

## ADDENDUM NO. 1

### RFP No. 023-049-01 Expanded Learning Opportunities Program

The following are the changes, corrections and/or clarifications to the above mentioned RFP.

1. Question:

One item that is listed in the RFP on page 3, section 1, subsection A, last sentence in first paragraph. It references an appendix J but there was no **Appendix J in the RFP.**

Answer:

Appendix J was deleted, and the link was indicated under Section 3C1, Program provider must follow.

The program plan guide can be found on the CDE website:

<https://www.cde.ca.gov/ls/ex/elopininfo.asp#programplan> for reference; and program elements/compliance factors can be found here:

<https://docs.google.com/spreadsheets/d/1A031CxLEBKqC7V2Szv9sxughSUSZtonK9IGHNJaP3CM/edit#gid=0>

2. Question:

Is there a budget cap/allowance per student or per vendor for this project? Do you have a funding allowance that you can share that you need us to keep within.

Answer:

Please submit your proposal stating your fixed and variable costs to meet the District's requirements detailed in the RFP.

3. Request:

Program Budget/funding - can you provide any insight into what ideal budget you have per student per hour for example?

Answer:

Please submit your proposal stating your fixed and variable costs to meet the District's requirements detailed in the RFP.

4. Question:

What are the estimated numbers of students for TK/K for each site?

Answer:

Based on current FRPM numbers, we estimate that all Transitional Kindergarten (TK) school sites (Ruby, Love, and Earhart) will have at least 2 cohorts/classrooms of 10:1 for an approximate total of 20 per school site. For Kindergarten, all school sites may expect at least one cohort of 10:1. However, actual enrollment may vary based on interest.

5. Question:

Who will provide snack/meal for summer session, intersession, and CORE year?

Answer:

AUSD will provide per Program requirement. Please do not include cost of meals on your proposal.

6. Question:

Are we required to use the District's insurance provider or our own?

Answer:

Vendors are not required to use District's provider. All insurance shall be placed with insurers with an A.M. Best's rating of not less than A- (Excellent). All such insurers shall be licensed/approved to do business in California.

7. Question:

What type of technology will each classroom site at each location have access to (i.e. WI-FI, internet, computers, etc.)?

Answer:

All providers must utilize their own equipment for conducting their program. Wi-Fi access will be provided by the District.

8. Question:

Will each site have a summer session and intersession?

Answer:

Typically, summer school is held in one school site for Elementary and one for Middle School.

9. Question:

What are the dates for Intersession?

Answer:

At this time, the District does not anticipate running programs during Intersessions, rather extending summer school days to 30 days to meet program requirements. TBD, depending on what program partners can offer.

10. Question:

What are the dates for summer session?

Answer:

Traditionally starts one week after school is out; tentatively planned for 6/19-7/14.

11. Question:

What is needed for the Assurance Certificate (on Appendix E)?

Answer:

An official letter from the bidder assuring that their agency Livescans, conducts Criminal Background checks and requires TB Testing for their employees.

12. Question:

On page 12, clarification on summer programming: Are summer programs only offered at Title 1 schools?

Answer:

All unduplicated students will be provided access to summer program services. The District typically operates summer school services at one elementary site and one secondary site.

13. Question:

If summer programs are offered at non-Title 1 schools, are they 9 hours?

Answer:

All unduplicated students will be provided access to a 9-hour summer program per ELOP Program requirements. The District typically operates services at one elementary site and one secondary site.

14. Question:

What is the difference between "fixed cost per site" versus "Variable cost"?

Answer:

A fixed cost typically will not increase or decrease in proportion to enrollment. An example would be a supervisor at a school site. A variable cost would be adding or removing a cohort from a site which requires a teacher/staff.

15. Question:

The contract is for 1 year with an option to renew for an additional 2 years. Is there a sense from the District if this funding will be ongoing after the initial 3 years?

Answer:

The funding comes from the state and will be ongoing unless new rules and regulations governing these programs change.

16. Question:

Do we know what kind of spaces would be available or provided on the school campuses for the programs? If we write a proposal that may require multiple spaces (to address specific needs of youth in smaller groups, for example), would that be possible?

Answer:

Yes, space will be provided as needed for the program per student enrollment. The student-to-staff ratio is 10:1 for TK and K, and 20:1 for 1-6<sup>th</sup> grades.

