



DATE: JANUARY 13, 2023  
TO: ALL PROSPECTIVE VENDORS  
FROM: VERONICA JACKSON  
PURCHASING AND CONTRACTS COORDINATOR  
SUBJECT: ADDENDA# 1  
RFP# 23-0217, STRATEGIC PLANNING CONSULTANT (OFFICE OF THE SUPERINTENDENT OF SCHOOLS)

---

All respondents are hereby advised of the following amendments to the Request for Proposals ("RFP") document which are hereby made an integral part of the proposal documents for the subject contract, prepared by the Clarke County School District ("CCSD or District").

Proposals submitted shall be deemed to include contract document information as shown in **ADDENDUM NO. 1**. Respondents shall be required to acknowledge receipt of this addendum in their proposal response. Failure to acknowledge receipt of this addendum by the respondent may result in the rejection of their proposal response.

This addendum must be completed, signed and submitted with your proposal response to be considered for award. If you have already submitted a proposal, please complete the addendum and submit same in a sealed envelope, clearly marked with the "RFP# 23-0217, STRATEGIC PLANNING CONSULTANT (OFFICE OF THE SUPERINTENDENT OF SCHOOLS)", response date, and return address. This will be accepted as part of your proposal response, PROVIDING IT IS RECEIVED BY THE PURCHASING DEPARTMENT BY THE TIME AND DATE SPECIFIED IN THIS DOCUMENT.

The Addendum becomes a part of the Original document and Modifies, as noted below:

A. **MODIFICATIONS & REVISIONS** (*clarifications in red*)

The link to the recorded audio for the pre-proposal conference on February 10, 2023 is attached.

<https://bit.ly/StrategicCconference2023>

Password: 0?QVgah=

B. **QUESTIONS & ANSWERS** (*clarifications in red*)

1. Is there a bonding requirement for submission of a proposal?  
*No bonding requirements were listed in the Mandatory Document section; thus payment/performance bond(s) are not required.*
2. Will Clarke County School District accept electronic signatures?  
*Yes*
3. Is there a maximum budget allocated for this work?  
*No budget has been established.*
4. What would be the ideal timeline for releasing the new strategic plan? Currently, the contract is set for a year but that also includes implementation work and we would love clarification around when the plan would be released.  
*Ideally, we would like to have something completed or close to complete by August 1<sup>st</sup>, for the Board of Education approval during our August Board meeting (which is likely the second Thursday in August). However, we understand it is possible that more time may be necessary, in this case September 1<sup>st</sup> will still be within our anticipated timeline.*

5. Can you confirm the date by which the district would like the final completed strategic plan?  
Please see Question# 4.
  6. Does the district have an existing learning framework?  
Yes, CCSD has a learning framework. We teach the Georgia Standards and use a district wide curriculum portal that includes an instructional framework. We also use an MTSS process.
  7. In section 4.10, samples are requested - would you prefer links to electronic copies of completed strategic plans or would you prefer the full documents be included within our proposal?  
You can provide links to the samples or the documents can be included in the proposal response.
  8. Can you clarify the intent of 4.3.4: Describe your support and quality assurance resources related to this service.  
Support and quality assurance resources are: onboarding, training, etc. and/or how your company will monitor customer services as this will be an integral part of the requirements within this proposal.
- Per Section 4.11 on page 11, are vendors required to have a specific license or certification for strategic planning services?  
No specific license or certifications are required.
9. You mentioned local preference, we are a Texas company, can we still submit a proposal?  
Sure, this is a local preference for Athens-Clarke County residents; anyone can submit.  
As listed, there will be evaluation points preference based on this local preference within our district policy.

Proposal Due Date Remains: **FEBRUARY 17, 2023 at 11:00 AM (EST)**

---

Name of Proposer

---

Address

---

Signature

---

Date

Unless otherwise changed by an addendum, all other information will remain the same.

**END OF ADDENDA 1**