

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

Addendum No. 2 – November 21, 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. 2. 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. Can you elaborate on the required company experience and structure, especially for companies that have primarily worked with OSD?

Answer: We recognize that some companies have restructured specifically to better meet OSD’s needs. While your company has been primarily focused on OSD, and not yet contracted with other districts, the scoring criteria for qualifications, as outlined in the RFP, will be applied uniformly to all vendors. This process is intended to assess vendors’ experience based on specific qualifications. Although being newer may be a consideration, your staff’s extensive credentials and plans to engage with other districts starting in January will certainly be considered positively.

2. What is needed in terms of nonprofit status? Can we get points for planning to establish a nonprofit?

Answer: Some organizations may be taking steps to establish a 501(c)(3) nonprofit to expand services. However, the RFP review process evaluates your organization as it currently exists, so any future plans, including your transition to a nonprofit by summer 2025, cannot be factored into the current submission. Please convey your current corporate structure clearly in your proposal. You can certainly provide documentation of your nonprofit status once the transition occurs, but for this RFP, the application must reflect the present state of your business.

Regarding the possibility of earning points for nonprofit status based on your transition plan, only organizations with current nonprofit status are eligible for those points. Similarly, incorporating a clause about transitioning to a nonprofit in the future would be something that could be discussed at a later time, once the change has been completed.

3. Can you please provide guidance on Proposal Questionnaire, Question 60 scoring? This question states “Submit copies of documentary evidence of your community partners and evidence of matching funds for your proposed OSD after school programs. Maximum points = 3 points.”

Answer: The scoring will reflect your current standing based on the information. Having a greater number of community partners and substantiated evidence of matching funds for the proposed program will result in higher points.

4. The RFP requires us to submit our budget. What are you looking for?

Answer: While the RFP may not provide a direct avenue for explaining your budget, clearly articulate how your structured approach to budgeting supports the program's needs. Conducting market research will help ensure your pricing is competitive, as there is not an option to compare other agency rates directly in the RFP process.

5. Can we provide evidence of our involvement in the community instead of references? Can OSD be a reference?

Answer: While your involvement in the community and collaborations with various organizations may be impressive, it is important to note that, as discussed in the pre-bid meeting, OSD staff are not permitted to provide references for RFP submissions. Asking for such references could disqualify your company from the process. Please seek references from other community partners or organizations you've worked with outside of OSD.

6. The RFP says everyone must have 48 units of college or an AA minimum. Can assistants have fewer?

Answer: Everyone must meet the requirements of a paraeducator.

7. Vector training has new classes listed in the RFP application. When will they be assigned?

Answer: New courses will be assigned. Workplace violence is now a mandatory assignment.

8. The application requires special needs training. Is that formal, or can we address it in our training workshops?

Answer: Please outline how you train your staff to meet the needs of all students. Specific and embedded in your training. Outline your company's plan on training staff to work with all students.

9. Regarding Section III Scope of Work, is my company responsible for submitting the attendance on a weekly basis?

Answer: Your company is responsible for taking attendance and submitting to the site coordinator on a daily basis.

- 10. If we were in full compliance with regards to insurance for this academic year with OSD, do we need to provide any additional information as our policies do not renew until summer?**

Answer: You will need to provide a statement that says that your company has been cleared by the OSD insurance program and a copy of your current insurance certificates.

- 11. Item I in the program overview says, “Include at least one (1) sample curriculum for the educational enrichment component of your proposal.” Do you want the entire lesson inserted as an exhibit, or just a written synopsis.**

Answer: The entire lesson should be included as an addendum at the end of the RFP.

- 12. 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?**

This question was previously addressed in Addendum #1 Question 13. Here is an updated answer that supersedes the prior answer.

Updated 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.

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

This question was previously addressed in Addendum #1 Question 27. Here is an updated answer that supersedes and replaces the prior answer.

Updated Answer: If your business is a sole proprietorship, your financial statement should still include a balance sheet, income statement, and statement of cash flows in response to Question 17 of the Proposal Questionnaire. You may also submit bank statements and grant commitments as referenced in Question 54 of the Proposal Questionnaire.

END OF ADDENDUM NO. 2