



## Department of Purchasing

100 N. Main Street, 2<sup>nd</sup> Floor  
Suffolk, VA 23434  
(757) 925-6762

January 08, 2026

To: Interested Parties

Re: RFP 1934-P, Addendum 1

The following changes and/or additions shall be made to the original Request for Proposal (RFP), Provide a Before and After School Enrichment Program

1. Can you confirm whether proposals will be reviewed and evaluated directly by the Suffolk City School Board, or by an evaluation committee on behalf of the School Board? **Evaluation Committee**
2. Can you share the current general pricing approach or rate structure for the existing before and after school programs? **Annual registration fee, weekly rates, employee discounts**
3. The RFP indicates that before-school programming operates beginning at 6:30 a.m. until teacher arrival. Can you confirm whether this typically results in approximately three hours of before-school programming per day? **Yes**
4. The RFP requires a sliding scale pricing model based on family income. Can you provide additional guidance regarding the School Board's expectations for what to include? **SPS currently accts child care vouchers. Percentage discount for students participating in reduced and free lunch.**
5. Are there any revenue-sharing arrangements, administrative fees, or other financial considerations that the School Board expects vendors to incorporate into their pricing proposals **There is currently a percentage offered to SPS and scholarship**
6. Enrollment Figures: Attachment 2 provides approximate before and after school enrollment by site. Can you please confirm whether these figures represent average daily enrollment? If not, are average daily enrollment estimates available? **Average daily enrollment**
7. Summer Programming: The RFP indicates that summer programming may be offered with approval. Are before and/or after school enrichment programs currently offered during the summer months at any of the listed elementary schools **Currently offered at Florence Bowser Elementary**
8. Facility Use Fees: Section I, Scope of Services, notes that Suffolk Public Schools reserves the right to charge vendors for space, utilities, personnel, and related provisions. Are estimated or typical facility use fees available to assist vendors in developing accurate cost proposals? **We currently do not have a use of facility charge for before and after and charge 10% of current use of facility charge for the summer program**

9. Current Fee Structure: Can Suffolk Public Schools share the current general fee structure or pricing approach for the existing before and after school programs (e.g., weekly or daily rate ranges)? **The current rates are all posted on the SPS website under Families, Before & After Care**

10. Does Suffolk Public Schools anticipate awarding this contract to one vendor districtwide or multiple vendors by school or region? **As per Section V, the School Board reserves the right to award multiple contracts as may be most advantageous to the School Board.**

11. Will preference be given to vendors that can support all elementary schools? **Award is based on what is most advantageous to Suffolk Public Schools.**

12. What is the anticipated program start date following contract award? **The term shall begin on 07/01/26; however, additional time may be negotiated with current provider in order to provide for the continuation of services.**

13. Is there an option to offer summer and school vacation programming as part of this contract? **Yes**

14. Is there an anticipated revenue share, facility rental fee, or per-student fee payable to the SPS, and if so, how should this be reflected in proposal pricing? **There is currently a percentage offered to SPS and scholarship. We currently do not have a use of facility charge for before and after and charge 10% of current use of facility charge for the summer program**

Addendum 1 Acknowledged:

\_\_\_\_\_ Date \_\_\_\_\_

Sent by:



Linda Bates, NIGP-CPP, VCO, VCA  
Coordinator of Purchasing