

**RFP ADDENDUM #1**Date 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| 2.1  | <p><b><u>Question:</u></b> Can you clarify who is expected to pay for snacks, the vendor or the district?</p> <p><b><u>Answer:</u></b> NUSD will cover the cost for snacks.</p> <p><b><u>Question:</u></b> We do not have an external audit report. Instead, may we submit our financials (P&amp;L and Balance Sheet)?</p> <p><b><u>Answer:</u></b> Yes.</p> <p><b><u>Question:</u></b> 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?</p> <p><b><u>Answer:</u></b> On average the TK/K enrollment is 10-15% of enrollment for the program site.</p> <p><b><u>Question:</u></b> Can you confirm if we should include 30 intercession/summer days in our budget, in addition to 180 school days?</p> <p><b><u>Answer:</u></b> If you are planning on doing more than the 180 school days then you can include it but have it itemized separately.</p> |

**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:** If a RFQ was submitted last year, do we have to submit another one for this year?

**Answer:** Yes.

**Question:** On page 1 it states that the subject line in email must read "Proposal for NUSD ASES RFP-2024" however on page 3 it states that the subject line on email must read, "Proposal for ASES RFP-2024," two different instructions for same thing, what is the correct subject line that should be included in the email when submitting proposal?

**Answer:** To clarify it should state: "Proposal for NUSD ASES RFP-2024"

**Question:** Can we include in our budget yearly cost for activities such as field trip, family engagement, etc..?

**Answer:** Yes.

**Question:** For Jefferson, Has CDE reduced the number of students from 120 to 90 ?

**Answer:** Based on enrollment history the program will be reduced.

**Question:** For sections Provider Requirements and Additional Requirements are we required to submit proof on every item on list or are we supposed to just check marks to verify we have it? If so, do you want it included in the appendix?

**Answer:** Yes, please submit supporting documents in alignment with the checklist.

**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 standard daily rate per student the district is looking to implement for programming?

**Answer:** Program budgets must be developed in alignment to the ASES grant award for each participating site.

**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 supper are covered by NUSD.

**Question:** Would the questions regarding Covid-19 closures still apply for the ASES funding, since they ask about "Distance Learning Programs," even though ASES applies to after-school funding only? Under Program Design, it says, "Describe how the program will be administered if a Distance Learning Program is required due to COVID-19 closures," but school closures are no longer happening, and this seems to refer to a full day program, rather than an after-school program.

**Answer:** After further review no response to this section is needed.

**Question:** Do we need to re-submit bids to these new RFPs to continue providing services next year, or does our prior approval for the 23-24 school year RFP allow us to move towards a direct quote/contract renewal for 24-25?"

**Answer:** Yes, new bids are required.

**Question:** Is the district only accepting proposals from a non-profit organization?

**Answer:** No.

**END OF ADDENDUM**