

**RFQ-2025-LEAP: ADDENDUM #1**  
Date of Addendum: December 19, 2024

**NOTICE TO ALL POTENTIAL RESPONDENTS**

The Request for Qualification (RFQ) is modified as set forth in this Addendum. The original RFQ 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 RFQ. 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 Monday, January 6, 2025 by 3pm.

**2. QUESTIONS AND ANSWERS**

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

| Item | Questions and Answers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| 2.1  | <p><b><u>Question:</u></b> Can you confirm that the max rate is indeed \$35 or is that supposed to be \$3.50? “<i>NUSD is offering a cost per student ranging from \$2.50 to \$35 per session/activity,</i>”</p> <p><b><u>Answer:</u></b> Yes, the correct range is \$2.50 to \$35 per student per session/activity. This range is designed to accommodate varying program types, durations, and resource needs across the district.</p> <p><b><u>Question:</u></b> I wanted to check in if the signed documents need to be in wet ink or blue ink or if we can sign it digital?</p> <p><b><u>Answer:</u></b> Digital signatures are acceptable for the submission of signed documents; wet ink signatures are not required.</p> <p><b><u>Question:</u></b> The RFP stipulates 3 references are required for submission. There is also mention of Letters of Reference. Are these terms used interchangeably, or is it a separate requirement to obtain physical or electronic Letters from the references that we submit to the District?</p> |

**Answer:** The terms "References" and "Letters of Reference" are not used interchangeably in this RFQ. References refer to contact information for individuals or organizations who can speak to your qualifications and experience. Letters of Reference, on the other hand, are separate documents provided by these references, either in physical or electronic format, that detail their endorsement of your work. Both are required for submission as specified in the RFQ.

**Question:** We have a question related to the RFQ, could you please specify what information/documents are you looking for this section: "Copy of agency monitoring Reports and/or other evaluations "

**Answer:** We request documentation demonstrating your agency's performance and accountability. This could include:

Monitoring Reports:

- Reports from external or internal audits or evaluations of your agency's program.
- Compliance reviews conducted by school districts, state or federal agencies, or other oversight bodies.

Program Evaluations:

- Outcome-based evaluations or assessments that measure the success and impact of your program.
- Documentation showing alignment with program goals, student achievement, or community impact.

Other Relevant Documentation:

- Reports highlighting best practices, strengths, or areas of improvement identified in prior projects.
- Any formal feedback from partners or stakeholders about your agency's programming.

These documents should provide insight into your agency's ability to meet program requirements, deliver high-quality services, and maintain accountability.

**Question:** I have a network of independent contractors, am I required to have workers compensation insurance/certificate and Employers Liability Insurance?

**Answer:** If your agency operates with a network of independent contractors rather than direct employees, you are generally not required to carry Workers' Compensation Insurance or Employers Liability Insurance for those contractors. This exemption applies only if the contractors are properly classified as independent contractors under California law, which includes meeting the criteria of the ABC Test (as outlined in AB 5 and subsequent amendments). However, you must ensure their classification is compliant with

legal standards. Additionally, it is your responsibility to confirm that your contractors have appropriate insurance coverage to protect themselves and the program from liability risks. Failure to ensure proper classification and coverage could result in legal and financial repercussions for your agency.

**Question:** If the organization will not transport children, is Automobile Liability Insurance required?

**Answer:** No

**Question:** Can you please provide clarification as to whether the responses we are submitting on the Google Form should be re-stated in the proposal document?

**Answer:** No, the responses submitted via the Google Form do not need to be re-stated in the proposal document.

**Question:** Is the "Bidder's response to the requirements outlined in the RFQ" more of an affirmation of our capacity and/or a brief statement of our intent? It seems that our program details are elaborated on in the application questions but I wanted to confirm.

