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ADDENDUM

June 20, 2023

ADDENDUM #1

23MISC14, Qualification for Student Enrichment Services

DUE DATE: Prior to and no later than 2:00 P.M., June 21, 2023 at <https://secure.procurenow.com/portal/fcps>

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

1. Questions received with answers
2. Revised Section II, #10 – USE OF FCPS FACILITIES
3. Pre-Proposal Attendance Roster

Thank you for your interest in bidding with Frederick County Public Schools.

Sincerely,

David Guzman

David Guzman
Purchasing Agent

DG/sg

cc: RFP File

Questions:

Q: For the multiple sites are you guys ideally looking to contract with one company to do them or are you looking for the lowest responsive bidder for each particular site.

A: We're opening this up everyone, we're looking to the vendor to let us know what their capabilities are. We are community schools and we really want to meet the needs of our families. We have, based on our survey, families are looking for out of school time activities for their children to be involved with.

Q: Can you clarify if programing is paid by families, paid by district, or paid by families subsidized by the district. What does that look like?

A: Right now, only one school has money through our clusters in poverty grant so other schools don't have necessary additional funding. We're looking for opportunities and options that would be affordable and available to our families to be available for purchase.

Q: Would you be open to having in-person and virtual options, should we include both in our proposal?

A: Yes, however, for the scope of the contract many of the families are looking for not only the out of school time but also to provide childcare services which would could be a barrier for the virtual option but we are not closed to do that. If you have that as an option, please include it.

Q: are there ages or grades that services should be aligned to?

A: These are elementary school students so we have pre-K though 5 available for services.

Q: Just to clarify this is not part of the blue print for Maryland's future grant?

A: No, it is not.

Q: IF a company was to be awarded a contract, it doesn't necessarily mean that there's a guarantee that the school will sign up for those services. It just means that you have access to provide those services in those schools, right?

A: Yes, that is correct.

Q: On page 3, under 13 if proposing after school then it says if proposing in school. Are you looking for in-school or only after school?

A: We want services in the school during out of school time which will be before and after or any holidays or snow days. WE will need a clear plan so that this can be communicated to the families.

Q: The service requirements it states that services will last 9 weeks. Is it 9 weeks total for the whole schoolyear, or for a term?

A: We are looking to have a quarter which is 9 weeks where services would be offered in a 9-week period, which goes along with the qualification of 3 days a week with an hour of service.

Q: How many 9-week sections are available by the organization?

A: The 9-week period is available each quarter for the 4 quarters totaling a fiscal year.

Q: The three times a week are they for one age?

A: Yes, but if you have higher capacity we'd like to know.

Q: Is there a cap for the fee for services that you are looking to provide to the families is there a model or a best practice for what you are looking to provide on what the fees for services should be?

A: We don't have a cap but I will put out there that the reason that these schools are community schools is that they have at least 65% of families that qualify for reduced or free meals. I can't speak to cap as far as that is concerned.

Q: Somewhere it talked about the amount of the bid regarding how it was paid and how the checks were on your end which had a number. It talked about an approval for Pos which certain amount.

A: This is referencing the process that depending on the dollar value the purchasing department will have to take additional actions.

Q: what would this apply to and how would this relate. Would you be cutting out a check for families? How would that work.

A: The Threshold is just a process based on our purchasing regulations. Families will be responsible on making payments. In the future, if received funding then this clause will be in effect.

Q: If you are selected as an organization to be brought on, what are the next steps after that?

A: The contract admin and the schools will work together to prepare programs ahead of time of the upcoming quarter.

Q: Once they sign up is that the companies can bill in advanced. Or are you looking for a payment play for the families.

A: Costs will be made to families and we would hope that there would be some flexibility for some our families with a monthly or a weekly payment which has been the case in the past.

Q: Are you requesting any staff or bios or resumes as part of this.

A: Were asking for 3 references and we will be conducting interviews

Q: Are the interviews of the staff or the owner?

A: We would like to interview whoever in your firm is knowledgeable of your services.

Q: Just to clarify, the bid is for the 9 weeks and not per student.

A: we want a workplan for 9 weeks and provide a per student cost.

Addition:

1. Page 42, Section II, Specific Terms and Conditions, Student enrichment Services

A. Section 10 USE OF FCPS FACILITIES

- e) Fees are subject to change and will be held on a case-by-case situation.
CUG will be charged the appropriate fee as outlined in FCPS regulation [100-01](#).

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

ATTENDANCE

Pre-Proposal Meeting for 23MISC14, Qualification for Student Enrichment Services

MEETING DATE/TIME: 06/09/2023 @ 1:00 pm

NAME (PLEASE PRINT)	FIRM REPRESENTED (PLEASE PRINT)	PHONE NUMBER
Leslie Poteet	Sylvan Learning	301-980-3440
Heather Hastick	Whiz Kid Academy	443-470-2542
Dontae Ryan	The Ryan Institute	443-502-0223
Ebony Gibson	Can I grieve LLc/University	888-912-5922
Dwan Hosini	Alpha Best Ed	480-815-7014
Adriene King	Enhance Arts Project	301-473-2850
Kate Vincent	Right At School	847-340-0431
Jamiesen Fallot	The Village Music School	914-260-9176
Qwishuna Smith	Creative Development Studios	443-985-1424
Chris Jones	Planting Seeds Academic Solutions	512-360-0073
Jocelyn Park	APLUS Education	301-838-9668
Charice Hayes	All 4 One Learning Solutions	888-289-7711
Nichole Brown	Little Scholars	