City of San Antonio

ADDENDUM I

SUBJECT: Request for Proposals for Competitive Education Grants for Pre-K Four Programs, (RFP 16-002), Scheduled to Close: Friday, December 18, 2015; Date of Issue: Friday, November 6, 2015

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: November 20, 2015

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. **Add:** Pre-Submittal Conference Presentation(s) for Public/Charter, Private/Parochial, and Childcare Center categories, these documents will be posted as separate files.

2. **Add:** RFP Attachments in Word Version, attached as a separate document.

3. **Add:** RFP Section 011 – Restrictions on Communication, the following will be added to this section to read as:

   "The Department recognizes that frequent communications are necessary to take care of day-to-day operations of each facility and program managed by the Department. These communications are not prohibited during the "no contact" period, but must be limited to routine, day-to-day discussions of current programs and activities. There shall be no discussion of the grant/contract/program which is the topic of the pending RFP. Any communications made regarding the pending RFP are strictly prohibited, and could result in disqualification from eligibility."

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:

On Thursday, November 12, 2015, the City of San Antonio and Pre-K 4 SA hosted a Pre-Submittal Conference to provide information and clarification for the Competitive Education Grants for Pre-K Four Programs Request for Proposals. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

Public ISDs/Charter Schools

Question 1: Does the grant require a match from the districts? Is ADA used as a match since the $2,500 per student couldn't fund a full classroom? Is funding full day programs supplanting because of ADA?

Response: The grant does not require a match. However, Respondents may receive additional points for demonstrating a cash match. When designing their budget, Respondents should analyze other funding sources such as ADA when determining how much to request and to confirm that they are not supplanting existing funds. Respondents should describe how they will use their ADA funding in the narrative budget section to demonstrate that the proposed plan is not supplanting funding. If a public ISD/charter school is already providing a half day program, the proposed plan must demonstrate how Pre-K 4 SA funding is only funding the second half of the day.

Question 2: Is there something specific that Pre-K 4 SA is looking in terms of sustainability? Is this included in the criteria?

Response: Sustainability is a component of the evaluation criteria and Respondents can receive up to 5 points for sustainability. There are no specific sustainability requirements, but Respondents should demonstrate how their proposed plan can continue to have an impact after the grant period.

Question 3: Will you be giving priority points for districts that are already participating? Is that under the "experience" section of the evaluation criteria?

Response: Respondents can receive points under the "Experience" section of the "Experience, Background, Qualifications" section of the scoring criteria. Pre-K 4 SA partners will receive points in this section based on their involvement as a participating school district or through their collaboration on professional development.

Question 4: When asking about our background and experience with Pre-K 4 SA, are you also asking for information on other grants where we are working with the City as well?
Response: Yes. Respondents should demonstrate their experience with Pre-K 4 SA, the City of San Antonio, and other municipalities.

Question 5: It says that additional documents may be submitted. Does that include monitoring reports from other grants?
Response: Yes. Respondents can submit past reviews, monitoring reports, and/or performance reports for any grant program. These attachments are not included in the page limit for the "Experience, Background, Qualifications" section.

Question 6: When it asks for experience with grants, does that mean any grant from the City?
Response: This can include grants with the City or any other local, state, or federal grant.

Question 7: We have Head Start with Avance. If we write a proposal for extended day, we don't want to leave them out since we provide the service together. Do we write the application together?
Response: Respondents may submit Co-Respondent submissions should they decide cohesively that is in the best interest of their application. Co-Respondents should both submit a General Information form in their respected category of application as well as both Respondents should sign the Signature form, but the overall proposal is submitted together as one submission.

Question 8: Our district used to have a program for Pre-K but we no longer have that program. Is it considered supplanting if we want to bring it back? Is there a rule against funding a previously funded program?
Response: This is not considered supplanting. Supplanting only applies when a Respondent requests funds for a programs or services that are currently being implemented.

Question 9: Is transportation something that qualifies under the grant?
Response: Yes, transportation costs may be considered for grant funding.

Question 10: Is there a limit on the number of proposals we could submit from one district? I have Head Start on some campuses, but I might want to have something else for the other programs. Do I submit multiple applications?
Response: ISDs should submit one proposal per district. In the proposed plan, Respondents can describe all parts of their proposal and should notate the difference between proposals by campus, if any. Respondents will also list the schools in the "Service Plan Specifications" section and write the number of students to be served at that campus. Additional lines may be added to the form if needed.