**Answer:** Yes, the "Bidder's response to the requirements outlined in the RFQ" is intended to serve as an affirmation of your capacity and a concise statement of your intent to meet the requirements. While the application questions are designed for a detailed explanation of your program specifics, this section provides an opportunity to summarize your qualifications, align with RFQ requirements, and confirm your commitment to delivering the proposed services.

**Question:** Can you please clarify the page count specifications and layout? It says 15 pages without the introduction statement, requirements response, supporting documentation, and appendices (i.e. Cover Page, Checklist, References, and the other forms listed as Appendices D-G). Are those sections supposed to be in OUR appendices or should they be listed in the order found on page 15 and we simply subtract that number from our total page count to ensure the remaining pages total no more than 15? Additionally, according to page 15, the Table of Contents is listed first, not the Cover page, and it says to format in that order. To confirm, you would like the Table of Contents before the Cover page? Because on page 4, it explicitly states that the Cover Page should be listed first.

**Answer:** The appendices required for submission are **not** included in the 15-page total. The Table of Contents should be the first page of the submission, outlining where each document can be found. The Cover Page should be listed as the first item in the Table of Contents and included immediately after it in the document sequence.

**Question:** Letters of Reference are listed as required documentation on page 13 but are not listed on the checklist on page 15 - unless it is referring to the 3+ References listed with contact information. Are these pertaining to the same thing? If not, are letters of reference optional or required?

**Answer:** Letters of Reference are required and should be submitted as part of the proposal. While the checklist on page 15 references "3+ References" with contact information, these are separate from the required Letters of Reference mentioned on page 13. You must provide both:

- Contact Information for 3+ References who can speak to your qualifications.
- Letters of Reference from those references or other partners, either physically or electronically.

**Question:** I believe Middle Tree was previously approved to be on the vendor list for Natomas some time ago but no contract ever came of it. How should we answer #2 on the Application Questions?

**Answer:** No

**Question:** I'm writing in regard to page 11, question 19 in the RFQ Solicitation. Is the district requiring the vendor to provide staffing for the LEAP Program? We are a digital curriculum so no staff is needed for our program to run and be use

**Answer:** NUSD understands that certain programs, such as digital curriculums, may not require on-site staffing to operate. If your program is a digital curriculum that does not require staff, please clearly state this in your response to Question 19.

**Question:** Under Enrichment Provider Requirements, it reads "Providers must deliver programing". To confirm NUSD, is looking for a fully managed (i.e. staff provided by bidding agency) provider? The budget should be developed

serving 100 students per site across the district. Does this mean that one provider for all 11 schools? Or are you open to having multiple providers serving portions of the district?

**Answer:** Yes, NUSD is seeking fully managed providers, meaning the bidding agency will supply staff and deliver programming. As outlined under Enrichment Provider Requirements, providers must offer services across multiple NUSD sites, including any combination of TK-5, TK-8, or middle schools (11 schools in total). The proposal should specify the number of schools and students you can serve, aligning with the budget developed for 100 students per site.

**Question:** Bid requirements: #5 Bidder's response to the requirements outlined in the RFQ. Is this referring to all items noted from #6 - 11 on Bid Requirements or is this something additional? #6 Responses to Application Questions using Google Form. Do you prefer a pdf of the Google form or can we simply insert the responses/text into the bid package?

**Answer:** #5 Yes, that is referring to all items noted from #6 - 11. #6 No, the responses submitted via the Google Form do not need to be re-stated in the proposal document.

**Question:** Google Form: #15 - Quality Staff: opportunities for students to engage with quality staff. To confirm, this question is asking how student/instructor engagement is promoted from an operational perspective during the program? Or is this question about how we recruit engaging instructors?

**Answer:** We would like to know how student-instructor engagement is promoted and supported during the program. For example, strategies, practices, or structures you use to ensure meaningful and high-quality interactions between staff and students.,

**Question:** Evidence of the agency's professional development plans: Would you prefer development plans done for agency employees? Or how the agency intends to professionally develop the instructors who work within the district program?

