

ADDENDUM #1

**RFQu #24-GS-032
Out of School Time Services**

TO: ALL BIDDERS
FROM: Geoffrey Sudzina, Procurement Agent
DATE: July 3, 2024

This Addendum is issued in response to prospective bidder's inquiries and to add/clarify verbiage in the RFQu.

1. **QUESTION:** We see this requirement on page 4: 4.3 Student transportation home from the program will be required. Is there any opportunity to partner with HCPS on transportation, for instance using district transportation that is subsidized by the provider?

ANSWER: Yes, HCPS transportation could be used to transport students' home from the program.

2. **QUESTION:** Will families pay for these programs, or will the district pay for students to attend?

ANSWER: The intent is that most of these programs will be paid for through grant funding, with the potential of a small tuition fee paid for by the parents.

3. **QUESTION:** Can you provide enrollment numbers or expected enrollment numbers for RFQu #24-GS-032 - Out of School Time Services?

ANSWER: Enrollment depends upon grant funds available, the capacity of the vendor, and space availability in the school.

4. **QUESTION:** What funds are intended for this, or are parents/the district responsible for fees?

ANSWER: The funds for the program would be paid through grant funding, and/or parent fees depending on family income.

5. **QUESTION:** Is there a specific background check that must be conducted within your county's Board of Education? If so, how much is it? Or does the normal CJIS site BGC qualify?

ANSWER: Consultants are not required to use HCPS background checks. Background checks and fingerprinting shall meet the requirements of Section §5-560 to §5-569 of the Family Law Article of the Maryland Code. The cost for background checks shall be paid by the consultant.

6. **QUESTION:** How often do we submit invoices, monthly, weekly, biweekly and are they paid net 30, 45, etc?

ANSWER: Invoices shall be submitted monthly and are paid net 30.

7. **QUESTION:** How should we set up invoices for billing purposes.

ANSWER: Monthly invoices shall be fully itemized including documentation justifying expenses. Such documentation must include time logs with employees' names, hours worked and school location.

8. **QUESTION:** Can we get reference letters from other educational entities besides public schools? Ex. Private, parochial, non-profit organizations, Title One office of a county Board of Education, etc.

ANSWER: Yes

9. **QUESTION:** Transportation is stated to be required, can the organization add on the financial itemization projected about contracted buses for transportation?

ANSWER: Organization may provide transportation fees. Please separate that cost from service fees on the cost information sheet provided on Page 11 of RFQu #24-GS-032. A table has been provided at the end of this addendum to list transportation fees.

10. **QUESTION:** How many current providers does the district utilize for OST programs?

ANSWER: We have two current providers.

11. **QUESTION:** What is the process after a provider has been vetted as a qualified provider?

ANSWER: If funds are available to support programming, and OST needs have been identified, HCPS will connect schools with qualified providers.

12. **QUESTION:** Are there current needs that the district has for OST programs they haven't been able to fill?

ANSWER: Yes, families in several schools shared in needs assessments that they would like to have more low cost/no cost OST options for their children.

13. **QUESTION:** How many students utilize OST programs across the district daily?

ANSWER: There are after school day-care providers, however, not all schools offer after school activities that are not day care, so those numbers vary depending on staffing availability.

14. **QUESTION:** Can we contract with a transportation company to transport our students? Can we submit a copy of their auto insurance policy? My company doesn't have an auto policy because we don't transport students.

ANSWER: HCPS is willing to work with vendor to secure transportation service companies with approved auto insurance.

15. QUESTION: Can we contract with a company to provide parent engagement, curriculum and training for our tutors/mentors?

ANSWER: Yes, HCPS staff must review and approve the parent engagement training and curriculum.

16. QUESTION: Can we put links into the technical proposal to other documents, videos, etc.

ANSWER: Yes

17. QUESTION: Are virtual programs allowed for tutoring, homework help, test preparation?

ANSWER: No, all programs proposed should be in-person.

