



November 1, 2022

**Addendum #1**

**FOR IMMEDIATE ATTENTION**

TO: ALL OFFERORS

RE: RFP# **013-0-2023/KG – WE LEAP PROGRAM**

1. Responses to Offerors questions are as follows:

- *Each individual enrichment session is individually staffed with its own assigned facilitator.*

-Does this statement mean that the expectation is 1 academic support worker per up-to 30 students, also a part of III 5or that once an academic support worker is assigned to a location, they remain there for the remainder of the school year? **Each session is for one hour with up to 30 students. The teacher remains with the class. EX: if you are working with 6<sup>th</sup> grade and we have 40 students at the site, you'll have two groups with 20 students in each session.**

- I noticed in the document it is asking for four paper copies, but in parenthesis it lists the number 5. Would you please clarify how many copies you need? **The number of paper copies is five (5).**

- In RFP, it lists service beginning on Nov. 17th, same date as proposal is due; should we expect to begin implementation the upcoming Monday? **Yes, we will try to have the schedule set up and ready to go. If the process takes longer, then we can push it back a week. We are trying to get it set up by that timeframe.**

- I wanted to know if the proposed plan is similar to last year in terms of how the structure of the actual scheduling is set up? **Yes, it is similar to last year. We have added additional schools this year. We've gone from ten schools to eighteen schools, which includes three high schools, two middle schools, and more elementary schools were added. We will have a rotation schedule with the vendors based on their hours. The only difference is we may have to do three rotations at the three schools that are from 2:00 to 5:00 due to transportation, we can't end them at 4:00 pm. Some schools will have a day of enrichment and field trips and then a day of remediation. Other schools are just doing the field trips and not remediation, not all the schools are offering Saturdays.**

-Regarding Saturday's, what are the hours? **It will be approximately 9:00 am to 1:00 pm. NNPS is not for certain because we don't have a commitment from each school with their teaching staff.**

- Is there a way for us to specify that we would be providing enrichment for the elementary sites only? **Yes, you can. You can state that you want to be a Saturday school or Monday through Thursday Site**

**School, or both. Last year some vendors worked Monday – Thursday and other vendors just worked Saturdays.**

- Is it your intent to provide high school, middle and elementary on weekends? **Yes, vendors last year specifically stated certain schools, and others stated that they only wanted certain age group. So, if a vendor does select high school, we would add that to their schedule, and if not, we would just keep it at the elementary and/or middle level.**

-We were previously involved with We Leap for several years, and it's changed a bit as I'm looking through the document. I'm hearing Monday through Thursday, and the way that it was previously with our schedule was one day a week, and it just rotated at the location, and then another location. For example, one location was Monday, Monday, Monday, Monday, and then another location was, you know, Wednesday, Wednesday. So is it safe for me to assume that you want the providers to be available Monday through Thursday throughout at each location? **Last year, when we did the schedule, we tried to base it off the companies and what they could provide. If you can only provide one day, then we would put you at those sites that had smaller groups, and if you could provide two days, then we would put you at those two groups sites. With the elementary schools, middle schools and high schools, they either go Monday, Wednesday, or they go Tuesday, Thursday, but because of transportation we had to put more on Monday. We do have a couple Monday, Thursday and a couple Wednesday, Thursday. It's not split like last year, the majority of the schools are a Monday, Wednesday, but we do have a few Tuesday, Thursdays and Wednesday, Thursdays.**

-When do you expect to have some fidelity on what you're planning for Saturdays, the schools, the hours so that it can submit a four proposal with pricing? **We estimate that the hours will be from 9:00 am to 1:00 pm, waiting for schools to confirm staffing.**

-I have a question regarding the students, and so within the session I see that it says fifty to one hundred. So, for example, if there's a hundred students there's probably twenty kids in five classrooms to represent one hundred correct? **We have invited third, fourth, and fifth grader, so it's about thirty to thirty-five kids in each grade level. The issue that we've had with Saturdays; we would have one hundred kids in the program, and maybe twenty-five to fifty would show up on a Saturday. We have some schools that only had twenty-five students in the whole program, and they would have ten to fifteen kids show up on a Saturday. We were having a really hard time gauging how many sessions because we couldn't control how many kids came to school. We're trying to tie in an incentive to go on the field trips to the attendance in the program. The actual count will available once the schools report how many students have applied and have filled out the registration form to attend.**

-The term session is referred to price per day, correct? **Offeror is to calculate how many sessions they can provide service for per site.**

-Would it be okay to propose, or would there be a way to provide the availability of our instructors? For example, availability would be Mondays for all of those Monday Wednesday school sites? **Yes, you can provide the days you are available and which days you are not, that is totally fine.**

-Are the Saturday sessions blocks 9:00 to 10:00, 10:00 to 11:00, and 12:00 to 1:00? **Yes, that's how we did it last year.**

2. **Proposal Submittal Requirements, #3. b.:** This section is hereby changed and corrected to read as follows:

Submit the original and five (5) paper copies plus one (1) electronic copy (USB flash drive) of the proposal.

All other provisions of the RFP shall remain unchanged.

Signature: \_\_\_\_\_  
Sincerely,

(Offeror)

Karlene Greenhow,  
Procurement Officer