THE SCHOOL DISTRICT OF PHILADELPHIA

EDUCATION CENTER

OFFICE OF PROCUREMENT SERVICES

**440 N. BROAD STREET, THIRD FLOOR**

**PHILADELPHIA, PENNSYLVANIA 19130**

**TELEPHONE (215) 400-4380**

**FAX (215) 400-4381**

**ADDENDUM #1**

**PROPOSAL NUMBER:** NG10478

**PROPOSAL NAME:** Out of School Time

**PROPOSAL OPENING DATE:**  May 28, 2024@11:00am

**TO ALL POTENTIAL RESPONDERS:**

You are receiving this addendum because you recently downloaded a copy of NG10478 Out of School Time” from the School District of Philadelphia’s ERP Supplier Portal.

1. Is there a facility rental fee?

There will be no facility fee

2. What is the current student program enrollment for this school year?

For district-funded programs currently, there are 83 programs operating in 65 buildings serving 4600+ students

1. Are you aware of any DHS child care license exemptions for PA DOE grant-funded programs?
	1. If a child care license is required, your 1:15 ratio requirement at pages 7 and 10 is not consistent with regulations, and we request a formal amendment of that requirement.

Our full-week OST programs will be required to obtain licensing in accordance with PA state code 3270. The addendum to the RFQ will reflect this expectation. The addendum will include the appropriate ratio of 1:12 for students in grades K-4, and maintain 1:15 for students in grades 5-8.

Specialized OST programs will not require licensure since they are under the weekly/daily amount of programming that necessitates that process.

1. Appendix M #3 requires respondents to submit “an Affidavit that the Contractor, bidder, proposer, responder or contracting party is not subject to or liable for any City of School District taxes or other indebtedness owed to the City and/or the School District.” At p. 69 2.B, the RFP offers instructions for obtaining a Certificate of Tax Clearance. Are both the certificate AND the affidavit required at time of submission, or will the Certificate suffice?  **YES**
2. As a child care provider, we don’t use technology in the way you describe. Does Appendix P: Technology Specifications (p. 77) apply to this RFQ?  **NO**
3. At p. 14 Pricing, one question is: “What is your organization’s fiscal capacity to implement and operate the OST program under a fee-for-service model?” Could you please clarify what you envision there? Is "fee-for-service" your payment model to the provider? Is "fee-for-service” a family paid model?

Appointed providers will be expected to provide service before they are paid. Billing will be based on student attendance, based on the following terms

Billing and invoicing must follow a monthly schedule and is contingent upon student attendance, in addition to a completed School Specific Collaboration Plan, and the associated Purchase Order(s) for that school. Contract budgets should reflect per-student reimbursement rates for weekly attendance. A student must attend at least 50% of the program days offered during any given program week for the vendor to

receive the full weekly student cost. Students who attend at least 1 day per week but less than 50% of the program days offered should be invoiced at half of the weekly student cost. Students who do not attend at least one day in any program week do not generate any of the weekly student costs for invoicing purposes.

(Examples: for a 5 day per week program, a student who attends 3 days would generate the full weekly cost, a student who attends 2 days would generate 50% of the weekly cost and a student who did not attend would not generate cost for that week. For a 3 day per week program, a student who attends at least 2 days would

generate the full cost whereas a student who attended one day would generate half the weekly cost.)

This fee-for-service model will be to the provider. The provider will generate an invoice based on these attendance terms. The provider also understands that we will follow a NET- 45 pay reimbursement. Based on this information the provider will need to demonstrate their ability to lift programming and sustain programming with the understanding that there is a delay in pay.

1. With regard to Pricing p. 10, we want to be sure we are accurately accounting for all expenses we may incur.
	1. Is there any payment that you’re expecting from the provider? Are there any fees from SDP we need to consider?

The school district does not bill fees to the provider. The provider will be expected to pay for all costs associated with running programming including but not limited to licensing costs where applicable, staff, materials, and planned trips.

* 1. We provide snacks. Will you expect the provider to pay for and/or deliver any meals?

After school meals (“twilight meals”) will be provided through the district meals program during school year programs, and breakfast and lunch will be provided during summer programs. Providers will be expected to serve snacks during summer, or any additional snacks not described here.

* 1. What custodial support is provided by the schools?