Question 11: If I am applying for different projects on multiple campuses, would I just specify the number of children per campus?
Response: Yes. List each campus to be served by the proposed plan on the Service Plan Specifications page.

Question 12: You have a requirement that teachers must use Pre-K 4 SA professional development, but they do not receive CEUs for attending. Is there a way that we could partner?
Response: Pre-K 4 SA is not an approved CEU provider. Pre-K 4 SA may partner with local ISDs to provide CPEs, so a district should contact Linda Hamilton at linda.hamilton@sanantonio.gov to get more information.

Question 13: Can the school district choose which type of professional development they want to have their teachers attend or give teachers the choice on what trainings they attend?
Response: School districts can choose their desired professional development topics and structure (i.e. presentations, workshops, coaching) and selected topics should be targeted for the district's teachers and their needs. There is no Pre-K 4 SA-mandated professional development curriculum; the only requirement is that professional development be utilized as part of the proposed plan.

Question 14: If you do professional development during the school day, can you budget substitute teacher funds?
Response: Yes, substitute teacher funds for professional development can be submitted as part of the proposed plan.

Question 15: I have schools that have a San Antonio mailing address, but the school is physically located in another City such as Helotes. Can they apply?
Response: No. The school must be physically located within the San Antonio City limits to eligible to apply.

Question 16: If a student enrolls and is served under the grant and then the student moves later outside of City, are they still eligible for services? Please be very specific about the answer as we have a lot of schools that are in the City but on the edge.

Response: A student that begins the school year residing within City limits and receiving services should not be excluded from those services mid-year because of City residency issues. Pre-K 4 SA requires proof of residence from the original time of enrollment, and does not require updated documentation if students move during the grant period. The required documentation is a gas, electric, or water bill, or a signed lease agreement (must include page with property owner and tenant's signature) that is current (or a month prior) at the time of enrollment to the school or childcare center. Proof of residence documentation must indicate the physical and mailing address of the property where the utility services are provided. Post Office Box addresses are not acceptable. Moving or cancellation notices are not acceptable proof of residence.

Question 17: If we are considering extended day and want to have some kind of baseline, can we call Pre-K 4 SA to see their baseline cost for providing extended day? Can we call around to different programs to see what options are being used?
Response: Due to the restriction on communication, Respondents should not contact Pre-K 4 SA for budget comparisons for providing extended day. Respondents can call other school districts or education organizations to conduct comparative research.

Question 18: Is the funding for one year starting in August 2016 or is two years?
Response: Funding begins July 1, 2016 for a period of one year with an option for an additional year contingent on approval of the appropriation of funds by the Corporation's Board of Directors and City Council.

Question 19: Do we submit our budget for two years?
Response: Respondents should submit a budget for year one only. When the contracts are being evaluated for the renewal contract for year 2, Respondents will be required to submit a new budget.

Question 20: Is the six page limit for proposed plan six pages for year one and an additional six pages for year two or does the entire plan need to be in the six page limit?
Response: Respondents must submit their two-year proposed plan in six pages.

Question 21: For your transportation program, do parents just pick up at the sites or do you provide transportation for extended day?
Response: Pre-K 4 SA uses 17 depots at libraries and community centers located throughout the City. Parents drop off and pick up their students at the depot before and after school. Transportation is not provided for students in the Extended Day Program.

Question 22: Can one of our references be Head Start?
Response: Yes.

Question 23: What do the independent evaluations look like that you provide?
Response: We will work with an external evaluator to develop the evaluation protocol. The purpose of the evaluation is to measure impact of grant funding on access and enhancement of quality Pre-Kindergarten programs.

Question 24: What methods would be used to collect longitudinal data? Would it be assessments such as STAR, Class, TPRI, etc.? Would this be adding more than the data we are already collecting? Would it be as easy as tracking them on PEIMS?
Response: The longitudinal data that is collected on the students benefitting from the grant program will be provided to Pre-K 4 SA from the grant awardees. The data will not include information that is not data typically collected by the grant awardees.

