

**Oxnard School District
Request for Proposals
Enrichment Agency After School Program Services (2025-2026 Academic School Year)**

Addendum No. 1 – November 15, 2024

On October 4, 2024, Oxnard School District (the “OSD”) issued that certain Request for Proposals – Enrichment Agency After School Program Services (2025-2026 Academic School Year) (the “RFP”). The RFP is hereby modified in accordance with this Addendum No. 1. Under the RFP, prospective enrichment agencies are allowed to provide questions to OSD by no later than November 13, 2024 at 1:00 p.m. PT. This addendum provides answers to the timely submitted questions.

1. Is there an electronic PDF form that is fillable?

Answer: The proposal questionnaire and other forms to be completed by respondents are [fillable PDFs](#).

2. Are the para ed requirements “and/or”?

Answer: Part III, Specifications, Section 6, page 15 refers to after school program staff meeting OSD’s requirements for an instructional aide or providing documentation that confirms the staff person has completed 48 college units or the equivalent of an AA college degree.

3. Does the educational requirement include only educators or site directors who are responsible for the supervision and coordination of site staff and program, not child instruction?

Answer: This requirement includes all personnel working in the OSD program and for the OSD program.

4. Can providers choose the locations or are they assigned?

Answer: No. Location assignments will be based on need and site preference.

5. What form of financial statement needs to be submitted?

Answer: Please refer to Exhibit A, Proposal Questionnaire, Question 17, pages 22-23, which states that each responding firm must submit a financial statement with accompanying notes and supplemental information for the firm’s most recent fiscal year. The statement must be reviewed or audited by a certified public accountant or an audit firm.

6. Do we need to share our bank statements with OSD?

Answer: Please refer to Exhibit A, Proposal Questionnaire, Question 54, page 34, which requires the responding firm to provide documentation that substantiates its ability to obtain program funds from sources other than OSD. That question lists examples of acceptable forms of substantiation. Bank statements are an acceptable, but not required, form of substantiation.

7. Are there in-class aides?

Answer: If a student needs support, it is on a case-by-case basis. There is staff trained to serve all students.

8. Vector training; are there additional trainings?

Answer: Workplace violence will be added.

9. How can the enrichment agency do the para test?

Answer: ETS testing has paraprofessional tests, or the agency staff can provide proof of an AA degree or college transcript.

10. Can current providers use OSD/ASP as reference?

Answer: No.

11. Do you have any sites that have OSD staff members on the ELOP payroll (whether existing teachers working for additional pay or hired hourly staff that does after-school programs)?

Answer: Yes. There are teachers, paras, counselors, coordinators and frontline staff that work in the OSD program.

12. Part I, Overview, Section 3, page 3 of the RFP states, "Each 'Enrichment Agency' will provide specific types of programs (e.g., arts, robotics, or sports) and may provide such enrichment activities for a limited time (such as two weeks during summer vacation or only on Tuesday and Thursday afternoons during the full fiscal year)." How will agencies meet the required 180 school days and 30 non-school days and required 9 hours per day with a flexible schedule?

Answer: [See Addendum #2 Question 12.]

13. Part I, Overview, Section 3, page 3 of the RFP states that the OSD contract starts July 1, 2025 and ends June 30, 2026. If we offer a summer camp, will the hours count toward ELOP requirements? Will summer classes fall under the following contract renewal period?

Answer: Enrichment agencies are submitting proposals for a contract starting July 1, 2025 and ending June 30 2026. However, OSD reserves the right to renew the contract for two additional one-year terms. Therefore, a summer program offered in summer 2025 could possibly be renewed in 2026 and 2027.

14. Exhibit A, Proposal Questionnaire, Question 53, page 34 states “firm must document what portion of budgeted funds you plan to pay with grant funding (through the District) and what portion will be covered through other resources. Describe and document (give dollar values) in-kind resources as well as other fiscal support that you have developed or plan to develop to enhance your after-school program.”

