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Addendum # 2

DATE: 11/21/2025

FORMAL BID NUMBER/TITLE: RFP 2025-05-26 English Language Arts & English II High Impact Tutoring

BID OPENING DATE/TIME: Tuesday, December 09, 2025 @ 10:00 A.M.

The purpose of this addendum is to inform you of:

The purpose of this addendum is to clarify the District's expectations related to vendor payment when students are absent from scheduled tutoring sessions.

Revised Payment Language

The following language replaces the payment language in Sections 5.1 and 5.2 regarding "Active Students" and billable services:

5.1 Payment Terms – Revised

The District will compensate vendors based on the verified delivery of scheduled tutoring sessions, **regardless of student attendance**, provided that:

1. The vendor ensures a tutor is present and available to deliver the scheduled session **at the scheduled time.**
2. The session was staffed, prepared, and ready to be delivered; and
3. The absence was due to **District-level, school-level, or student-level attendance circumstances, not vendor staffing or performance issues.**

A student shall be considered an "active scholar" if they remain on the District's approved roster for the program period. **Student absences alone will not reduce or prorate vendor payment.** The District acknowledges that student attendance is a shared responsibility and will not penalize vendors for factors outside of their control.

5.2 Billing Limitations – Revised

The District reserves the right to review and withhold payment only under the following conditions:

- Sessions were not delivered due to vendor staffing shortages;
- Required documentation was not submitted (attendance logs, tutor logs, session details);
- The vendor failed to meet program expectations related to service delivery.

The District will not prorate or withhold payment for student absences when the vendor has met all service delivery requirements.
Vendors must still report all attendance data, but this information will be used for program monitoring—not for payment reduction.

End of Addendum #2

The vendor shall acknowledge Addendum No. 2 on the original "Proposal Form".

All other sections of this proposal shall remain the same

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