

Addendum #2

Request for Qualifications for Community Partners 2023

Issue Date: Thursday, October 6, 2022

Bids Due: Thursday, November 3, 2022 at 1:00PM

1. What is BidNet Direct?

BidNet Direct is a site on which PPSD posts and distributes Requests for Proposals. Vendors can register for free to be notified of new solicitations and addenda for existing solicitations/

2. If we have other funding sources for our program and would additionally like to pursue funding from the district, do we indicate that? And would we then share the full program cost, or estimated cost to the district?

Please indicate the expected cost to the district.

3. What is the range of funds an organization can apply for?

We have not specified a range. We want to understand what your per pupil/per participant cost is.

4. What if we have multiple programs (eg. after school and summer) with different schedules, budgets, etc? Do we break those out within the proposal?

Yes, please find a way in the narrative to break that down.

5. How specific do you want us to be in the proposal of services- since we have the ability to provide a variety of different types of support and much of that structure design depends on the number of participants, and who is engaging with the support?

Focus on providing information around your primary area of expertise.

6. Under Scope of Services / D: Safety and Site Management, is #2 asking for respondents' emergency response (plan)? The last word is missing.

This should say "emergency response plan."

7. What is the font size, spacing and margins?

We do not have a specific preference for font size, spacing and margins.

8. Under Scope of Services / F: Cost Information, item #1 says "Staffing cost for service delivery, staff training and pre time." What is pre time?

This should read "prep time"

9. Does this only cover partnership activities for which prospective partners are seeking payment? In other words, if a partner is seeking to partner with PPSD to provide in-kind services, do they need to respond to this RFQ?

If a partner is seeking to partner with PPSD, regardless of whether this is paid or in-kind, they should respond to this RFQ.

10. My company sells SEL software to schools. Is that something you're interested in? If so, are you able to pay in full at the time of purchase? I was confused by the 40% payment mentioned in the RFQ.

We are not looking for software through this solicitation.

11. Will you provide the Appendix A cover sheet as a Word document in an electronic format so that respondents can complete the information in the format you are requesting?

Yes.

12. Regarding the formatting, page 1 of the RFQ indicated a requirement of 1 original, 1 copy and 1 PDF, while page 14 requires 1 original, 3 copies and 1 PDF, just wondering which is preferred?

Please submit 1 original, 3 copies and 1 PDF on a flash drive.

13. In past years, the Summer RFP has included specific constraints, parameters and requirements of partners. If this RFQ supplants the RFP, will similar constraints guide the selection of funded summer program partners?

It is not the district's intention to issue a separate solicitation for summer programming as has previously been done. This request for qualifications will serve as the solicitation for identifying and selecting partners for Summer 2023 (July 2023 – August 2023).

Details of programming, including capacity and constraints, will be negotiated during the contracting process.

14. Do we include current programs / partnerships even if we do not have capacity to expand them to new schools?

Please include current programs/partnerships.

15. How detailed should we get in advance vs. focusing on our expertise and this is what we do and the details can come later?

Focus on providing information around your primary area of expertise.

16. Is there any continuing funding stream for this school year to enable community impact grant programming to continue this year?

Partners who have provided programming as part of the Community Impact Grant program should submit from this RFQ if they are interested in continuing.

17. Can we get a copy of the scoring rubric? Or does it exactly match the RFQ?

The rubric is contained within the RFQ.

18. Does the W9 count to the number of pages?

No, it does not.

19. Does the organization chart count to the number of pages?

No, it does not.

20. Does the Emergency Response Plan count in the 21 pages?

No, it does not.

21. Under Section D. Safety and Site Management, question 2 “Attach your emergency response.” What do you want applicants to attach? And does it count in the 21 pages?

This should read “attach your emergency response plan.” It does not count in the 21 pages.

22. How do we define communication tools?

Tools, such as social media, that will be used to communicate with students, staff, and/or stakeholders.

23. Could you please confirm/clarify the requirements for a virtual program would need to meet? Thank you.

The requirements for a virtual program will be the same as those for an in-person program.

24. What is the difference between the original and the copies that you're requesting?

In terms of content, none. The original is the version that will be retained by the Purchasing Department for the full period of record retention required by state law.

25. Under Section B. Background and Experience, question 1 "provide a list of projects and outcomes..." Are those school-based outcomes or from any program? How many projects/outcomes?

These could be outcomes from any program and we do not have a specific requirement around the number of outcomes.

26. How often do you see updating the master price list?

The district has not come to a final decision regarding our anticipated timeline for updating this list.

27. Do you want to see our curriculum?

Please use your narrative to describe your curriculum. Do not send your curriculum or curricular samples.

28. Section V. Content and Format Requirements: No guidance re: font size, spacing, and margins. Usually this is Size 12, Times New Roman, single spaced, 1" margins.

We do not have a specific preference for font size, spacing and margins.

29. On the very first page of the RFP it says "Bidders must include at least one original, one copy, and a digital PDF copy on a flash drive." Section V. Content and Format: "...submit an original plus three copies of their proposals, plus a PDF copy on a CD or USB drive..."

Please submit 1 original, 3 copies and 1 PDF on a flash drive.

30. Under Section A. Scope of Services, how do you define "communications tools?"

Tools, such as social media, that will be used to communicate with students, staff, and/or stakeholders.

31. Is there a template for the cost proposal?

You should use a template that you currently use as an organization.

32. If a partner is proposing to partner on more than one initiative, should separate proposals be submitted or should all opportunities be addressed in one submission?

All opportunities should be addressed in one submission.

33. Should there be separate applications for different areas within a focus area e.g. under Mental Health/Social Emotional Learning, one application for, under “Professional Development, Training and/or Coaching,” one for “Mental Health” and one for “Social, Emotional, Behavioral Health”? Or should they be included in one application?

We want to see one application but you can have different sections describing different focus areas.

34. Should there be separate applications for separate focus areas e.g. one application for Academic Supports, one application for Leadership Development?

We want to see one application but you can have different sections describing different focus areas.