

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Dr. Scott R. Muri, Ed.D. Superintendent of Schools

PURCHASING DEPARTMENT

1031 Witte Road, Building T-1A, Houston, Texas 77055-6016
Phone 713/251-1100 Fax 713/251-1115

Date: March 1, 2018

BARBARA A. ROBILLARD

Director of Purchasing and Contracts

NOTICE TO OFFERORS

ADDENDUM TO REQUEST FOR PROPOSAL

DATE: March 1, 2018

This Addendum forms a part of and modifies the original Proposal Document, issued by the Spring Branch Independent School District.

Invitation to Proposal entitled: ANNUAL CONTRACT FOR Before-During- After School Enrichment Program Services

Proposal Opening Date & Time: **March 8, 2018 @ 11:00 AM**

ADDENDUM NO. 1

PROPOSAL NO. 12393P

Please make the following additions, revisions, and/or deletions to the Proposal Document:

See Questions and Answers below

The offeror shall acknowledge receipt of this addendum in the Proposal Form.

QUESTIONS AND ANSWERS

- Question #1:

Are afterschool programs pay by parents or by school?

Answer #1:

Both. Afterschool can be paid by parents and by the school/District

- Question #2:

Are schools charging any fee (facility fee) for being on campus with before-duringafterschool programs?

Answer #2:

SBISD may assess a facility fee to vendors who want to provide services to parents/community for a recovery fee, i.e. Custodial Services, air conditioning, security, etc.

- Question #3:

What you mean with “contract breaches”?

Answer #3:

Please refer to:

3.0 GENERAL TERMS AND CONDITIONS

3.25.0 DEFAULT CONDITIONS (Page 8 of 55)

- Question #4:

References--Do you need 5 references in total that would include our work both in and after school OR do you need separate references for each? If so, how many?

Answer #4:

5 references in total that would include your work both in and after school

- Question #5:

Clarification: Do we ONLY provide the W-9 and the background check IF awarded?

Answer #5:

Yes

- Question #6:

EDGAR: Does SBISD require the EDGAR forms

Answer #6:

Yes Edgar forms are required

(EDGAR) stands for Education Department General Administrative Regulations

- Question #7:

Re: p. 29 (8.2.0 & 8.3.0)--Where does this information go & do we follow the paragraph-type example given in 8.3.0?

Answer #7:

The information goes on 9.0 PROPOSAL FORM/SUBMISSIONS

Please refer to 9.14.0 COST PROPOSAL FORM

Flyers/catalogs can be submitted with your proposal

- Question #8:

Would you be able to tell me what the incumbent payment was on this program last year?

Answer #8

Approximately 200-400K (See item #4.16.0 on proposal)

- Question #9:

Is there a budget set for this program currently?

Answer #9

No budget set

- Question #10:

Is this a license to hunt or will providers be notified of the business they have won through the RFP process?

Answer #10:

No. The goal is to give opportunities for vendors to provide Services to Campuses/Departments. See item 4.16.0 on proposal.

- Question #11:

- a. Will the district use grant-funds to pay for the after-school programs?
Name of grant?

Unknown. To be determined by end users, i.e. Campuses/Departments.

- b. Total grant amount district-wide?

See (a)

- c. Will the grant funding be split evenly throughout all schools? If not, how will the funding be split?

See (a)

- d. Has the district identified a specific number of children to be served per school? If so, how many?

See (a)

- e. Does the grant have set enrollment minimum/requirements? If so, what are they?

See (a)

How many years is the grant? What year of the grant cycle will the 2018-19 SY be?

See (a)

Answer #11: See (a) – (e) above

- Question #12:

Will the district identify the children to attend the AS program or will the provider be responsible for marketing/enrollment?

Answer #12:

Unknown. To be determined by end users, i.e. Campuses/Departments.

- Question #13:

What space will be provided for the after-school program?

Answer #13:

To be determined, typically it is a cafeteria, gym, outside space, classroom

- Question #14:

Will the selected provider be able to run a parent-pay model for the wait listed students/students in need of care in excess of what is covered through district funds?

Answer #14:

Yes, but it may be provided under the facility rental process!

- Question #15:

Will this proposal cover all schools and other facilities (elementary, middle, highschoools, plus science center, etc.) or only certain ones?

Answer #15:

All facilities

- Question #16:

Is this proposal for both before- and after-school programming, as well as days-off and holiday programming, *or* solely after-school programming?

Answer #16:

Both before- and after-school programming