



Department of Purchasing

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Posted
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February 19, 2020

To All Interested Parties:

Subject: Addendum #2,-1722 P
Provide a Before and After School Enrichment Program

Question: Please verify in paragraph two "Submit an original and seven (7) electronic copies" That the "Original" is a signed "Hardcopy".

Answer: Yes

Question: As stated in Paragraph "A" there are nine elementary schools presently involved and Suffolk Public Schools reserves the right to increase or decrease the number of school sites based upon need.

1. At what time in the contract will these new needs be identified, the beginning of the school year or throughout the school year?
2. If additional schools are identified will there be an opportunity to negotiate new pricing for these schools?

Answer:

1. Usually at the beginning of each school year. There usually is a good deal of planning required prior to adding any new location, usually March/April before the start of the new year.
2. The pricing model that is placed at each school should closely mirror the division's negotiated rate.

Question: As stated in Paragraph D states "Each school site where the program is housed will provide a space, utilities and general custodial services for the program -- Suffolk Public Schools reserves the right to charge the successful vendor for these provisions during regular operating hours as well as for any times when the building is otherwise closed to students..."

Since it states "Reserves the right" does this mean you need pricing for both scenarios?

Should the pricing be broken down between Regular Hours, Holidays, Summer Months and/or Inclement weather provisions?

Should the above pricing be broken down additionally per individual schools?

Answer: While we reserve the right, we certainly will allow enough time for our selected partner to make the necessary arrangements and notify parents of any price increases. Should this be enacted, we will negotiate a pricing arrangement that works best for our partner and Suffolk Public Schools.

Question: Is there an economical difference between the school locations that need to be factored into the discount equation?

Answer: Yes; there is a difference, but we wish to have a rate that is equal to all elementary schools, if possible. If you wish to offer further incentives, you may as a part of your proposal.

We anticipate pricing to be as close as possible per location, if possible. You certainly can propose any pricing you feel to be competitive.

Question: Do you need resumes for the administrative supervisory staff or for all employees to include all teachers? Can we provide samples of how we will staff and provide Key Personnel Resumes only at this time since there will be over 30 resumes of teachers?

Answer: Please provide the resumes of the supervisors and any people that will be serving Suffolk Public Schools. Others may be requested later but is not necessarily needed during the submission.

Question: As stated in Paragraph C concerning the School Board reserving the right to award multiple contracts.

Will this be broken down per individual schools and if additional schools are added after award how will it be decided which contractor will receive that additional change?

Answer: We reserve the right to go into multiple contracts if we find that it is advantageous to the individual school or schools. We may also make multiple awards in order for continuity of services should the one selected vendor decide not to continue the services. This would allow the second award to become the primary award.

Question: With the changes to start dates for schools in Hampton Roads will the POP be changed?

Answer: Any new start changes will be communicated to the selected partner in more than enough time to adjust their schedules. The division calendar for the following school year is usually finalized in January for the following school year.

Question: Is the "Approximate Before and After School Care Enrollment" the current number of students enrolled per school and is it anticipated that this will be the number for school for the next school year?

Is there an anticipated number of students per school that will participate in the program during holiday and summer month hours?

Answer: Attachment 2 does provide our best guess and this is the best number that we can provide as a part of this procurement. There is no information that I can provide in regards to holidays and summer months but it likely will go down.

Question: Food and Snacks: What are the requirements? Example - Can we contract with school food vendor? Do children bring food from home?

Answer: We yearly meet with the current provider to provide guidance in this regard as the regulations change. If snacks are going to be a part of your proposal, we certainly can allow you to make compliant snacks from our Food Service Department. If you wish to provide on your own, all snacks must be approved in writing prior to allowing our children access. We currently do not allow snacks from home for this program.

Question: Please provide clarification about this section (Cooperative Procurement). Does this mean as an awardee we can subcontract to another company?

Answer: No; cooperative procurement allows other government entities to use our contract to use the awarded vendor using the same terms and conditions found in the RFP and accompanying addendums. This also allows you to offer this provision if you wish to any Virginia government entity at the contract rates. You are not required to offer or accept but it is an option allowed only if the RFP states that it is allowed to be contemplated.

ADDITIONAL INFORMATION: You can delete item L as it is a duplicate item.

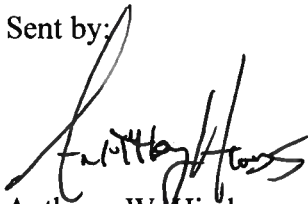
All questions received to date have been answered. The deadline for questions will be February 20, 2020 by 5:00 PM. No other questions received after this date will be answered. The questions and answers will be compiled and answered in an addendum.

Please email Anthony Hinds at anthonyhinds@spsk12.net if you have any additional questions and sign below to acknowledge receipt of the addendum and include with your proposal.

Addendum 2 Acknowledged:

Date _____

Sent by:



Anthony W. Hinds
Purchasing Manager