17. Question:

For Appendix H, does each assurance need to be initialed, or is the one signature at the bottom sufficient?

Answer:

One authorized signature is sufficient.

18. Question:

The RFP notes that we will need to enter attendance into a 3rd party database/software system provided by AUSD. Is this 3rd party system also for enrollment or only attendance? Could we use our own enrollment systems?

Answer:

The District contracts with a third-party software for attendance tracking, and will provide this resource to the provider. The provider must utilize their own enrollment/registration system.

19. Question:

If we are submitting a proposal that includes multiple school sites, I read the RFP that we would submit one narrative with separate budgets per school (i.e., two budgets if we're applying to support two schools). Is that correct?

Answer:

Yes, that is correct.

20. Question:

Does the District know the approximate number of "unduplicated" youth per school? If we are charging fees, we'd like our budget to reflect the appropriate number of scholarships for those youth.

Answer:

The unduplicated student count per school is listed on page 5 of the RFP. As per ELOP regulations, the District is not allowed to charge any fee for providing ELOP services to unduplicated students. The District will decide fee structure, if any, for non-unduplicated students based on actual enrollment and available funding.

21. Question:

When the RFP notes that programs will be license exempt, does that mean that it would be better to not be licensed? Or just that it isn't necessary to be?

Answer:

The state has made this a license-exempt program. Licensing will not determine award.

22. Questions:

We are curious about the third-party attendance software you mention – what is the software? Will the provider incur a cost for using it? Can the provider have access to reporting through this system? Will it be used for both ASEs and ELOP programs? Can the provider use it for billing?

Answer:

The District currently contracts with a third-party software called CitySpan for attendance tracking for both programs and will provide this resource to the provider. The provider will utilize their own enrollment/registration system. The system is not intended for billing. Each provider will also utilize their own accounting system.

23. Question:

If selected as your provider, we would need to enroll families in our system. How would you like the provider to enroll them? If selected, the District can 1) give us FERPA/HIPAA compliant info and we can input it, or 2) we can enroll families directly ourselves, or 3) there can be a hybrid because of alternate languages and internet access limitations, so we can do some paper with in-person enrollment events to accommodate non-native English speakers, etc. It would be our preference to enroll families directly. Does the District have a preference regarding enrollment processes?

Answer:

Families will apply directly with the vendor and use their registration forms. In those forms, vendor can collect personal medical and emergency contact information.

24. Question:

Has the District had a federal audit before, and/or are you aware of one coming?

Answer:

The District is subject to annual state and federal audits.

25. Question:

In our experience, ASES requirements include behavior policy that is more restrictive than ours typically is. It is our intention to provide inclusive environments for children of all backgrounds and challenges, and we work with students and families to the extent that we possibly can while maintaining settings mindful of students' emotional and physical safety. For the ASES programs, can there be flexibility regarding behavior policies?

Answer:

As a third-party provider, we understand that your business will have behavioral expectations that will be based on Restorative Practice and be communicated with families in advance in a Parent Handbook where parents would agree to those expectations.

26. Question:

We have seen that the provider's employees must meet the minimum requirements for District staff. What are the District's requirements for para-educators?

Answer:

The District's para-educator qualifications: a high school diploma or its equivalency and one of the following: (a) an AA degree; or completion of 48-semester units in college; or (b) successful completion of the Instructional Assistant exam, administered by the Alameda County Office of Education.

27. Question:

For TB screenings and background screenings, can the provider maintain those records, or is there specific evidence you need to have on file?

Answer:

Provider will maintain those records and guarantee adherence to these requirements for employees and staff of subcontracting agencies:

- Tuberculosis Screening. Current documentation of negative TB Test on file for each individual working with students.
- Background Check. Current California Department of Justice (CDOJ) and FBI fingerprint clearance for each individual working with students. CONTRACTOR will not permit its agents to come into contact with students until CDOJ/FBI clearance is ascertained, and CONTRACTOR will certify in writing to the DISTRICT that none of its agents who may come into contact with pupils have been convicted of a violent or a serious felony.

28. Question:

For the Assurance Certificate: Employee Fingerprint & Criminal Background Check and TB Testing, is there a specific document that is required?

