

**Alameda Unified School District
RFP 024-049.02 – After School Program**

**Addendum No. 3
Questions and Answers**

The following are the changes, corrections and/or clarifications to the above-mentioned RFP.

1. Question:
Is the vision of the district to have 1 sole lead agency across all Alameda expanded learning programs?

Answer:

The vision of the district is to provide quality after-school programming that meets state requirements within the funding allocated to the district. This may result in selecting a different agency for each school or one agency for all three schools.

2. Question:
Is the vision of the district to have a collaborative lead agency model in which more than 1 lead agency is running the ASES and ELOP programs?

Answer:

No, the bid is looking for one program at each site to run the after-school program funded by ASES and ELOP.

3. Question:
Will the ELOP programs be RFP'd? If yes, what is the timeline for that RFP to be released?

Answer:

RFP #023-049-01 is for ASES and ELOP funding at Love, Maya Lin and Ruby Bridges. Other sites receiving ELOP services were awarded through bid in 2023.

4. Question:
Who is involved in the selection committee for the ASES sites RFP? Will the school community be engaged in the selection process?

Answer:

The school communities began engagement in the fall and will continue through this RFP process, including community meetings. Once bids are received, they will undergo initial review to determine the terms of the RFP have been met. All bids meeting such requirements will go to the selection committees for review and scoring, comprising school site and district staff.

5. Question:
For RFP #023-049-01, Addendum #1 Question 30 amended the RFP to allow electronic signatures with an audit trail in lieu of original signatures. Will you permit electronic signatures for this RFP?

Answer: Yes, with the signature audit included.

6. Question:
Last year's RFP #023-049-01 Expanded Learning Opportunities program included these three schools, with an option to renew for a total of three years. Why are these three schools going out to bid one year later?

Answer:

In 2023, for continuity purposes, the district withdrew the three ASES sites from the ELOP After School RFP. The district met with the current providers to negotiate an additional year at the sites, understanding all three would go back out to bid for the 24-25 school year.

7. Question:
We are aware that the three schools in this RFP have a number of enrichment programs and other providers. Will those other providers continue to operate at the schools?

Answer:

Capacity is the only consideration at the school sites; however, the district doesn't anticipate 100% enrollment in these programs, and therefore, believes all other programming run by tenants of the district will continue.

8. Question:
We have seen the early release waiver sample. Does the district have an early release policy you can share?

Answer:

Please use the early release waiver sample.

The program is required to stay open for a minimum of 15 hours per week and until at least 6 p.m. every day school is open [EC Section 8483(a)(1)(A)(i)], students are not required to stay the entire length of the program. The purpose of early release and late arrival policies are to identify the reasons as to why students are leaving before the end of the after school base program or arriving late to their before school program.

9. Questions and answers:
Does the district plan to provide supper as a typical requirement for ASES programs?

Answer:

Due to the status of these schools, district will provide supper in compliant with National Student Lunch Standards for all students. Suppers will be delivered to the school by the district and the program administrator will be responsible for meal ordering each week.

10. Question:
To what extent is the provider managing refrigeration, recordkeeping, and food preparation for suppers?

Answer:
None.

11. Question:
Does the provider’s staff need food handler’s cards?

Answer:
None.

12. Question:
Can you provide any guidance about what supper costs, if any, the provider would need to include in their pricing?

Answer:
Supper will be provided.

13. Question:
How many TK-5th grade children are currently or previously (2022-23) enrolled in each school and after-school program at (the schools)? How many children total (priority + regular students) are projected to participate in after-school programs 2024-5 school year?

Answer: Per students counts provided to the district by current providers in December 2023:

Ruby Bridges Elementary		
	Number of Students	
Grade Level	District Funded	Full Fee
TK	18	4
K	23	9
1	15	5
2	19	5
3	12	4
4	18	8
5	17	4
TOTAL	122	39

Maya Lin Elementary		
Number of Students		
Grade Level	District Funded	Full Fee
TK		
K	12	18
1	8	27
2	6	23
3	12	21
4	11	15
5	7	21
TOTAL	56	125

Love Elementary		
Number of Students		
Grade Level	District Funded	Full Fee
TK	19	6
K	17	8
1	13	4
2	9	8
3	16	6
4	10	2
5	11	1
TOTAL	95	35

Providers should expect similar numbers of fee paying families in 2024-25 and use the provided ELOP qualifying data in the RFP for potential numbers.

14. Question:

Is there a minimum number of students required to operate an after-school program at each school site?

Answer:

ASES grant funding does have minimum numbers for each site, those are:

Love: 83

Maya Lin: 77

Ruby Bridges: 121

15. Question:

Are there specific challenges that are not addressed by current after-school programming or the after-school vendor? Not including those specified as Unduplicated Students (Unhoused, Foster, and ELD who qualify for FRPM) students, Focus Area 2, or listed in 'AFTER SCHOOL PROGRAMS GOALS '.

Answer:

The cost to run after-school programming is high, and therefore providers rely on fee-based enrollment to support the program. The district would like to see more at-need students receiving services.

16. Question:

Will the new vendor replace the existing vendor at all three schools or serve as an additional provider, working with the current vendor?

