

RFP ADDENDUM #1Date of Addendum: January 22, 2024**NOTICE TO ALL POTENTIAL RESPONDENTS**

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

1. PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline remains the same and is not changed by this Addendum. The proposal deadline is Friday, January 26, 2024.

2. QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

Item	Questions and Answers
2.1	<u>Question:</u> Do the vendors have to include the enrichment experiences? <u>Answer:</u> In alignment with the RFP please include elements identified in the LEAP plan requested. <u>Question:</u> Can the vendor apply for just academic support? <u>Answer:</u> No. <u>Question:</u> Is the academic support identified as tutoring? <u>Answer:</u> No, it may include a component of tutoring though <u>Question:</u> Can you clarify who is expected to pay for snacks, the vendor or the district? <u>Answer:</u> The district will cover the cost for snacks. <u>Question:</u> We do not have an external audit report. Instead, may we submit our financials (P&L and Balance Sheet)? <u>Answer:</u> Yes.

Question: Can you please provide a breakdown of TK/K students (1:10 ratio) and 1st-8th grade students (1:20 ratio) for the budget or let us know what assumptions to make?

Answer: On average the TK/K enrollment is 10-15% of enrollment for the program site.

Question: Can you confirm if we should include 30 intercession/summer days in our budget, in addition to 180 school days?

Answer: If you are planning on doing more than the 180 school days then you can include it but have it itemized separately.

Question: Can you please clarify the district communication process to announce which vendors are awarded for this RFP?

Answer: Vendors will be notified the week of February 2, 2024 of award notice or non-award notice

Question: What is expected for the 90:10 model? Are we required to have an entire staff that speaks 100% Spanish? What level of Spanish is required for ELO-P?

Answer: The district prefers all staff to speak Spanish for the dual immersion site however it is not a requirement.

Question: RFP states that vendors must provide one additional staff per site to serve as an additional substitute and liaison between site principal and district staff. Is the district asking us to provide an additional coordinator per site? Traditionally the site coordinator is the liaison between site principal and district staff. Furthermore, the role of a sub is to cover for absent staff.

Answer: The district is requiring each site to have an additional staff member that can serve as a substitute when needed; however their daily functions may differ based on site needs.

Question: If it's not an additional site coordinator that you are asking for, please further explain the difference between a substitute and an additional substitute and liaison between site principals?

Answer: The answer above answers this question.

Question: Under budget it stated that a separate budget must be provided for each school site and there are 11 schools. Will we be able to select the school site we'd like to serve or will the district decide?

Answer: You may indicate a site preference but ultimately it will be the district's decision.

Question: Can you confirm that the projected minimum of students per site is 100?

Answer: Yes.

Question: Is an additional RFP required for HAS?

Answer: No.

Question: Would services be rendered daily per school contracted or X amount of days per week?

Answer: Respondents to this proposal would be expected to provide services in alignment with a 180 day school calendar. [Click here](#) for the link to the annual school calendar.

Question: Is there a separate deadline for the application questions submitted via the online form?

Answer: No

Question: Are snacks and supper that are provided by NUSD nutrition services paid for by the district or must be included in our budgeting documents? If needed to be included, what is the daily cost per student for snack/supper?

Answer: Snacks and super are covered by NUSD.

Question: If no external audit report is available currently would alternate documentation be accepted, with an audit report being submitted annually post contracting?

Answer: Yes.

Question: Is there a separate deadline for the application questions submitted via the online form?

Answer: No.

Question: I am not sure if we are supposed to submit our response as an PDF as stated on page 3 or if we are supposed to submit a Google form as stated on page 10.

Answer: The RFP submission requirements should be sent as a PDF, the Google form is in lieu of submitting those responses in writing, meaning answer the questions in the Google form and respond to the other elements in the RPF in a PDF.

Question: Also, are we supposed to answer the questions in the Bid Assessment section starting on page 5 or only the questions in the Application Questions section beginning on page 10.

Answer: Answer the questions in the Google form and respond to the other elements in the RPF in a PDF.

END OF ADDENDUM