Answer:

An official letter from the bidder assuring that their agency fingerprints, conducts a Criminal Background check, and TB Tests their employees.

29. Question:

Are the student counts provided in the RFP all possible enrollments, or expected enrollments?

Answer:

All possible enrollments of unduplicated students.

30. Question:

Electronic signatures are widely accepted by school Districts and are binding. Can our "original signatures" be electronic?

Answer:

Yes, with signature audit trail included.

31. Question:

Can you please elaborate on this statement from page 11, "Fees: Cannot charge fees for Unduplicated Students: homeless, foster youth, ELD students, eligible for Free & Reduced Priced Meals." Does this mean that the District cannot be charged a fee by our organization for providing programming for the students mentioned?

Answer:

The District will compensate the provider for services. Unduplicated students will not and may not be charged a fee.

32. Question:

On the same page, it states "Promotion and registration applications are to be in the students' home language." Does the District expect curriculum and other program materials to be in all five of the top language lists?

Answer:

This program is for our most vulnerable communities. We expect that registration forms (to provide access) will be in our top 5 languages- English, Chinese, Spanish, Arabic, Vietnamese. We expect the program staff to support English Language Learners. We do not expect you to translate your curriculum.

33. Question:

Contract term: Is the contract 3-years as stated on page 7 of the RFP or 1 year as stated on page 6?

Answer:

We are entering a one-year contract with an option to renew for two more years (for up to three years) based on satisfactory service/performance.

34. Question:

Address for Proposal: If we want to apply for all potential schools, do we need to provide a detailed list all school names in the proposal address or can we state "all schools"?

Answer:

Yes, list all schools to which you propose to provide your program and provide a budget for each.

35. Question:

Would you like us to put our "Evaluation Plan" (RFP Page 14, Section 4B, question "(b)" in two places: (1) Once in "Appendix B, Section E: Project Evaluation" and once in Appendix D with the References (as stated on page 14 of RFP, Section 4B)?

Answer:

Please include in Appendix C under section E: Program evaluation only.



36. Question:

Can you please clarify where in our proposal submission that you'd like us to put the "parent survey responses" and "parent handbook" described on Page 15, Section 4B questions (c) and(d)?

Answer:

Please add at the end of Appendix C.

37. Question:

Do we need to sign "Appendix I - Early Release Sample" (page 29) or just include a copy in with our proposal?

Answer:

Please include a copy, no signatures required.

38. Questions:

We understand from reading page 10 that the program requires: (1) educational/literacy elements (i.e.- fine arts, career, technical education, recreation PE, and prevention activities, etc.) and (2) enrichment elements (i.e.- technical education, Restorative Justice, etc.).

a. Question #1:

Is AUSD expecting one provider to supply all of these components or will AUSD use a combination of providers to meet all of these guidelines?

Answer:

Provider(s) is expected to offer programming that includes a daily combination of education and literacy (tutoring for example) and one of enrichment (physical activities, arts, etc.) at each awarded site.

b. Question #2:

If AUSD will use a combination of providers to meet these guidelines, can you clarify the process for bringing in other community partners to help round out the program?

Answer:

Selected provider(s) will perform all services in response to the RFP at each awarded site. We expect more than one provider in the District, however each individual school site program will be fully managed and provided by the awarded bidder.

If yes to question #2:

Will this be lead by the District or the Lead provider?

Answer:

Provider(s) will be responsible for providing all services and supervision per the RFP. In partnership, the District will work with providers for oversight and program compliance.

39. Question:

We understand the importance of providing promotion and registration applications in the students' top 5 home languages as outlined on page 11. Will the District provide support for translating these documents or is the lead vendor responsible for hiring translators?

Answer:

Vendors are responsible for making their promotion and enrollment materials available in those languages.

40. Question:

We understand that fees cannot be charged to Unduplicated Students as outlined on page 11. Should the lead vendor expect to run 1 program where some students may pay and others may not or does the District have another vision of how this should be handled? If there is another vision, could you please clarify what you would like to see?

Answer:

The unduplicated student count per school is listed on page 5 of the RFP. As per ELOP regulations, the District is not allowed to charge any fee for providing ELOP services to unduplicated students. The District will decide fee structure, if any, for non-unduplicated students based on actual enrollment and available funding

41. Questions:

Can you please clarify how you'd like the Budget Proposal outlined as described on page 14:

a. Question #1:

Do you want each grade listed separately or can we combine all TK/K together and all 1-6 together?

