas this process will support. Can you offer historical subject coverage for your virtual synchronous solution needs if this is currently pending?
We would want the ability to offer honors and AP versions of some of these courses
Middle School Grades (6-8):
 - English Language Arts (ELA)
 - Mathematics
 - Science
 - Social Studies (grades 6-8)High School:
 - English I and English II
 - Algebra I
 - Geometry
 - Algebra II
 - Integrated Math I, II, and III (as alternatives to the Algebra and Geometry sequence)
 - Biology
 - U.S. History and Geography
 - World Languages

- Spanish
- French
- German
- Latin

6. How many students will the awarded vendors' full-time teachers support?

A full-time teacher has an average class size of 30 students, with a maximum of 35 students. With six instructional periods and one planning period, teachers' total case load is ~150 to 180 students.

7. Can you provide more details on estimated scheduling needs for live instruction/sessions, such as a traditional semester format, 4x4 block schedule delivery, etc.?

Our school year is ~180 days, with 90-day semesters, 45-day quarters. The school day is 7:15-2:15 p.m. or 8:15-3:15 p.m. depending on the school.

Our district has multiple formats: traditional, A/B, and 4X4.

8. Along the same vein, is your live session schedule set for the anticipated SY serviced under this contract term, or is the district willing to work with vendors on live session scheduling?

The scheduling must follow the school day as is currently designed.

9. The end of the RFQ mentions a Vendor Assessment Questionnaire and a Certificate Regarding Lobbying (Appendix L), though we are having a hard time locating these items. Can you verify if these documents are relevant to this RFQ stage? If applicable, can you offer directions on the document locations for processing? e.g. Do vendors need a secure link to access them?

The Certificate Regarding Lobbying is Appendix K. The Link to the Vendor Assessment Questionnaire can be accessed on our website [Vendor Assessment Questionnaire V2 .pdf \(scsk12.org\)](http://scsk12.org)

Thank you,

Procurement Services