

REQUEST FOR STATEMENTS OF QUALIFICATIONS AND PROPOSALS FOR K-12 SUPPLEMENTAL MENTORING PROGRAMS RFP NO. 24-028

ADDENDUM NO. 1 – DATED MAY 29, 2024

- **SUMMARY Q&A** Below are questions received by the May 24, 2024, deadline, with the District's responses in *red*.
 - 1. There is a contradiction in the RFQ, please clarify. On page 7 it states "Services should be provided outside of school hours during the regular school year, and may continue during the summer months." On page 8 it states "Mentoring is to be provided during regular school hours" *Please disregard the line on Page 7 that states: "Services should be provided outside of school hours during the regular school year, and may continue during the summer months."*
 - 2. Please clarify what you mean on page 9 when you say to "Separate proposal sections into tabs ..." Are you asking each letter to begin on a new page of for us to have actual tabs on our hardcopy submission? *Both*.
 - 3. In the Proposal Contents on page 9, the last section "g" is not in question format, but states "Please acknowledge this in your response" Can you explain what you are looking for as an answer to this? *Please acknowledge that your firm understands the fingerprinting requirements in your response.*
 - 4. I see that we are supposed to answer the questions on page 9 under "Proposal Contents", but there is another series of what looks to be questions on page 10 under General Company Information/Qualifications. Are we to respond to both areas? What order should we put them in our application? Yes, responses for both sections are required. Proposals must be submitted on 8 1/2" x 11" white paper and shall include a table of contents properly indicating the section and page number of the information included.

- 5. On page 10, under the "General Company Information/Qualifications", there are a two bullets that I would like clarity on. "A summary of the firm's employment policies and procedures ..." We have a nearly 30 page employee handbook and additional internal employment policies/procedures, this will be very difficulty to summarize. Can you be more specific about which areas of our employment policies/procedures you want us to discuss for this proposal? More details on what items you are looking for would be helpful, so that we can narrow in and keep our application concise. An additional question about the same bullet. It asks "... brief summary outlining the present composition of your workforce". What type of details are you looking for us to share in this outline? Gender, age, education level, racial/ethnic background, language, income levels, if they are parents... Please be more specific in the questioning, so we know what you are asking for and what the goal of the question is. "Provide a proposed implementation plan ..." Do you an implementation plan template you would like us to use. If not, can you be more specific about what details you need from us to fully respond to this question? The District is interested in your firm's recruitment and hiring processes, equal employment opportunities, anti-harassment and anti-discrimination policies, performance management, training and development. Workforce composition details should include the number of employees. An implementation plan template is not provided, but please include your firm's objectives, target audience, service offerings, operational details, and marketing strategies.
- 6. On page 11 under the "Evaluation Criteria Assigned Weights" the 4th bullet states "... demonstrated success in providing tutoring programs to school districts ...", but this is an RFQ-P for mentoring services. Please clarify why this is included in the grading criteria. Please disregard the 4th bullet stating "Past experience and demonstrated success in providing tutoring programs to school districts of comparable size and needs." It should say "Past experience and demonstrated success in providing mentoring programs to school districts of comparable size and needs."
- 7. Can you clarify when mentoring sessions can be held? Are we allowed to hold sessions before school? During school lunch? After School, during an Expanded Learning time? After 6pm, when Expanded Learning program has ended? Please specify exactly when mentoring sessions can occur. Services should be provided outside of school hours during the regular school year and may continue during the summer months.