Answer:

Please provide a total budget per school site with details on cost per each cohort.

- b. Question #2: Do you want the cost per group of 10 for TK/K and per group of 20 for grades 1-6?

Answer:

Yes. Please provide a total budget per school site with details on cost per each cohort.

42. Questions:

We understand from page 12 that the AUSD Summer program includes academic support and that AUSD will provide this support to students until 1:00 each day. We also understand that AUSD is seeking a Lead agency to provide Enrichment from 1-6pm each day.

- a. Question #1:  
Does the Lead agency need to have staff onsite for AUSD before 1 (for the academic component) or just from 1-6 for the enrichment component that they will be providing?

Answer:

No. Just from 1-6 p.m.

- b. Question #2:  
Will the Lead agency you choose need to manage enrollment and communication for the academic portion (before 1:00) of the summer program or only for the 1-6 enrichment portion?

Answer:

No. AUSD will invite qualifying students to Summer School (only time vendor does not manage enrollment). The program will include an academic portion in the morning (by AUSD staff), and in the afternoon, an enrichment component ran by the provider to complete the 9-hour program requirement.

**Questions Received in Q&A Session on December 20, 2022**

43. Question:

RFP says the ratio of students per instructor is 20:1, your slide said 12:1. Which is correct?

Answer: It should 20:1 for 1<sup>st</sup>-6<sup>th</sup> grade, answer provided is corrected above.

44. Question:

Regarding question 20, the number of students on page 5 of the RFP seems to refer to total number of students served?

Answer:

Page 5 details the total number of unduplicated students. Answer to question number 20 has been updated for clarification.

45. Question: Does the Narrative section have a page limit?

Answer: Please limit your narrative to two-three pages.

46. Question:

The Narrative doesn't include a section to describe Agency History and Experience. Do you want us to weave this into the proposal?

Answer:

The RFP under Instructions to Bidders, 4.A Proposal requests vendor to describe history, vision, and philosophy. Yes, please include it as part of your narrative.

47. Question:

Question 41 seemed to contradict itself. It said that there should be one budget per school site, but also that there should be budgets broken out by TK/K groups and 1-6 groups.

Answer:

Answer to Question # 41 updated for clarification.

48. Question:

Is it possible to have a ratio smaller than 20:1 for 1<sup>st</sup>-6<sup>th</sup> graders (i.e. 14:1) for best practices when youth development and enrichment programs. Or will only 20:1 ratios be accepted?

Answer:

We understand that smaller ratios are better for youth development, however, ELOP grant funding is for 20:1 student ratios for 1-6<sup>th</sup> grade.

49. Question:

The combo of academic and enrichment programming is just for Afterschool correct? Summer school, you mention we just need to provide enrichment.

Answer:

Yes. For the core year, programming must cover both academic (for example tutoring) and enrichment. For summer school, it is only enrichment (as academics will be provided in the morning by the District).

50. Question:

Are principals allowed to provide letters of reference? In the RFP, it requests references, preferably from the Unified School District, but someone in AUSD told a principal that they couldn't write one. Since our agency has only ever served AUSD, it makes it very difficult for us to get a reference if that is the case.

Answer:

Since principals within the District will be part of the Evaluation Committee then they are correct that providing such a reference would be inappropriate. Parents or other community member letters of recommendation are acceptable and encouraged.

51. For summer school you said one site for elementary and one for middle but what is the max number of classes we can work with at that one site?

Answer: Summer School is by invitation. Expected enrollment will be communicated to vendor. Please submit your bids per cohort cost. District will provide facility usage as needed to accommodate students, including operating at multiple sites if necessary.

52. Question:

Question 29 contradicts the answer from question 20.

Answer: Answer to Question # 29 updated for clarification.

53. Question:

On question 5, it states that no cost of meals should be included in the proposal. However, it is a program requirement to provide snack. Do we not include any food or snack costs because All food costs provided by the District? Please clarify.

Answer:

The District will cover meal costs for unduplicated students in the program. However, providers will be responsible for meal planning with the District and daily distribution to students.