

**ADDENDUM NUMBER 1**  
**October 3, 2011**

**WILLIAMSBURG-JAMES CITY COUNTY SCHOOLS**  
**REQUEST FOR PROPOSAL 12-0013**  
**Enrollment Projection Services**

This Addendum is forwarded to provide answers to prospective offerors' questions concerning the Request For Proposal documents. Please contact Kitty Hall, Senior Buyer, FAX (757) 253-6753/Tel (757) 253-6644, email: [khall@james-city.va.us](mailto:khall@james-city.va.us) if you have any questions about this Addendum.

Questions:

1. Since this is a fairly tight turnaround on generating a demographic report, we would need some assurance that your data staff could provide enrollment information in a format that we could use in a short time frame. What is the current and historical enrollment information this is available and could it be available in an Excel format?

**ANSWER: The link provided on the Williamsburg-James City County Public School's website contains a library of historical enrollment data/reports. It is available for public viewing and should contain all of the information needed to construct a response to the RFP/report.**

**<http://www.wjcc.k12.va.us/content/admin/finance/Enrollment/index.html>**

2. Does the school division want projections (high, medium, and low) for JUST the division as a whole, or for it and for EACH INDIVIDUAL SCHOOL in the division?

**ANSWER: Broken down by school and grade**

3. Is the school division willing to accept projections of fall membership (e.g., September 30 membership), or do they expect some other type of projection, such as average daily membership, or end-of-year membership?

**ANSWER: Yes, projections by Fall membership**

4. Does the school division already have fall 2012 membership numbers available?

**ANSWER: We have Sept. 30<sup>th</sup> number which vendors can use to prepare projections (will ask vendor to make any adjustments based on final state membership report that is due later in the month-should be small changes but we like to keep historical numbers consistent).**

5. Regardless of whether the school division wants projections for individual schools or just the division, do they want the 10-year projections done by individual grade, and if so, what is the range of grades they want?

**ANSWER: See answer to #2- The range of grades is K-12.**

6. Does the school division want enrollment projections by any other demographic characteristic of the student, such as race or ethnicity, or gender?

**ANSWER: No**

7. Has the school division hired a person or firm to make the required projections in the past, and if so, why are they no longer using that person or firm?

**ANSWER: We have used another firm in the past through a process of soliciting three quotes. We are seeking proposals from offerors who would provide a proposal for services that would result in a contract award for the first year with the option of four (4) one year renewals.**

8. Is the final report to be submitted as a written document, presented orally (in summary form, for example) at the school division, or some combination of these?

**ANSWER: Written report. If there are any resulting questions, the vendor would need to be prepared to answer them**

9. Lastly, and not really connected to this specific RFP, has the school division any interest in building internal capacity to make these kinds of projections? Most large school divisions make their own enrollment projections, since they are so useful for both capacity planning and for determining appropriate levels of staffing for particular grades. It is curious that the Williamsburg-James City County division does not already have this capacity in-house.

**ANSWER: Williamsburg-James City County Public Schools has prepared cohort survival projections in the past, but have chosen to also use external projections as well.**

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**