18. QUESTION: Will we be allowed to use the school building for our programs, after school and/or in the summer?

ANSWER: Yes

19. QUESTION: Can some parent engagements occur via Video meetings and phone calls, surveys and emails?

ANSWER: Yes

20. QUESTION: With regards to: Tab 4 - Sample—Submit an electronic sample of a current OST program? (website link). Do you want to see a video of students that participated in one of our afterschool or Saturday Enrichment programs? Or can it be a photo display of students that participated? Or do you want to see written information about our programs on our website?

ANSWER: Please share any visual examples with students participating (video link, photos, etc.).

21. QUESTION: Will we be assigned to certain schools, or do we have to market and advertise to get the opportunity to provide programming in schools?

ANSWER: HCPS will share the qualified providers with schools, and work with staff to identify the best provider to meet their students and family's needs.

22. QUESTION: Are some schools open to virtual group homework help programs?

ANSWER: No

23. QUESTION: Will all students have access to laptops while at school?

ANSWER: Yes

24. QUESTION: Are Saturday Enrichment programs allowed?

ANSWER: Please share a description of the Saturday Enrichment. The team will decide if this meets the needs of students and families.

25. QUESTION: Do you have to offer all components (sections 1-5 in Scope of Work)?

ANSWER: Yes

26. QUESTION: How would the collaborative relationship with school leadership and staff in program development and execution look? (Are we just designing and managing the program or are we also bringing our own staff (i.e. tutors) in?)

ANSWER: Program providers are designing, managing, monitoring, training, and providing staffing for the program.

27. QUESTION: How intensive does the social support component have to be. Could it be having a list of referrals? Are counselors required?

ANSWER: HCPS has a robust student support services program. The focus of the proposed program should be on enrichment activities.

28. QUESTION: If any copyrighted work is created as a result of the Services provided, will it be considered the sole property of the vendor or HCPS?

ANSWER: Property of the vendor

29. QUESTION: What is the preferred tutor to student ratio for tutoring programs, mentoring programs, standardized test prep, etc.

ANSWER: HCPS is not requesting that proposals include tutoring or standardized test prep services. Mentor to student ratio should be based on best practices.

30. QUESTION: Can we submit a cost proposal for each offering, or can we combine it all into one cost proposal?

ANSWER: Use the sheet provided on page 11, cost information. If your organization provides more than one service, please provide a supplemental list of those services in your proposal with the hourly rate for each service. Combine the rates on the cost information sheet from the lowest to highest dollar value for those services.

31. QUESTION: Is this one document all that is needed for the cost proposal section of this proposal? Will a more detailed cost proposal be needed in the future?

ANSWER: Use the sheet provided on page 11, cost information. If your organization provides more than one service, please provide a supplemental list of those services in your proposal with the hourly rate for each service provided.

32. QUESTION: What is meant by labor rates? Is it the range of what we pay our contractors/employees from least to greatest?

ANSWER: Hourly labor rate is the fee that will be charged to HCPS to provide the service requested.

33. QUESTION: 7.1.4 Appropriateness of proposed fee structure. Where do we provide this information? I only saw one page for the Cost Proposal. What format should we supply the fee structure: Loaded labor rate, cost per student, cost per group session, supplies, materials, curriculum, etc.

ANSWER: Use the sheet provided on page 11, cost information. If your organization provides more than one service, please provide a supplemental list of those services in your proposal with the hourly rate for each service. The hourly rate charged to HCPS shall include all supplies, materials, and fees.

I hereby acknowledge receipt of Addendum #1 dated July 3, 2024, to FRQu #24-GS-032: Out of School Time Services.

Company

Name (Print or Type)

Authorized Signature

Date

Note: Bidder shall sign and submit Addendum with bid submission. The same person signing Addendum shall sign the Bid Form. Failure to submit the Addendum may deem your bid as non-responsive.

Transportation Fees

Proposers are asked to provide pricing for transportation fees below. This will only be utilized if the vendor is required to provide transportation. These prices will not be factored in the Basis of Award.

Description	Rate
Employee Rate per Hour	\$
Fuel & Maintenance Rate per Mile	\$