

- 1. Our organization cannot provide a few of the services exactly as listed in the checklist but could offer similar support in another way. Should we check the checkboxes?**

Only check the boxes of services that you can provide exactly as listed. Vendors may use another colored font to explain at the end of these items any differences in scope.

- 2. Should the cost worksheet and proposal reflect a single or multi-year commitment?**

The budget provided should include costs for a single year unless costs are anticipated to change in subsequent years.

- 3. Should services that have been historically included in the AMC base contract, such as graphic design and video production, be included in the cost worksheet and proposal?**

The vendor should include all services that they would provide in the cost worksheet.

- 4. To distinguish between staff dedicated solely to NAESPA versus staff shared across multiple clients, is it assumed that all bidders be using 100% dedicated staff or will they be asked to include full-time equivalent or total staff hours in addition to “Number of employees” included in their proposals?**

The number of employees and whether 100% dedicated staff or staff working with multiple clients may be discussed in the response to the Company Background section (e) and (f) of the RFP, within the Services Plan.

- 5. Is this scope of work intended to include customer support services? For example:**
  - o coordination with districts and state finance departments to maintain vendor accounts for processing membership and conference registration payments**
  - o answering emails and phone calls related to attendee, presenter, exhibitor and member inquiries**

Customer support services are covered in the scope of work through items such as “Maintain dedicated telephone and fax lines for the Association, staffed Monday through Friday and “Use the online management system owned by the Association to coordinate all aspects of the Association’s activities: member management, communications, resources sharing, event registration, dues collection, video offerings, etc.”

- 6. Does the Association have a process to address services and related costs outside the scope of work?**

There is a separate section in the Services Plan section of the RFP for value-added services, and a corresponding tab on the cost proposal worksheet. Any services the vendor would provide outside the scope of work may be addressed in these sections.

Hourly rates for value added services, cost per service, etc. are some of the possible value-added services that could be addressed.

**6. Are there any key staffing positions that are expected to be provided? If so, are there any specific roles or functions?**

Staffing positions would depend on the vendor's structure and the services provided. Vendors should propose the number of staff and positions they believe is necessary to meet the scope of work. Vendors may choose to identify significant lead staff roles and specify the FTE (full time equivalent) each position will dedicate to NAESPA.

**7. Should costs associated with “managed contractors” be included in the cost worksheet and proposal or are those being contracted and paid for directly by NAESPA? For example:**

- "legal firm contracted to provide analysis of current ESEA related government activities”
- “outside contractors to conceptualize, write, edit, design and distribute [publications]...” (see Communications section of the Scope of Work)

Vendors should budget any costs for *managing* subcontracts. The costs of the actual agreements are bid and entered into separately by the Association. The cost of subcontracts should only be built into the budget if the vendor is proposing to utilize a particular subcontractor to assist with the provision of their services and is building that cost into the proposal.

**8. Are there any specific deliverables for the "legal firm contracted to provide analysis of current ESEA related government activities” not included in the RFP? For example:**

- analysis and updates during monthly Board meetings
- provide content and speakers for periodic webinars, presentations at membership meetings, and live at the National ESEA Conference

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**9. How many committees will be supported? What is the standard meeting frequency? What is the standard scope of meeting support?**

The Association currently has several committees which usually meet online monthly. The RFP offers flexibility for Vendors to propose support they can provide which the Association may or may not currently receive. Therefore, the RFP does not constitute an exhaustive list of tasks; it provides an overview of the support the Association is seeking.

Vendors should address how they will meet the Scope of Services within the Services Plan.

**10. Are there any other communities or groups that would be supported? For example, regional meetings.**

The Association currently hosts quarterly regional meetings online for members.

**11. Are there any proposed near-term changes the membership structure that should be accounted for in this proposal, such as new membership tiers?**

The Association is piloting a new non-voting Local Education Agency (LEA) membership tier in 2024.

**12. Are there any awards or other significant programs that the AMC is expected to produce and/or manage that are not included in the RFP, such as the National ESEA Distinguished Schools program and President's Reception or the Bob Harmon Service to Education Award?**

The [Distinguished Schools program and the Bob Harmon Award](#) are projects of the Association. The President's Reception takes place at the annual conference to honor Distinguished Schools. The selected vendor will assist with planning and implementing these events.