



**Administrative Services
Contracts Office**

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*Jonathan P. Raymond, Superintendent
Patricia A. Hagemeyer, Chief Business Officer*

**Request for Proposals for External Evaluator
for Readiness & Emergency Management in Schools**

**REQUESTS FOR INFORMATION
AUGUST 6, 2012**

1. What is the timeframe for this evaluation? What is the grant performance period, and when is the evaluation report due to the Department of Education?
 - **The grant performance period is scheduled to end 8/21/2012. We will be requesting a No Cost Extension (NCE). During the first half of 2012 we have made significant progress with our objectives. An NCE will allow SCUSD to complete our objectives.**

2. Is it possible to obtain copies of SCUSD plans/procedures developed to date? It appears SCUSD started with ERCM Grant in 2005, so what documentation is available for an evaluator to review this history?
 - **We are not familiar with the ERCM grant and do not know where the documentation for it is. There is a pandemic plan that was developed as part of the REMS grant.**

3. Is there any description of the infrastructure for emergency response at the District and school site level? For example, are there teams, systems, plans, procedures? What about the current District guidelines (as basis for updating school site plans)?
 - **SCUSD has developed a Communications Protocol for emergencies. School sites are required to update their Incident Command Structure yearly. That information is contained in a web based program; Rapid Responder. This program contains information for all sites. Drills, emergency protocols, reunification plans, site maps, emergency shut off locations, etc. are all located in this program.**

4. Does the Safety and Security Task Force still function? What is the frequency of Task Force meetings and who are the attendees (at the District & school site level)?

- **The Safety and Security Task Force does not meet at this time as it was determined that the task force had completed its goals. The task force was made up of district administration, site administrators, teachers, law enforcement, and representatives from Capital Asset Management.**
5. Is it possible for the evaluator to obtain prior evaluation reports or findings submitted to the funder?
- **To our knowledge, there have been no prior evaluation reports completed.**
6. Which of the following documentation can you provide from 2005 to present?
- Training schedules/calendar?
 - Training attendance logs, by date, by school, by position of attendee?
 - Training topics by attendees, for the district and by school site?
 - **Training documents, calendars, and sign in sheets are all available**
7. Do the District or individual school sites have data to ascertain where there has been training for NIMS in FY 2011/12?
- **It is intended that the training for NIMS will be completed during the NCE period.**
8. Is there a log of any and all exercises and drills conducted at the District or school site level?
- **All drills are recorded in Rapid Responder.**
9. What is the current protocol for a “vulnerability assessment” (e.g., what are its essential components to ascertain compliance, to assess level of risk?)
- **Sites have been provided with training on conducting “vulnerability assessments”.**
10. Does the District keep data on incidents, by type, by school? If not readily available in summary form, is the raw data archived and retrievable from the District? From school sites?
- **We are not clear on the type of incidents being referred to, but are certain data is available.**

Due date for proposals: Thursday, August 16, 2012