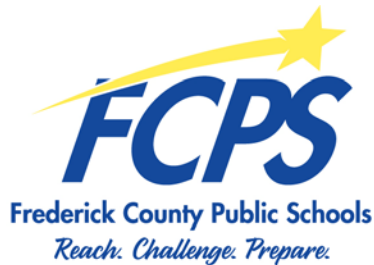


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ADDENDUM 1

August 9, 2018

RFP 18MISC19 FCPS Wellness & Fitness Services

Bid Due Date: FCPS Main Lobby, August 16th, 2018, prior to and time stamped no later than @ 2:00pm

This addendum is being issued to provide additions, corrections, clarifications, and answers to certain questions raised referencing the original bid packages and any resultant contracts for the above bid.

- A.** RFP 18MISC19, FCPS Wellness & Fitness Services Technical Questionnaire: Pages 31-32, please replace with the new attached **RFP 18MISC19 Revised Technical Questionnaire**
- B. Questions:**

1. How far in advance will FCPS notify the vendor we have met the class requirements and a class will be held?

Answer: FCPS will reach out to vendors with a request for a class/program at minimum two weeks prior to the start of the class/program. Upon this request we will seek registration from employees. Once class requirements are met the class/program will be held.

2. If the vendor hires a new employee, how should they submit certifications to FCPS?

Answer: If the vendor hires a new employee that will be utilized by the vendor to teach a class/program at FCPS they will be required to submit the certifications at the beginning of the following month.

3. Do you have a current class/program schedule that is available for review?

Answer: Please review the attached schedule.

4. Can you advise if the classes would be conducted on the school grounds or at a facility of our choice? If so, what would be the mile radius authorized from the facility?

Answer: The classes would be conducted at any one of our locations throughout the county.

5. If the training is geared toward the students, teachers or both and if so will the classes be conducted during schools hours?

Answer: The training, class, or program would be geared towards faculty. In certain instances these are done during the day dependent on what type of program it is. For instance, here at Central office we have offered 10 or 15 min massages during lunch hours for faculty to utilize.

6. Our instructors are typically certified personal trainers (CPT) through the National Academy of Sports Medicine (NASM), or Certified Strength and Conditioning Specialists (CSCS) through the National Strength and Conditioning Association (NSCA), which are typically higher qualifications than those outlined as required in the RFP. Are you willing to consider these certification for the instructors?

Answer: Yes, these certifications are acceptable. Please see the new attached **RFP 18MISC19 Revised Technical Questionnaire**.

7. Yoga instructors are not usually certified by ACE or the AFAA; they have yoga teacher training based on hours of instruction and specialization. Are you willing to make exceptions for yoga teacher certifications to deliver yoga classes, as well as relaxation and meditation offerings?

Answer: Yes, we can make an exception for yoga teacher certifications to deliver yoga classes and relaxation and meditation class.

8. Will you be determining the number of classes, class times, and class locations once the partnership has been established? What considerations are you making for the frequency and duration of classes for your population?

Answer: No, participation is based on registration and will vary for each request. Typically from 10 to 30. Fitness classes are for only an hour. There may be special requests for 30 minute demonstrations at health fairs. Fitness classes are run at least for four weeks and may be more based on the interest and amount of participants. No, class locations is based on requests and will vary each year.

9. What types of equipment do you already have on-site at your locations? Will your chosen vendor have access to any of this equipment, if applicable?

Answer: Schools have equipment's available but may or may not be accessible. That will have to be discussed prior to class. Central office has minimal equipment's (medicine ball, dumbbells, jump ropes, bands, hula hoops, treadmill, elliptical, stationary bicycle, and rower).

10. Would Frederick County School District prefer to have classes that are consistently on the schedule for the year (X number of the same classes per week), or a series of classes? Series example: An 8-week yoga program that requires 10 sign-ups for the full program to move forward.

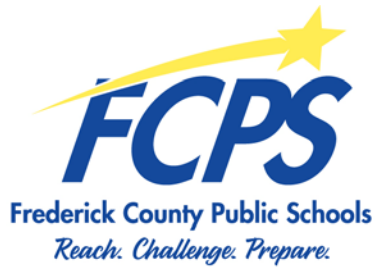
Answer: For Central Office, we have classes that are consistently on the schedule as we have a group of employees that works a standard hours and have a facility that can be consistently accessible. For school locations, we offer 4-8 weeks classes as their schedule and facility availability is inconsistent.

11. Where will these classes most likely be held (gymnasiums, conference rooms, etc.)?

Answer: For Central Office, it'll be held in an unfinished office space. For school locations, it'll be wherever they have space available but typically held in the media center, cafeteria, or gymnasium.

12. Does Frederick County Public Schools do its own internal marketing and communications to increase participation in group classes, or will this be left to the vendor?
- If not, would you like us to overview our current marketing and communications protocol to boost class engagement?

Answer: FCPS provides internal marketing to promote class participation. As a vendor this would not be a requirement of this solicitation.



13. This Addendum includes the following attachments:
- a. Revised Technical Questionnaire (3 pages)
 - b. Wellness Events Calendar 2017 – 2018 (2 pages)
 - c. Pre-Bid Attendance Roster (1 page)

Thank you for your interest in bidding with FCPS.