- a. What is the level/range minimum/maximum of grant funding allocation per student and/or school site per month/year from the District?

Answer: OSD is not allocating a grant to providers. Providers are submitting a proposal to provide a service to the district. Anything not charged to the program and covered by the agency cost would be considered an in-kind match.

- b. Can snacks/class material costs (included in the total fee cost) be considered in-kind? Can we use a dollar amount to show them as in-kind costs?

Answer: If you are charging a cost for an item or service in the total fee, then that is not considered an in-kind match because you are charging for it.

- c. Can fees charged to parents be considered fiscal support? Example: ELO-P Grant Funds 30%/In-Kind 20% Fees 50% per student.

Answer: As stated at the informational meeting, OSD does not charge our families fees for our program.

15. Is OSD considering/planning on releasing before school/after- school programming in the future?

Answer: OSD offers both. However, the primary need is for after-school programming.

16. Since this is an overnight field trip, this would not fall under this category, correct?

Answer: Yes, overnight field trips would fall under the enrichment offering.

17. Does OSD anticipate issuing an RFP for summer academics as well?

Answer: Enrichment agencies that would like to submit a proposal must RSVP to and attend the mandatory in person meeting on October 15. OSD will review its program and details there. All providers need to go through this process for OSD’s 12 months of programming, including academic and recreational enrichment agencies.

18. In our programs, where students are accompanied by a school teacher, volunteer, or after-school staff member, do they still need to meet the college completion requirement?

Answer: Yes.

19. Question regarding subcontractors - If we are running our own program at a location such as the climbing gym is that considered a subcontractor?

Answer: Yes.

20. Confirming that after page 45 of the RFP, there is nothing that we need to fill out during the RFP process. We just need to be aware of the policies and requirements; correct?

Answer: Correct; the responding firm is not required to complete and submit any forms or documents after page 45 of the RFP as part of its proposal. However, the remaining pages of the RFP contain required contract terms and conditions to which each responding firm agrees to be bound if awarded a contract.

21. Our insurance agent asked us for clarification for Exhibit A, Proposal Questionnaire, Question 43, page 28 regarding the accident loss ratios. Is this asking about building accident loss ratio? Directors and Officers? What type of accident is this asking about?

Answer: Please provide the general liability loss ratio.

22. We offer virtual tutoring as a standalone service - not as a full-fledged afterschool program with logistics, transportation, *etc.* It could integrate into another afterschool program; we do not stand alone as one. Is this RFP applicable to us, or should we wait for a different bid?

Answer: At the pre-bid meeting OSD reviewed our program and needs. OSD is looking for service providers.

23. To what degree are enrichment burst programs responsible for attendance and enrollment?

Answer: Providers are responsible for supervising students during snack, marking attendance, and ensuring that students are attending the program regularly. Providers are required to create a flier and do a demo at the school prior to the start of enrichment.

24. Are we responsible for selecting students, handling student applications, acceptance notifications, waitlists, *etc.*?

Answer: The site coordinator will review student applications and make the determination by our program police for student selection.

25. Which of the questions within Section D: Program Design are not applicable to Enrichment Burst agencies?

Answer: The entire RFP and all questions are applicable to all enrichment agencies.

26. What physical district resources such as paper, art supplies, printing services, exterior gardening space (e.g., raised garden beds) *etc.* will be provided or available?

Answer: All materials should be provided by the contracted agency.

27. Since I am the only employee of my business, how do I show financial stability?

Answer: [See Addendum #2 Question 13.]

28. Are TK/kindergarteners going to be included in the ASP for the 2025 school year or are the elementary schools only Grades 1-5?

Answer: TK/K are included in our ELOP program. Our program serves students in TK-8 grades.

29. Should attachments be added to the back of the application or when they naturally occur in the application?

Answer: Attachments should be added at the back of the application and referenced by Appendix.

END OF ADDENDUM NO. 1