



REQUEST FOR PROPOSALS FOR EXPANDED LEARNING PROGRAM PROVIDERS

RFP NO. 22-025

ADDENDUM NO. 2 – DATED MAY 17, 2022

I. RESPONSES TO QUESTIONS/CLARIFICATIONS

Below are questions received before the Q&A due date, with the District's responses in red. Proposals are due Mon. May 23, 2022 at 3:00 p.m.

1. What are the hours for the a.m. and p.m programs?

Response: The hours of the K-8 a.m. begin at 7:00am until the start of the regular school day and high school starts at 7:20am until the start of the regular school day. The p.m. programs begin at the end of the school day until 6:00pm for the K-8 programs and for high school it will be from the end of the school day until 5:00pm.

2. Can you clarify the difference between an ADA and a Staff-based site?

Response: For ADA based sites, contractor must maintain average student attendance of at least 90% of grant enrollment monthly OR at least 95% over the academic year to receive full payment. For Staff-based sites contractors will be compensated by staff member provided.

3. As part of the evaluation process the RFP indicates that you are looking for an "Agency has continuously demonstrated the willingness and ability to meet District goals and initiatives. Has past record of being flexible and creative to adapt program as needed." It seems as if your evaluative process is heavily skewed toward current providers (as it would be exceedingly difficult if not impossible to have demonstrated these characteristics without having been a provider previously). Is this RFP only available to current providers in the District? Is the District primarily seeking the services of current providers?

Response: The RFP is a public solicitation, and any qualified firm may respond. The District does typically do business with current service providers who are here in the North Sacramento area and are familiar with the student populations that we serve, however we will consider new vendors. One point of consideration is your location, as the program is in-person and site-based, and staff would need to be located close to District schools.

4. One of the questions in the RFP indicates, "If agency's operating budget is more than \$100,000, provide a copy of the most recent annual audit." It is an exceedingly expensive proposition to have our financials "audited" and in an effort to keep administrative costs to a minimum we have not had our financials audited. However, we submit an annual report to our Board of Directors which both our CFO and I are happy to certify as accurate. We are also happy to submit our tax returns and any other financial documentation the District requests. Would this suffice for the RFPs purposes?

Response: Audited financials are not an absolute requirement. The annual report to your Board of Directors, providing a picture of your organization's fiscal position and stability, should suffice. If additional detail is required, we would reach out.

5. Section 3 - Scope of Services - For the highlighted text below, are there any exceptions to the fee such as necessary Covid absences or other excluded absences?

***Failure to provide the required contracted staffing will result in a \$150 deduction per staff member per day.**

Response: The site must be fully staffed daily. The expectation is that an agency would fill the position with a substitute to cover the absence to maintain the required student to staff ratio. There are no "excused" absences.

6. Section 3 - Scope of Services - Could you provide more contact for the team leads/site coordinators? Are team leads considered staff members? For example, we provide coaches and site coordinators.

Response: Yes, the coaches would be considered team leads

Number of students and staff requirements are subject to change based

School Name	AM ADA Target	Number of Staff AM	AM Contract Amount	PM ADA Target	*Number of Staff PM
CCAA K-6	40	2 team leads	\$43,200	100	5 team leads/1 coord.

7. Will vendor staff be onsite without the support of district employees?

Response: There is district staff (custodial) on-site during program hours most days. There are also Program Development Specialist assigned to each site to support if needed. However, they are not housed "on-site" but are available to go to the site if needed.

8. Section 4, #11: Could you please clarify what you are actually looking for? Would a letter of recommendation suffice? Are you asking to see other district agreements?

Response: Some agencies receive sponsors or partner with other entities that support with in-kind contributions to support the program. If there is such a partnership/sponsor the district is asking for any letters of collaboration/commitment to the agency for the in-kind support.

/END OF ADDENDUM NO. 2