**Answer:** For the evidence of the agency's professional development plans, we encourage you to address both aspects if applicable:

Professional Development for Agency Employees: Plans for how your agency supports the growth and development of its staff.

Professional Development for Program Instructors: Specific plans for how the agency will train and support instructors working directly within the district's LEAP Program, ensuring alignment with program goals and quality standards.

If your professional development efforts focus more heavily on one of these areas, please elaborate accordingly.

**Question:** Required Supporting Documentation: Sample Schedule - in the examples, example #1 notes "mini-science" noting two 2-hour blocks and example #2 notes visual and performing arts enrichment activities noting three 1-hour time blocks. Are we to assume if we are a visual and performing arts providers, we only follow the example #2 format or should providers be flexible and provide a schedule for both the two 2-hour time blocks and the three 1-hour time blocks? Letters of Reference are requested/noted on page 13 while Appendix C reads to submit a list of references to be contacted. Please confirm that both letters and the list of references should be provided?

**Answer:** Yes, providers should be flexible and consider providing a schedule for both formats: two 2-hour time blocks (as in Example #1) and three 1-hour time blocks (as in Example #2). This flexibility ensures alignment with the program structure and allows for adjustments based on site needs and student schedules.

Yes, both **Letters of Reference** and a **list of references** (Appendix C) are required as part of the submission.

**Question:** Is the district looking for providers who will actually staff the program or just the programming for the district's staff to lead?

**Answer:** The district is looking for providers who will actually staff the program and deliver the enrichment activities. This includes recruiting, hiring, training, and supervising the necessary staff to implement the programming at NUSD sites.

**Question:** We provide academic programming for ELA and Math only. Are we eligible?

**Answer:** Unfortunately, providers offering only academic programming such as ELA and Math intervention are not eligible under this RFQ.

**Question:** Program Duration: The program duration is listed as 3-4 hours, but the example schedule shows sessions of 1 or 2 hours. Could you clarify the expected duration of each program session?

**Answer:** The total program duration is expected to be 3-4 hours per day, which includes both core programming and enrichment activities. However, within this timeframe, each enrichment provider's session can vary, as shown in the examples:

Example 1: Two 2-hour blocks

Example 2: Three 1-hour blocks

The exact duration of each session will depend on the program design and needs of the LEAP Academy. Providers are encouraged to demonstrate flexibility and provide a schedule that aligns with either format or accommodates the 3-4 hour program structure.

**Question:** Budget Submission: Since program costs are dependent on the hours of activity provided, should we submit a cost-per-hour breakdown, or is there another preferred format for cost submission?

**Answer:** Yes, you may submit a cost-per-hour breakdown as part of your budget submission. This format allows for transparency and flexibility, as program costs will vary depending on the hours of activity provided. Please ensure the breakdown aligns with the specified cost-per-student range of \$2.50 to \$35 per session/activity and reflects the total operational costs of your program.

**Question:** Grant Fund Management: The RFQ mentions "managing grant funds contracted to the agency and leveraging additional grant funds." Could you elaborate on what is expected under this requirement?

**Answer:** Under the requirement to "manage grant funds contracted to the agency and leverage additional grant funds," the district expects the following:

Managing Grant Funds:

Properly manage and allocate the funds provided through the contract.

Ensure funds are used specifically for program implementation, staffing, supplies, and other approved expenses outlined in your budget submission.

Maintain accurate financial records and reporting to demonstrate compliance with grant requirements.

**Leveraging Additional Grant Funds:**

Identify and secure additional funding sources (e.g., grants, donations, in-kind resources) that could supplement the program and enhance its offerings.

This demonstrates your ability to sustain and expand programming beyond the funds provided by NUSD, ensuring long-term program stability and quality.

While leveraging additional funds is not mandatory, agencies that demonstrate the ability to combine resources effectively may strengthen their overall proposal.

**Question:** RFQ Submission Frequency: How often should RFQs be submitted? Since this RFQ covers the 2025-26 and 2026-27 school years, will another RFQ be required after two years, or is this an annual submission process?