Providers are responsible for all reasonable clean-up of programs. Custodial staff will support making sure providers have access to the building and classrooms, and will close up the building after programs end. Custodial staff will take all the trash out to exterior receptacles, but providers are asked to ensure all trash is placed in trash cans and is ready for transport by custodians. Custodians will also perform regular bathroom cleaning and stocking. Custodial staff will ensure that classrooms used are made ready for students to use the next day after programs, but the District asks for partnership from providers to support ensuring that spaces are left as they were found prior to being used for programs (ie: tables and chairs returned to appropriate locations, trash picked up and materials put away, wipe down tables, clear trash from the floors in all spaces). Providers will be responsible for sweeping common areas used, such as cafeteria and gymnasium, with provided brooms.

* 1. What kind of security is provided by the schools?

Providers are responsible for ensuring the security of their programs.

1. At p. 17 Response Evaluation, it says references will be one basis for evaluation. Will references be requested at a later time if Respondents are selected to move on in the bid process? If you need references at the time of submission, how many would you like? **Three references should suffice for this RFQ**
2. Will questions be answered via addendum? How will addenda be delivered? We do not see where addenda might be posted in the Oracle portal.  **On the Bid and Opportunities webpage and in the MESSAGES section of the ERP application.**
3. We have seen on page 5 that services start on September 1, and we are confident programs will commence in fall. In an abundance of caution, the summer programs you reference would be for 2025, correct?

School Year Services are slated to commence in Fall 2024. The first summer program portion is slated to begin Summer of 2025

1. We have seen on your Schedule, page 12, that BOE approval is scheduled for 6/27/24. We appreciate that staffing with quality educators is important to you, and your programs may need to be licensed. With the expected timeline falling short of DHS licensing timelines, would SDP be willing to sign a Letter of Intent so providers can start the staffing and licensing process as soon as RFQ evaluations are complete?

The District is sensitive to the tight turnaround from award to anticipated program start, and will take whatever measures reasonable, allowable, and possible to support efficient licensing processes. We will share more regarding this process once awards are finalized.

1. On page 4 Intent, it states that OST programs were provided at 65 schools. Will you provide 2024/25 programs at the same 65 schools, or do you plan to expand the number of schools with funded OST programs?

The District will undergo a data-based review of which schools previously hosted programs under the prior round of contracted services in place from 2021-2024. This data-based review will assess engagement and drive final school site matching for the new contract. Expansion will not occur, but there will likely be changes in schools served.

1. With regard to Appendix E, many cities and districts have provided M/WMBE lists. Does the city or district maintain a list of diversity certified vendors?  **Yes we will contact you with Small Business Development to get the partner to meet the specified range.**
2. Can you share which schools are being considered for the RFQ?

At this time, we do not have a finalized list of schools. We will use a data review process to determine schools, and then complete a data-based provider-school matching process. This RFQ is to identify high-quality, vetted vendors that can provide a variety of opportunities to a variety of schools.

Are programs capped at 60 slots. If we are already operating SDP funded programming in a school that is larger can we request more then 60 slots to ensure we can continue serving all youth?

For the full-week OST program, the total investment amount is designed to provide services to a maximum number of 60 students per site. Additional slot/site requests will not be entertained in the first year of the contract.

Will there be opportunities during the contract to add schools or additional slots at current schools to match demand?

Total slots/sites across awarded contracts will depend on the scoring process, then on the data-based provider-school matching process. This request for qualifications serves to identify and vet high-quality vendors to provide OST services as described, and the site-provider matching process will ultimately determine which opportunities a vendor will be offered upon contracting.

How many slots do you anticipate funding across all awarded contracts?

Total award determinations and slot/site details will be addressed upon contracting.

1) Is this intended for elementary school OST only? If so, is there a predicted timeline for the RFP for high school providers?

This procurement is focused solely on K-8 services. If an additional opportunity arises to fund 9-12 programs, it will be placed on the SDP Procurement website. There are currently no funding opportunities available for a 9-12 focus.

2) Would this OST RFP allow for geographically close schools to do programming together or is it completely school specific?

Services under this contract will be matched to the most appropriate school via a data-based process. There would be no intention to blend multiple school communities together.

3) Is there an opportunity to choose a school site or would an accepted provider have to go to any school on the list?