Question 25: Could there be an additional assessment that you give us that is separate from what we already record?
Response: Yes. Pre-K 4 SA will conduct an external evaluation that may collect additional data from what is already being recorded by the grant awardees. This will be funded by Pre-K 4 SA and the methods used will be agreed upon prior to awarding the contract.

Question 26: When will the awards be announced?
Response: Recommended Respondents can anticipate to be notified in February 2016 for negotiation of contracts. Pre-K 4 SA Board of Directors approval is anticipated in early March 2016.

Question 27: Will funds be paid in a lump sum or how will the funds be dispersed?
Response: Funds will be paid according to the negotiated contract signed by the Corporation and the grantee. Lump sums are highly unlikely and it would most likely be on a reimbursement basis.

Question 28: If we are hiring a grant writer, would that be funded by Pre-K 4 SA?
Response: No. Respondents can hire a grant writer, but they would be responsible for the related costs.

Question 29: When utilizing the Pre-K 4 SA professional development services, could the plan include coaching and onsite training? Is this supplanting if we are already working with Pre-K 4 SA? Or would I just detail what I am requesting that relates to my proposed plan?

Response: Yes, the plan can include coaching and onsite training. If the requested professional development is in the scope of the current services provided by Pre-K 4 SA, the Respondent would just detail the request and would not include this in their budget worksheet and would only describe the needs in the narrative section of the proposed plan. If the requested professional development exceeds the scope of professional development offered by Pre-K 4 SA, the Respondent would include that in their budget worksheet.

Question 30: On outcomes and data source, should we list what we are already collecting?

Response: Yes, if it is appropriate to your proposed plan. If data being collected is not relevant to the plan, it does not need to be listed.

Question 31: Is there a page limit on the performance metrics scorecard?

Response: The performance metrics scorecard can be up to two pages. A Microsoft Word version of the attachments will be posted on the City of San Antonio website so that Respondents can recreate and type answers into the form. This addition is also part of this addendum at the top of the document.

Question 32: Do we have to submit the PDF on a CD?

Response: Respondents can submit the electronic copy of their proposal on a CD, flash drive, or jump drive. Proposals submitted by email or fax will not be accepted.

Question 33: What is included in the word limits? Does that count characters or words?

Response: It is the word count of the response where word limits apply.

Question 34: There is currently not enough space on the PDF to fit the responses. Do you want the responses on a separate piece of paper? Can you post a word document version of the attachments so they can be edited?

Response: Microsoft Word versions of the attachments will be uploaded to the City's Finance website. Respondents may use this version to complete their application. Please keep all page and word limits in mind. This addition is also part of this addendum at the top of the document.

Question 35: When you ask about the number of Pre-K students we have, are you looking at the proposed the targeted site or the entire program or district?

Response: In regards to the General Information form per category submission, the City is looking for total numbers per district/organization. In regards to programs that you are listing for grant monies, those numbers should specifically reflect the programs, targeted sites, etc.

Question 36: When you ask about the total number of staff, is that the number of staff in the district or in the proposed plan?

Response: In regards to the General Information form per category submission, the City is looking for total numbers per district/organization. In regards to programs that you are listing for grant monies, those numbers should specifically reflect the number of staff per programs in your proposed plan.

Question 37: When you ask for annual revenue, are you looking at the total budget?

Response: In regards to the General Information form per category submission, the City is looking for the annual revenue per district/organization. In regards to programs that you are listing for grant monies, the total budget should specifically reflect the programs, targeted sites, etc.

Question 38: When you ask about the number of clients in the General Information Form, is that asking for the number of Pre-Kindergarten students or the number of all students?

Response: The number of all students in your district/organization.

Private/Parochial Schools

Question 39: What are the credential requirements for private school teachers?

Response: Pre-K 4 SA requires the minimum credential required by your accrediting body.

Question 40: Are there specific guidelines or requirements for the number of students served in one classroom?

Response: The Pre-K 4 SA preference is 20 students or less in a classroom. However, if a classroom has more than 20 students, the Respondent must include justification which will be considered when scoring the proposed plan.

Question 41: You ask for three letters of recommendations from constituents served. Does that mean parents or who should those letters be from? Could it be from other granters that are supporting the program?
Response: Letters of recommendation should be from organizations you have partnered with or entities that you do business with.