Sincerely,

Shane Ryberg

Shane Ryberg
Purchasing Agent

pc: Penny Opalka, Senior Manager, HR

RFP 18MISC19, FCPS WELLNESS & FITNESS SERVICES

REVISED-TECHNICAL QUESTIONNAIRE

Company Profile:

Name of Business:

Address:

Contact Person:

Phone Number:

Certifications:

The following criteria must be met by all bidders submitting proposals for **Aerobic/Exercise Classes**.

1. Must be First Aid/CPR/AED Certified. Certifications must be current and submitted with proposal.
2. Must have valid Certification from a well-known accredited fitness organization. Examples include the American Council on Exercise (ACE) and the Aerobics and Fitness Association of America (AFAA). **Certifications must be current and submitted with proposal.**

Experience:

Please list your current instructors, their years of experience and the classes/program they are certified to teach/instruct (Please refer to the sample below). We are also requiring that you provide an up-to-date copy of any certification listed for each Instructor. You are not required to use this sample table and may create your own as long as it provides FCPS with the requested information.

Sample #1:

Instructor	Years of Expertise	Certifications
Jane Doe	5 years	Yoga, Zumba

Sample Table:

Instructor	Years of Expertise	Certifications

References:

#1 - Company Name: _____

Project Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

Services Provided:

#2 - Company Name: _____

Project Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

Services Provided:

#3 - Company Name: _____

Project Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

Services Provided:

FCPS WELLNESS EVENTS CALENDAR (2017-2018)

AUGUST

- 3 – Cooking Demonstration (DPP Class)
- 8 – Transportation In-Service Meeting (Seated Massage, BP Screening)
- 10 – Transportation In-Service Meeting (Seated Massage, BP Screening)
- 24 – Food & Nutrition In-Service Meeting (Seated Massage, BP Screening, Flu Clinic)
- 29 – Fall Golf League

SEPTEMBER

- 28 – Retirees Open Enrollment (BP Screening, Vision Screening, Bone Density Screening)
Flu Clinics

OCTOBER

- 8 – Step Out: Walk to Stop Diabetes
- 10 – Desk to 5k Training
- 16 – Pre-Retirement Seminar with MSRA
- 20 – Custodial In-Service Meeting (Seated Massage, BP Screening, Flu Clinic)
- 20 – Transportation In-Service Meeting (Seated Massage, BP Screening, Flu Clinic)
- 25 – Ladies Night Out: Breast Cancer Awareness Event
Flu Clinics

NOVEMBER

- 10 – Support Staff Professional Development Day (CPR Training, Basic De-Escalation, Health & Wellness, Coping with Stress, Virtual Grocery)
- 23 – Turkey Trot (Desk to 5k Group Run)
Flu Clinics

DECEMBER

- 4 – Health for the Holidays Challenge
Wellness Wagon

JANUARY

- 4 - Yoga
- 9 - Zumba
- 23 – Blood Drive
Wellness Wagon

FEBRUARY

1 – District Heart Challenge with American Heart Association
Wellness Wagon

MARCH

2 – Diabetes Prevention Program
13 – Pre-Retirement Seminar with VALIC
27 – Desk to 5k Training
Wellness Wagon

APRIL

2 – Spring into Motion Challenge
3 – Spring Golf League
17 – Health and Wellness Expo
Wellness Wagon

MAY

5 – Frederick Running Festival
25 – Wellness Week (Smoothie Demonstration, Relaxation and Meditation Class, Seated Massage, Walking Group)
Wellness Wagon

Frederick County Public Schools
Purchasing Department
PRE-BID MEETING ATTENDANCE ROSTER

Bid 18MISC19, FCPS WELLNESS & FITNESS SERVICES

MEETING DATE/TIME: Thursday, August 02 at 2:00 P.M. Conference Rm. #2B

NAME (PLEASE PRINT)	FIRM REPRESENTED (PLEASE PRINT)	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
John Lee	Co. Name: Whole Body Concepts, Inc Address: 213 Forest Glen Rd Silver Spring 20901	301-370-6813		wholebodyconcept @aol.com
Heather Hayes	Co. Name: Well Advantage Address: 7543 Main Street Sykesville, MD 21784	410.795.7579	410.795.7785	hhayes@ welladvantage.com
Lori Maccia	Co. Name: Well Advantage Address: 7543 Main St. Sykesville, MD 21784	410.795.7579	410.795.7785	lmaccia@ welladvantage.com
JERALD BOYD	Co. Name: CMB & Associates Address: 79 Inkberry Circle Gaithersburg, MD 20877	240.372.5198		jboyd@cmbandassociates.com
DARIA SHAW	Co. Name: 2HEALTH NUTS Address: 1 JULES BRENTON CT COCKEYSVILLE MD 21030	410.935.9241	410.776.1191	daria@2healthnuts.net
PHOEBE BARRETO	Co. Name: FREDERICK COUNTY PUBLIC Address: SCHOOLS			
Penny Opalka	Co. Name: FCPS Address:			
Shane Rybes	Co. Name: FCPS Address:			
	Co. Name: Address:			
	Co. Name: Address:			
	Co. Name: Address:			