



Department of Purchasing

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February 11, 2020

To All Interested Parties:

**Subject: Addendum #1,-1736 P
Provide a Traveling fitness and wellness initiative program**

Question: Based on the busy schedules and budget demands on education we have transformed our program to now offer online mindfulness, fitness, yoga, nutrition classes, and student programs to districts and schools across the country and in Australia. Our use of technology allows you to give 100% of your district staff access to our over 10 offerings each week 24/7 and 365 days a year or a fraction of the cost of in-person trainers?

Answer: While this may not be the only contract awarded as we do require a traveling wellness solution, it has been determined that this may be an option as a second award. You are encouraged to participate in the RFP as we reserve the right to award a "contract or contracts" as a part of this RFP.

Question: Has this RFP been posted in previous years? If so, can you provide the award information?

Answer: No; we launched a pilot program and have determined that we need a procurement activity to select a permanent partner.

Question: It states that there are 21 schools and the proposer is required to provide 1 to 3 personal trainers per school location. Are you expecting 21 to 63 personal trainers total for the 1-hour session, 2 days per week for 12 weeks or can I have my trainers provide services to multiple schools per day, providing more than 1 session each throughout the day?

Answer: As mentioned in the RFP, there is a current schedule that we are following. As seen in the schedule, a company can schedule events to take place on a Monday-Wednesday or Tuesday-Thursday schedule, which would allow any company to use the same trainer or set of trainers at two locations. The school locations are needing a later day program but as departments come online, then there may be additional times during the day that may allow for the same trainer providing more than one session per day.

Question: Will you provide a pricing sheet for the proposer/bidder to complete which outlines the services requested to submit with their bid?

Answer: No; this is not a bid but a Request for Proposals and we reserve the right to use all of the information in your proposal to determine if this is the best fit for Suffolk Public Schools. Furthermore, we are encouraging the individual proposers to provide their solution to our needs and placing a pricing sheet in the RFP may hamper a proposer's ability to provide their solution. It is encouraged that you provide your pricing structure but we are not solely making the contracting decision based on price.

Question: Can the incumbent bid on said proposal?

Answer: Yes; any proposer that meets the criteria of can propose. We do not disqualify proposers from being able to propose on any procurement. Also, the current provider was selected as a pilot program under the small purchasing procedures of the division. As this program is growing, competition is needed and a contract or contracts will be needed to be able to allow the program to grow past the pilot stage.

Question: Are there evaluation points given to programs that are SWAM certified?

Answer: No; but Suffolk Public Schools certainly awards contracts to SWAM certified businesses. We encourage SWAM certified proposers to submit proposals, especially on this procurement as there is a possibility of multiple awards.

CLARIFICATION:

Suffolk Public Schools will entertain any and all proposals that are wellness related that can be a benefit to Suffolk Public Schools' employees, not just simply the traveling program. The intent of this RFP is to provide a variety of wellness initiatives to meet our needs and to grow the wellness program.

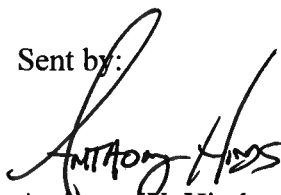
The deadline for questions will be February 25, 2020 by 5:00 PM in order to obtain answers and publish the final addendum. No other questions received after this date will be answered. The questions and answers will be compiled and answered in an addendum.

Please email Anthony Hinds at anthonyhinds@spsk12.net if you have any additional questions and sign below to acknowledge receipt of the addendum and include with your proposal.

Addendum 1 Acknowledged:

_____ Date _____

Sent by:



Anthony W. Hinds, CPPB
Purchasing Manager