Question 42: Are the items listed on the budget worksheet recommended as items to include in the budget?
Response: The items listed on the budget worksheet are only a sample to demonstrate the formulas in the spreadsheet. Only include items in the budget worksheet that you are requesting as part of your proposed plan.

Question 43: If you don't have FTEs, could you add FTEs to your program as an enhancement?
Response: Yes, funding can be used for full time employees. Include the cost of their salary plus benefits when calculating the cost per employee for the budget worksheet.

Question 44: What is the requirement for staff to student ratio?
Response: The Pre-K 4 SA preference is one staff member to ten students or less in a classroom. However, if a classroom has a ratio higher than one to ten, the Respondent must include justification which will be considered when scoring the proposed plan.

Question 45: When would we start receiving funds?
Response: Funds become available on July 1, 2016. Because funds will be distributed as reimbursements, awardees may begin spending money on July 1, 2016 and will create an invoice that will be paid by Pre-K 4 SA within 30 days after it is received.

Question 46: Would payments be received in 30 days?
Response: Payment terms will be specified in the contract, but Pre-K 4 SA has a standard 30 day net.

Question 47: If multiple schools have similar goals, can they all use the same grant writer to submit the grant together? Would you prefer that we submit separately or should we submit as a bundle?
Response: Respondents could use the same grant writer(s), under their own discretion. Submission to this program and how and who applies would be determined by the organization and their best interest.

Question 48: Is there an advantage or disadvantages to bundling proposals?
Response: No. The City makes no preference to sole Respondents or Co-Respondents.

Question 49: If we are submitting a proposal with three schools and one school does not meet the criteria but the others do, will the bundle of proposals be rejected or can you negotiate and select two schools that meet the criteria?
Response: Pre-K will review responses that are received and determine eligibility. Pre-K may or may not reject these proposals; final decision will be in the best interest of the Pre-K program; however eligibility criteria is stated in the RFP and all applicants should adhere to those requirements.

Question 50: Is there a reapplication process to receive the one year renewal?
Response: There will be a renewal process where Respondents will have the opportunity to submit a year 2 plan. However, the entire application will not need to be repeated. Grant awardees must be in good standing to be awarded a renewal contract.

Question 51: We have worked with federal grant programs and when we submit for payment it has been a nightmare to be reimbursed. Will we know before we purchase that we will have funding?
Response: Awarded Respondents will be notified in March 2016. They will not be able to spend grant dollars until July 1, 2016, but they will know the contract amount and will be able to begin planning after the announcement in March.

Question 52: I heard a radio ad that applicants would have the chance to have their proposals pre-reviewed. It sounds like it is suggesting that we could submit a draft and someone would review. Is that true?
Response: Respondents will not have the opportunity to have their proposals pre-reviewed. The radio story on Texas Public Radio discussed the pre-submittal conference where potential Respondents can ask questions and get more information, but not to pre-submit their applications for review. Here is a link to the transcript of the radio spot: http://tpr.org/post/City-and-Pre-K-4-sa-accepting-grant-applications#stream/0

Question 53: Will the Saturday, November 21st Pre-Submittal Conference information have the same information as tonight's conference?
Response: Yes. The same presentation will be conducted at the November 21st Pre-Submittal Conference and Respondents will be able to ask questions in the same format as the November 12th Pre-Submittal Conference.

Question 54: Under background section it asks for information about the eligibility of children. Is that a necessity to apply? Do you need a certain percentage of free/reduced lunch students to apply?

Response: There is no requirement for the percentage of eligible students to apply. However, this grant specifically targets underserved four-year-olds in San Antonio. This will be scored in the evaluation criteria under "Statement of Education Need Being Addressed" and "Target Population."

Question 55: If students do not fill out the free and reduced lunch form, how do we determine the eligibility of our students? If the school resides in SAISD, could we use that school population to demonstrate the number of free and reduced lunch students?

Response: Schools may use demographics from data sources that include but are not limited to: Census Bureau data by Census zip code, data from the closest public elementary school, the number of students on tuition assistance, the number of students qualifying for the Child Care Subsidy Program, or any other information that the school collects. The Respondent must articulate how their data demonstrates a close approximation of the student population at the Respondent's school or childcare center.

Question 56: We added a new class last year. Can that be used as expansion or is that considered enhancement?

