



**Washoe County School District**

**Purchasing Department • 14101 Old Virginia Road • Reno, NV 89521  
Phone (775) 850-8025 • Fax (775) 857-3175**

**ADDENDUM #1 – QUESTIONS & ANSWERS**

**Strategic Planning Facilitator**

**RFP #51-P-09-23-AS**

**October 11, 2022**

The following information, clarifications, changes and modifications are by reference incorporated into the Request for Proposal (RFP) document for the above referenced project. Any work item or contract provision not changed or modified will remain in full force and effect. It is the prospective Proposer’s responsibility to read the entire RFP and all appendices and to respond to all requirements completely.

All prospective Proposers should acknowledge receipt of this Addendum by signing this document and returning it with the RFP submission. Failure to acknowledge receipt of this Addendum may result in a rejection of RFP submission.

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**CLARIFICATION OF PROPOSAL OPENING:** Washoe County School District, in accordance with the provisions of NRS 332, will receive all sealed formal proposals for **RFP #51-P-09-23-AS, Strategic Planning Facilitator** at the Purchasing Department, 14101 Old Virginia Road, Room 0, Reno, NV 89521 no later than **2:00 pm (local time) on October 17, 2022**. The proposals will be opened publicly via a **ZOOM Meeting at 2:30 pm (local time) on October 17, 2022**.

**Join Zoom Meeting:**

<https://us04web.zoom.us/j/77158384813?pwd=Bi36q81H4RvrTEiPZfyf2jqbbJ5BmO.1>

Meeting ID: 771 5838 4813

Passcode: 4KdPWs

- 1. **QUESTION:** Has the Strategic Planning Core Team been formed yet? Who are the members/likely members of that team?

**ANSWER:** No, the core planning team will be formed in December/January. It will be comprised of staff, students, families, elected officials, union leaders, etc.

- 2. **QUESTION:** How will Goal Team membership be identified? What are the likely staff roles that will be part of those teams?

**ANSWER:** We will determine this with the facilitator if needed.



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3. **QUESTION:** Please differentiate between community workshops/symposia, community focus groups, and community meetings.

**ANSWER:** There should be multiple community engagement opportunities: large open forums for families and the community along with focus groups of students, staff and families.

4. **QUESTION:** Who will serve as the project point of contact from the District?

**ANSWER:** The Executive Leadership Team will be point of contact.

5. **QUESTION:** Is there an estimated budget for this work?

**ANSWER:** The budget is approximately \$100,000.

6. **QUESTION:** Is there a preference for virtual versus onsite stakeholder engagement?

**ANSWER:** This will be onsite primarily but with some virtual options as well.

7. **QUESTION:** Can you elaborate on how the district has used the ThoughtExchange tool for stakeholder engagement in the past?

**ANSWER:** We have not used it yet—we are just bringing them on board. The Superintendent, however, worked with them in her prior district.

8. **QUESTION:** The Strategic Planning Core Team is described as inclusive. Is the intent to include, in addition to central office leaders, members of the community and/or school-based staff?

**ANSWER:** Please refer to answer on question #1.

9. **QUESTION:** In addition to Cabinet, and the Planning Core team and Goal area teams to be developed, are there *existing* planning and advisory groups we should leverage for this project?

**ANSWER:** There may be some stakeholder committees to engage.



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10. **QUESTION:** To what extent, if any, should school visits be included in the scope of work to assess the current state of the district's instructional core?

**ANSWER:** No school visits are needed, but focus groups of students will be critical.

11. **QUESTION:** Will WCSD’s Promise of a Graduate work, in particular the work to define the ideal characteristics of a WCSD graduate, be completed prior to the beginning of this project? Do you imagine revisiting that definition as part of this project?

**ANSWER:** This work is being updated now.

12. **QUESTION:** What role, if any, will WCSD team members play in facilitating community engagement?

**ANSWER:** We expect the facilitator to take the lead on the bulk of engagement with support from staff.

13. **QUESTION:** What budget does the district have in mind for this project?

**ANSWER:** Please refer to answer on question #5.

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**ACKNOWLEDGEMENT OF RECEIPT**

Please return signed copy of Addendum #1 with RFP submission packet.

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AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

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PRINT NAME

\_\_\_\_\_  
TITLE

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PROPOSING FIRM NAME