

NISKAYUNA CENTRAL SCHOOL DISTRICT

Request for Proposal NCSD-26-006 Addendum

Enrollment Projection Study - Clarifications, Questions, Answers & Clarifications

This Addendum serves to provide responses to questions and requests for clarification submitted by prospective proposers regarding NCSD RFP 26-006 Enrollment Projection Study. This document is intended to clarify and supplement the original RFP documents; all other terms and conditions remain unchanged.

Clarification #1: 2. Required Services, 2.2 Enrollment Projections

The RFP states that the enrollment projections should “clearly indicate confidence levels (e.g. 80%, 90%, 95%).

Clarification: Presenting a confidence level and associated percentage is not an absolute requirement. The district understands that consultants may use different approaches to characterize a set of projections and the potential variability. While some methodologies may express this in statistical terms (e.g., confidence intervals), others may describe projections along a qualitative continuum (such as “baseline,” “expected,” or “stretch” scenarios). Proposers are encouraged to use the terminology and framework most consistent with their standard practice. The essential element is that key assumptions that differentiate projection scenarios are clearly identified.

The proposal evaluation factors listed on page 7 of the RFP reference “ability to present confidence levels.”) With the above in mind, this should be understood as the “ability to clearly communicate key differences in multiple projection scenarios.”

Clarification #2: 4. Deliverables, 4.3 Slide Deck for Board of Education Presentation

The RFP states that an expected deliverable is a slide deck for a Board of Education presentation.

Clarification: This is not an absolute requirement. The district understands that different consultants will present studies, reports and data in different manners. The most important element of this deliverable is that the consultant is prepared to present the study in a clear and accurate way to the Board of Education.

Clarification #3: 3. Potential Additional Scope of Work, Interactive Mapping/GIS Dashboard

The RFP states that a potential additional scope of work would be for the consultant to provide an interactive map and/or GIS Dashboard that allows the district to visualize enrollment scenarios spatially.

Clarification: The word “spatially” means geographically. In other words, presenting the projected enrollment (scenarios) of each K-4 elementary school enrollment zone on a map. The ability to view changes in scenarios visually is of interest as well. The district recognizes that the ability to do this type of analysis may require specific data about housing and development patterns.

The mapping/GIS item is presented as a possible additional scope of work because the district is interested in learning what mapping and visual presentation tools and resources may be available to assist in understanding future enrollment scenarios. It is presented as an additional scope of work - and broken out separately in the cost area - because the district recognizes that this may be either a) have limited applicability to the work at hand, or b) not cost effective for this particular study topic.

Clarification #4: 3. Potential Additional Scope of Work, Building Capacity and Utilization Study

The RFP indicates that a Building Capacity and Utilization Study is a potential additional Scope of Work and states that this will involve an assessment “each school’s functional and New York State Educational Department-rated capacity compare to the projected enrollments, and identify potential under-or over-utilization.”

Clarification: As noted in the study, the district is in the middle of reconfiguring its elementary and middle school grade configurations to that it has four, K-4 elementary schools, a grade 5-6 school, and a grade 7-8 school. This change - from five, K-5 schools and two, 6-8 middle schools, will fully take effect in 2027-28. The purpose of the Building Capacity and Utilization Study would be to assess the capacity of the newly configured schools - from an individual school and districtwide standpoint - in relation to the anticipated pupil counts in the enrollment projections study. It would also identify high school capacity in relation to enrollment projection scenarios. A Building Capacity and Utilization Study would take into account capacity needed based on the district’s programs, services and anticipated enrollment in areas such as general and special education and instructional support, and would also take into account district class size practices and state policies and guidelines related to instructional space and Building Aid.

Clarification #5: 4. Deliverables, 4.2 Editable Data Tables

The RFP indicates that editable data tables in Excel or equivalent are an expected deliverable.

Clarification: Editable data tables are requested because they can be helpful to the district in working with information - capturing it to present to different stakeholders or future monitoring of actual enrollments vs. planning scenarios. This is not an absolute requirement.

Question & Answer #1: 7. Vendor Response Requirements, 7.8 At Least two examples of similar studies

Question: Can these be submitted electronically?

Answer: Yes, these samples may be submitted electronically to Purchasing Agent Michael DeSantis at mdesantis@niskyschools.org. These must be received by Mr. DeSantis by the RFP submission deadline of 2 p.m.m on Thursday, Nov. 6.

Question & Answer #2: Insurance Requirements

Question: Can the insurance requirements (Commercial General Liability Insurance, Automobile Liability Insurance, Workers’ Compensation Insurance or Proof of Exemption) be waived?

Answer:

1. Commercial General Liability: A Commercial General Liability Insurance policy naming the district as an additional insured on a primary and noncontributory basis is strongly recommended.
2. Automobile Insurance: The district will accept a consultant’s individual automobile insurance policy as proof of coverage and will not require the district to be named as an additional insured.

3. Workers' Compensation Insurance or Proof of Exemption: Workers' Compensation coverage shall be provided if and as required by New York State law. The District recognizes that some self-employed individuals and sole proprietors may be exempt from Workers' Compensation requirements under applicable statutes. In such cases, proposers shall provide documentation of their exemption in lieu of a certificate of coverage.

Please note that insurance certificates are required to be submitted prior to the commencement of any work. It is expected that these would need to be provided after the award of the RFP and before the issuance of a district purchase order.