Response: Since the classroom already exists at the time of the grant application, the school would be applying for enhancement for that classroom.

Question 57: Does the parent engagement program need to be above and beyond what is already being offered if we already have an established parent engagement program?

Response: If a parent engagement program is already established, Respondents should describe their existing program. If they are enhancing an existing program, they should detail what will be added through the grant. If no parent engagement program exists, the proposed plan must address how a parent engagement program will be created and implemented during the grant.

Question 58: What are the requirements for meaningful parent engagement? What kind of documentation do you need for parent engagement?

Response: Meaningful parent engagement means that the school or center provides more than parent-teacher conferences. A narrative description of the program is acceptable documentation and should address both the quantity and quality of engagement opportunities provided.

Question 59: As we are deciding what to fund, can we contact Laura with a few sentences explaining what we are planning to do and submit that to ensure we are on the right track?

Response: While this is acceptable, please note that the question and answer will be made public in the addendum. The response in the addendum will address the feasibility of funding that type of project, but will not give feedback on the proposal.

Question 60: Do you plan on giving feedback on the applications and giving the score sheet back to everyone who applied?

Response: Applicants can request their score sheet as an open records request. Respondents can also request a debriefing after award(s) have been made.

Question 61: In the scoring process, is there something that you would prefer to see in terms of sustainability? For example, would you prefer hardware, software, and desks or staff and professional development?

Response: There are no pre-specified preferences for sustainability or preferred proposals, but Respondents should demonstrate how Pre-Kindergarten students will continue to benefit from the proposed plan after the grant period.

Question 62: If you have a program and you are looking to enhance it, how do you determine "here is the quality of the program now" and "here is how the quality of the program is going to improve"?

Response: Pre-K 4 SA will use the National Institute of Early Education Research (NIEER) standards for early learning to determine the quality of the existing program and the quality of the proposed plan. The specific standards being used to measure quality are listed in RFP Section 012 – Evaluation of Criteria under number "Description of Program Services."

Question 63: Can we use the grant to purchase technology for classrooms?

Response: Yes. As with all proposals, Respondents must demonstrate that the technology is age-appropriate and uses research-based best practices.

Question 64: Would teacher stipends for professional development be an allowable expense?

Response: Yes, teacher stipends are an allowable expense.

Licensed Childcare Centers

Question 65: Is there a required curriculum that childcare centers should be using in order to apply or be selected?
Response: There is no required curriculum to apply or be selected.

Question 66: If I have a veteran-owned small business, do I need to submit the documentation in the application?
Response: Yes, Attachment G referenced in the RFP is posted as a separate attachment. The City's Veteran-Owned Small Business Program was applied to this RFP for tracking purposes only, no preference points will be applied to this RFP.

Question 67: How many four-year-olds must be served to apply? Is there a minimum number of children?
Response: There is no minimum number of four-year-olds served to apply.

Question 68: If some of the teachers have already been trained under high scope, is there a possibility to train other teachers under that curriculum?
Response: Yes. Pre-K 4 SA coaches will work with childcare centers to determine coaching and training needs, so describe any existing curriculum or training in the "Commitment to Services" section.

Question 69: Can a center that enrolls 10 four year olds get paid for the tuition of those students?
Response: No. This grant does not fund student tuition.

Question 70: Is the walkthrough during the application or after the grant is awarded?
Response: Walkthroughs will be conducted for finalists prior to selection. Pre-K 4 SA also reserves the right to conduct walkthroughs throughout the grant period as part of the monitoring procedures.

Question 71: On the evaluation criteria, is there a minimum score a center needs to receive to be awarded?
Response: No. After all proposals are scored, the evaluation committee will select the highest-ranked proposals for the grant.

Question 72: Is there a certain amount of allotted winners for the three grant categories?
Response: No, there is no pre-determined number of winners for each category. The number of selected Respondents will be based on the number of innovative, high quality proposals and applications submitted.

Question 73: If a childcare center is already in the Texas Rising Star system can they still apply? Can they still use the scholastic curriculum that they provide?
Response: Yes, Texas Rising Star providers can apply. Identify the TRS level on the "Center Summary" page. Respondents can use any age-appropriate curriculum and Pre-K 4 SA will provide targeted professional development for the childcare center's curriculum.