**Answer:** Yes, another RFQ will be required after the two-year period.

**Question:** Monitoring Reports: The RFQ requests a "copy of agency monitoring reports." Could you clarify what type of reports are expected or provide an example for reference?

**Answer:** We request documentation demonstrating your program's compliance, performance, and quality. Examples of acceptable reports include:

**External Monitoring Reports:**

Reports from oversight agencies, school districts, or state/federal entities that evaluate your program's implementation, outcomes, or compliance.

**Internal Program Evaluations:**

Reports your agency has generated to measure program performance, student outcomes, or areas for improvement.

**Third-Party Assessments:**

Reports or audits conducted by independent evaluators highlighting program effectiveness, quality, and alignment with goals.

If you do not have formal monitoring reports, you may provide other forms of evaluation or performance documentation that demonstrate accountability and program success.

**Question:** Reference Letter: Is submitting a letter of reference in addition to the reference provided in Appendix C mandatory?

**Answer:** Yes

**Question:** Professional Development Plans: What specific documentation is required as "evidence of the agency's professional development plans"?

**Answer:** The following types of documentation are acceptable:

Professional Development Framework or Outline:

A document that details your organization's approach to training, coaching, and developing staff (e.g., frequency, topics covered, methods used).

Training Calendars or Schedules:

Examples of planned or past professional development sessions, including dates, topics, and intended outcomes.

Training Materials:

Sample agendas, presentations, or materials used in staff training programs.

Staff Support Processes:

Descriptions of how staff are evaluated, coached, and supported to ensure continuous improvement (e.g., onboarding plans, performance evaluations, and ongoing training opportunities).

Certificates or Reports:

Evidence of participation in professional development, such as staff training certificates or completion reports.

The documentation should demonstrate how your agency equips staff to meet program goals, engage effectively with students, and align with the LEAP program's requirements.

**Question:** Program Enrollment Expectations: Our programs run for 6 to 8 weeks, with sessions held once a week. Should we plan for 100 students participating each day, or 100 students total over the entire week?

**Answer:** You should plan for 100 students throughout the week, not 100 students each day. This allows for flexibility in your program structure.

**Question:** Cost Per Student: The RFQ states, "NUSD is offering a cost per student ranging from \$2.50 to \$35 per session/activity, factoring in consumables and staff ratios." Does this mean our cost calculations cannot exceed \$35 per student per session? Our sessions typically run for 90 minutes to 3 hours.

**Answer:** Yes, your cost calculations cannot exceed \$35 per student per session/activity, regardless of session length (e.g., 90 minutes to 3 hours).

**Question:** Application Questions: Should we include the responses to these questions in our proposal as well, or is submitting them through the Google Form sufficient?

**Answer:** Submitting your responses to the Application Questions through the Google Form is sufficient. You do not need to include these responses in your proposal document.

**Question:** EPLI Coverage: Since Arcstream is responsible for hiring, firing, and managing employees who deliver the courses, can you clarify why EPLI coverage is required by the school district when Arcstream would assume liability for any employment-related claims? Would the district consider waiving this requirement?

**Answer:** While Arcstream manages its own staff, the district requires proof of EPLI coverage to mitigate shared risks and ensure comprehensive protection against employment-related claims. Unfortunately, this requirement cannot be waived.

**Question:** Commercial Auto Insurance: If our agency does not own or operate any business automobiles and does not transport students, is automobile liability insurance still a requirement?

**Answer:** No

**Question:** Professional Liability Insurance: Given that Arcstream oversees contracts and instructional services, could the school district reconsider requiring Professional Liability Insurance for this arrangement?

**Answer:** Professional Liability Insurance is required to ensure all parties are protected from potential risks, such as errors or omissions, that may arise during the

delivery of services. This requirement helps safeguard both the district and the vendor, ensuring a smooth and secure partnership.

**END OF ADDENDUM**