We would ask our providers to go to schools they are assigned through a data-based provider-school matching process. However, providers are encouraged to share in which regions they have the most experience, and the communities they feel most tied to in their proposals. Proposal information plays a role in the data-based matching process.

1) We are looking at submitting a request for the Specialized OST model and were wondering if a proposal for providing the full 8 hours each week would be the most competitive?

Our schools will have a variety of needs, so we encourage you to craft your proposal in a way that allows you to best highlight your potential to serve students with intention and quality. If 8 hours per week allows you to do that, that is great, but not required. If hosting fewer hours improves the quality of the experience, this does not make the proposal less strong. Please keep in mind that it is for *up* to 8 hours, so you may not be offering 8 total hours, even if that is what you’ve proposed. This will depend on the provider-school matching process and the needs of school communities.

2) What is the greatest need being considered? Serving the most students? Providing the most hours? The most cost-effective proposal?

We are prioritizing high-quality, varied programs that can meet the needs of school communities. The weighted rubric will show what is prioritized in the scoring process.

3) How long will students be engaged with the program? Will students participating in the Specialized OST be participating for all 40 weeks? Or will it be broken up with different groups of students for a shorter period of time for each group?

The specialized model is designed to have a more flexible approach that allows the program to best meet the specified needs of a given school community. Strong proposals will include a clear picture of the different ways in which a program can work with a school community to serve a variety of students and engage them in high-quality experiences that allow them to learn and apply new skills.

4) We are a small non-profit and we employ teaching artists as independent contractors. If we were hiring teaching artists to implement the proposed programming would they be considered subcontractors? We weren't sure if we would need to complete the MWBE form for them since they are individuals and not entities. **Yes we will need a completed form from Appendix E to specify who your partners will be.**

5) Will the specialized program be opt-in for students? If so when will the opt-in/indicate their interest and how many choices will they be offered? Would we be among a group of programs that they could choose from?

Students will opt in to the program that has been matched to their school. Opt in processes and timelines will be determined by the provider based on District timelines for beginning programs, and should be illustrated in the proposal when describing recruitment, enrollment, and retention efforts.

6) Will the location of the program be on-site at the school? Or will it be at the location of the provider?

All programs must take place on-site at the school, with the exception of scheduled, approved trips or special events. Specialized programs must offer after school programs during the week.

1. If we were to be chosen as an OST partner, would eligible expenses be reimbursed, or would we receive payment up front for services?

Appointed providers will be expected to provide service before they are paid. Billing will be based on student attendance, based on the following terms

Billing and invoicing must follow a monthly schedule and is contingent upon student attendance, in addition to a completed School Specific Collaboration Plan, and the associated Purchase Order(s) for that school. Contract budgets should reflect per-student reimbursement rates for weekly attendance. A student must attend at least 50% of the program days offered during any given program week for the vendor to

receive the full weekly student cost. Students who attend at least 1 day per week but less than 50% of the program days offered should be invoiced at half of the weekly student cost. Students who do not attend at least one day in any program week do not generate any of the weekly student costs for invoicing purposes.

(Examples: for a 5 day per week program, a student who attends 3 days would generate the full weekly cost, a student who attends 2 days would generate 50% of the weekly cost and a student who did not attend would not generate cost for that week. For a 3 day per week program, a student who attends at least 2 days would

generate the full cost whereas a student who attended one day would generate half the weekly cost.)

This fee-for-service model will be to the provider. The provider will generate an invoice based on these attendance terms. The provider also understands that we will follow a NET- 45 pay reimbursement. Based on this information the provider will need to demonstrate their ability to lift programming and sustain programming with the understanding that there is a delay in pay.

1. What types of expenses are eligible to be billed? Staff time, materials, etc.?

The provider will be expected to pay for all costs associated with running programming including but not limited to staff, materials, and planned trips. Per-student costs must incorporate all expenses required to run the program.

1. Can you give us an idea of the partner reporting requirements?

We ask all proposers to be open to collecting and reporting a variety of program and student data that will support continuous improvement. Data metrics requested may include, but will not be limited to, student attendance, participation, hours served, engagement, parent/family engagement, and program quality metrics. Processes for collecting and sharing data will be part of the contracting process.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

Thank you,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Throne Cropper

Executive Director, Office of Procurement Services

Please sign, date and return this Addendum with your response, as it now becomes a part of the Proposal.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_