

**RFP#YESP2021-04
APPLICANT TRACKING SYSTEM (ATS)**

QUESTIONS & ANSWERS	
#1	Will DocuSign signatures on the required forms be acceptable to YES Prep Public Schools?
	YES
#2	Given the COVID-19 pandemic and a shortage of resources for responding vendors, would YES Public Schools be willing to accept a digital submission of this proposal response instead of a hard copy response that needs to be shipped to your office?
	Digital submission will be disqualified, one ORIGINAL and one copy on a USB/FLASH
#3	Please indicate the days and times between now and the submission deadline when YES personnel will be available at your district office to receive a hard copy proposal submission from FedEx or a hand delivery (pg. 9 of the RFP says January 19 for the latter but we assume this is the incorrect date).
	That is typo, Purchasing Office will accept hand delivery on August 19 from 10:00am- 2pm CST. @ 5515 South Loop East, Suite B Houston, Texas 77033 Ph: 713-398-0661
#4	Pg. 4 says “All proposals must be submitted with the enclosed offer form...” but an “offer form” does not appear to be in the solicitation packet. Please provide this form for vendors to fill out and return with their response.
	Please feel free to use any format for price proposal/offer. YES Prep’s offer form removed to allow proposers to build/use their proposal format.
#5	On page 9 in the Insurance section, the RFP says “All Vendors must provide evidence of insurance or insurability and a Workers’ Compensation Certificate (see Attachments C and D).” Attachment C appears to be a scoring rubric and there does not appear to be an attachment D. Please confirm the forms referenced here are the ones on pages 19-20.
	The forms referenced here are the ones on pages 19-20.
#6	On pg. 17 in the checklist section of the RFP, it says “It is recommended that each submittal be typed on a separate sheet of paper with the heading “Response to Submittal RFP#YESP2021-04 APPLICANT TRACKING SYSTEM (ATS) at the top and the name of the Vendor underneath.” By this, does YES mean you want items 1-3 each submitted as separate documents or is this meant to address vendors submitting multiple responses?
	Multiple Proposals are acceptable. Proposers may submit multiple pricing offer in on RFP Package. Cover page is recommended for alternate offers.
#7	Given the language in the RFP in the “Exceptions, Alterations, Additions, and Modifications” section would YES be open to using already negotiated terms and conditions for any award that may result from this RFP should it be awarded to a vendor you already have a relationship with?
	Section is referring alterations to the RFP Package: “If any exceptions, alterations, additions, or modifications are submitted by Vendor to any

	<p>portion of this RFP, the Vendor must clearly indicate the exceptions, alterations, additions, and modifications and include a full explanation as a separate attachment to the proposal. The failure to identify exceptions, alterations, additions, or modifications will constitute acceptance by the Vendor of the RFP as proposed by YES. YES reserves the right to reject a proposal containing exceptions, alterations, additions, or modifications.”</p> <p>RFP is a fresh start. Already negotiated terms & conditions with any vendors are canceled.</p>
#8	<p>Would YES be willing to grant vendors a deadline extension of one to two weeks so the response is due Friday, August 27th or Friday, September 3rd?</p>
	<p>No, extension. Proposals Due: August 20 @10AM CST</p>
#9	<p>Are you able to break down that number further and tell us the number of full time, part time, seasonal, and temporary employees? A breakdown will help us submit the most accurate pricing with our proposal.</p>
	<p>1772 Full-time, 11 part-time, 8 seasonal/temporary (we bucket seasonal/temp together)</p>
#10	<p>Whether companies from Outside USA can apply for this?</p>
	<p>Due to source of funding only US based companies are eligible</p>

THANK YOU