THE SCHOOL DISTRICT OF PHILADELPHIA

EDUCATION CENTER

OFFICE OF PROCUREMENT SERVICES

**440 N. BROAD STREET, THIRD FLOOR**

**PHILADELPHIA, PENNSYLVANIA 19130**

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**ADDENDUM #1**

**PROPOSAL NUMBER:** NG10318

**PROPOSAL NAME:** SNAP-Ed Eat Right Philly (ERP) Program Evaluation

**PROPOSAL OPENING DATE:**  August 01, 2023 @11:00am

**TO ALL POTENTIAL RESPONDERS:**

You are receiving this addendum because you recently downloaded a copy of NG10318, “SNAP-Ed Eat Right Philly (ERP) Program Evaluation” from the School District of Philadelphia’s

ERP Supplier Portal.

1. Would PHMC’s Research & Evaluation Group be eligible to submit a proposal for this RFP? One of the partners, Health Promotion Council, is a PHMC affiliate. Would SDP consider this a conflict of interest?
	1. Yes, PHMC is eligible to submit a proposals. No conflict of interest.
2. How much material previously developed by SDP’s internal evaluators will be shared with the external evaluator?
	1. Which, if any, evaluation instruments administered by SDP previously for the internal evaluation will SDP provide to the external evaluator? May we use those instruments going forward?
		1. Yes, all instruments, methods, and previous reports will be shared.
	2. To what extent were student surveys previously distributed online versus by paper?
		1. Depending on the school and grade, surveys can be distributed either way.
	3. Is it acceptable for the external evaluator to ONLY use online surveys?
		1. No, there may be cases where in-person surveys would be required (e.g., kindergarten classes). Online surveys are typical and acceptable in most cases, however.
	4. Will SDP share prior reports?
		1. Yes!
3. What have been the greatest challenges in carrying out the internal evaluation?
	1. Evaluating SNAP-Ed policy, systems and environmental interventions by multiple community partners is challenging no matter who is conducting the evaluation, because it is not straightforward about how to best do it. Much of the data is qualitative data by necessity, so it is time consuming and difficult to standardize.
4. Is there an expectation that a comparison group must be used for testing the effectiveness of programming?
	1. Ideally, yes, if feasible.
5. What have been response rates has ORE gotten in recent years for the Eat Right Philly-related surveys (e.g., SDP School Health survey)?
	1. The SDP School Health survey had a 70% response rate from Health and PE teachers. Student survey response rates are typically high as well. However, parent response rates are typically low.
6. What is the amount of the federal grant (PA SNAP-Ed) that SDP and its partners receive annually to implement Eat Right Philly?
	1. We don’t know. Each partner receives funding directly from the state and we do not require them to report this amount to us.
7. Is there any acceptable range for the evaluation budget?
	1. We estimate in the range of $40,000
8. Are there any restrictions on the indirect rate one can use if we have a federally negotiated rate (which is 25.57%)? Please specify the rates in your written proposal and in the LINES section when you create a response in ERP.
9. The table on page 16 of the RFP that describes the evaluation criteria seems to have some of the text cut off. Would you be able to share the full text from this table?

|  |  |  |  |
| --- | --- | --- | --- |
|   |   | **Weight:** | **Score** |
| **Category** | **Criteria** | **%** | **1 - 10** |
| Experience | Does the firm have substantial experience in this industry and sector? Have they provided services to K-12 institutions similar to the School District? Have they provided services in a similar format, within a similar time frame, with similar populations, etc.? | 25% |   |
| Capacity | Does the firm have the resources in personnel, equipment, certifications, infrastructure, etc., to perform the services within a reasonable timeframe and at a high standard? | 30% |   |
| Plan of Work | Has the firm detailed an approach to the work that is comprehensive and shows an understanding of the scope and of the School District? | 25% |   |
| Pricing | Is the pricing proposal competitive, detailed and in line with the scope of services? | 10% |   |
| MWBE | Has the firm met or exceeded the MWBE inclusion goals set forth for this solicitation? | 10% |   |
|   | **TOTALS:** | **100%** |  |

1. May we see answers to other bidders’ questions?
	1. All vendor questions and answers will be posted in the MESSAGES section of ERP.

**All other terms and conditions remain unchanged.**

Thank you,

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Throne Cropper

Executive Director, Office of Procurement Services

**Please sign, date and return this Addendum with your response, as it now becomes a part of the Proposal.**

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AUTHORIZED SIGNATURE

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FIRM NAME (PRINT)