Answer:

The awarded bidder will operate the district funded ASES and ELOP after-school programming at the site(s), not in addition to any other provider unless those providers are operating as tenants.

17. Question:

Program Requirements: Will the new vendor duplicate existing after-school programs or be responsible for new programs (Except for physical activity programs where the new vendor can maintain the existing program?)

Answer:

The awarded bidder will operate the school site's district after-school program, and all of its required components.

18. Question:

The program will operate until at least 6:00 p.m. on every regular school day. Does this include early release on Wednesdays? How late can the program run beyond 6:00 p.m. including Wednesdays?

Answer:

Yes, all programs must remain open until 6:00pm and close at 6:00pm including early-release Wednesdays.

19. Question:

Is there a minimum and maximum award range for annual funding per school/for all 3 schools? Is there a cap on daily/weekly/monthly program fees per student invoiced to the District?

Answer:

For the ASES funding at each site for 23-24, the funding amount was as follows:

Ruby Bridges: \$187,395.00

Maya Lin: \$119,083.00

Love: \$128,812.00

ELOP funding used to support the programming is based on the state allocation to the district and will be based on non-fee-paying students in the program who qualify.

20. Question:

Is a license fee or percent of the budget required to cover custodial, overhead, facility rent, and other charges?

Answer:

The awarded bidder is not responsible for any custodial fees, utilities, or facility rental fees. The provider will only be responsible for their own overhead fees such as staffing, training, licensing.

21. Questions:

Is it possible to submit a proposal for only one of the three schools?

Answer:

Yes

22. Question:

If we build our cost around the variable costs, can we leave the fixed cost box blank?

Answer:

Yes.

23. Question:

Can it be saved as a PDF on the USB?

Answer:

No, the worksheet must be saved in original format and submitted on a usb drive but a pdf should be submitted in the hard copied bid package.

24. Question:

We are just now seeing this RFP and missed the PPC. Is the district able to accept a proposal from a vendor who was not able to attend the PPC? Is there a recording or notes to review from yesterday's meeting?

Answer:

Yes, please follow this link to the recording:

<https://drive.google.com/file/d/1KKQLstO4v2gC6dvaycEpiU3R-x4Yv0QX/view?usp=sharing>

25. Question.

How many early release days are there in the academic year?

Answer:

Please refer to the school calendar linked in the RFP.

26. Question:

May Vendors charge families a fee for non-unduplicated students?

Answer:

Yes, however, the program shall prioritize ELOP qualifying families. Providers may establish their own fee and sliding schedule for other families that are not covered by district funding.

27. Question:

Can you clarify what systems AUSD currently has in place for the specialized support of English Learners (from page 8 of RFP)?

Answer:

Provider will work directly with school to identify the needs of these students.

28. Question:

Will there be advanced resources and support from the District and school site partner(s) to help identify and enroll Priority Student Enrollment Target? If so, what will these supports be? Will communications be offered in multiple languages?

Answer:

Yes. Providers will be given list of qualifying students. Providers need to work with school site to outreach to families. Provider is responsible for language translation.

26. Question:

Are there any other 'out of school time' care days that you plan on needing for the year – if so, how long in hours, would that day of care be and how many times per School Year?

Answer:

There is no intersession planned for the awarded bidder.

27. Question:

How many collaborative meetings are conducted per year?

Answer:

It depends on the need by school site.

28. Question:

Can we send our Site Director (onsite manager) only, or are we required to send youth leaders to collaborative meetings?

Answer:

Site program manager/s only.

29. Question:

Are multiple students discussed per meeting, or are there individual meetings for each student?

Answer:

On an as needed basis.

30. Question:

Are they conducted on teacher in-service days, or any time throughout the year?

Answer:

Please refer to the school calendar linked in the RFP for teacher PD days.

31. Question:

With regards to third-party attendance software, is it possible to restrict the provider's access to data solely to what is required to track attendance? (student name and attendance).

Answer:

The district has a Data Privacy Agreement in place with the provider. We require the use of a district-selected attendance reporting system.

32. Question:

Can we have families fill out a waiver allowing the sharing of information and ask if we can separately collect data?

Answer:

Families will register with providers directly. Provider may collect family information at registration time.

33. Question:

If we are required to rely on accessing family data through your 3rd party software for attendance tracking and what we need for our family management system, what provisions does the LEA provide to keep both parties in FERPA compliance?

Answer:

The district maintains a data privacy agreement with the software company. In the event CONTRACTOR receives student data protected by the Family Educational Rights and Privacy Act ("FERPA"), Provider shall abide by Education Code section 49073, including the following:(a) Provider shall not use the student data provided, for an unauthorized purpose, transfer the student data to an unauthorized third party, or sell said data (b) Provider shall delete or otherwise dispose of student data in its possession after the termination of services under this Agreement (c) Provider shall undertake reasonable precautions to protect the student data and shall promptly report to the District any unauthorized access to the student data.

34. Question:

What is the purpose of this RFP?

Answer:

To select a vendor to provide after-school services at Maya Lin, Love and Ruby Elementary schools.