Question 74: If you want to have more than one classroom of Pre-K fours, are you allowed the $10,000 per classroom in addition to the $10,000 per center?
Response: All selected childcare centers will receive services and materials valued at $10,000 per center in addition to a value of $10,000 per classroom serving Pre-K four students. For example, if a childcare center has three classrooms serving Pre-K four students, the center would receive services and materials valued at $40,000 ($10,000 per center + $30,000 for three classrooms). Childcare centers are only provided the $10,000 value for classrooms serving four-year-olds.

Question 75: Can you fund a classroom that has some three-year-olds with the four-year-olds? Do you get less than $10,000 if you have a mixed class?
Response: Classes can be mixed and the services and materials provided will be worth $10,000 for all classrooms whether they are mixed or serve only four-year-olds. However, programs with more four-year-olds will receive more points on the "Target Population" section of the evaluation criteria.

Question 76: Do the four-year-olds have to be four on or before September 1?
Response: Yes, four-year-olds must turn four on or before September 1.

Question 77: What percentage of the class has to be four year olds to be awarded?
Response: There is no minimum percentage of four-year-olds served to be awarded. However, programs with more four-year-olds will receive more points on the "Target Population" section of the evaluation criteria.

Question 78: If we fund staff to go to professional development, how do we get paid?
Response: If included in the contract, it would most likely be on a reimbursement basis.

Question 79: What is length of time for the grant? Is it nine months during the school year or is it a full twelve months?

Response: The grant is 12 months with the opportunity for an additional 12 month renewal if all requirements are met.

Question 80: Will you pay for transportation?
Response: No, this grant will not fund transportation costs.

Question 81: Since the school districts serve 75% of the students, will they receive all of the funding to serve the target of 1,700 per students?
Response: No, Pre-K 4 SA intends to fund Respondents from all three categories. The number of selected applications will depend on the quality of programs and proposed plans.

Question 82: Will childcare centers have to compete with other grant categories (public/charter or private/parochial) in future years or will they always compete amongst other childcare centers?
Response: No, the grant program is set up such that categories will only compete amongst themselves in future years.

Question 83: If we don't get awarded in the first round, can we apply again?
Response: If Respondents are not selected this year, they can apply again when the new RFP is released which is anticipated for December 2018.

Question 84: If we are sending teachers to professional development and pay for it up front, is that money that would go towards the $10,000 value or would professional development funds be on top of the $10,000 value?
Response: Professional development services are included in the value of the bundled package for the center (i.e. director leadership training) and the classroom (i.e. coaching).

Question 85: How is the money dispersed for reimbursement?
Response: Purchase orders will be created and provided to the grantee based on the contract terms. Once the grantee has spent grant dollars, they may submit an invoice for reimbursement. Typically, the Corporation will process and pay invoice within 30 days of receipt of the invoice (not from the invoice date.)

Question 86: The childcare center offers services for 12 months, but some kids will not stay for 12 months. If students leave in the middle of the program, can we enroll additional students?
Response: Yes, programs can enroll students throughout the grant period.

Question 87: If you have staff that is receiving scholarships for degrees, can Pre-K 4 SA provide additional funding to supplement the T.E.A.C.H. program?
Response: Pre-K 4 SA will not pay the childcare center's portion of the CDA assessment fee or tuition assistance for staff participating in the T.E.A.C.H. program.

Question 88: If we are currently working with T.E.A.C.H. or TRS and they give us curriculum, can we ask for materials for that specific program? Is that something we would pay for up front and then get reimbursed for?
Response: Yes, childcare centers can request materials that align with their existing curriculum. Pre-K 4 SA will most likely buy the materials requested in order to leverage the resources.

Question 89: Does professional development training have to be local or could it be in Austin?
Response: Professional development does not need to be local. Pre-K 4 SA will develop a plan with the childcare center to determine their professional development needs and budget.

Question 90: Is there something regulatory that doesn't allow Pre-K 4 SA grant funding to follow the child to childcare center? Is there a reason why the childcare centers don't get $2,500 per student? Is it not allowable by law?
Response: The Pre-K 4 SA grant program is set up to support childcare centers through a package of bundled services and materials. If the Pre-K 4 SA program were to give funding directly to childcare centers, the insurance requirements for the childcare centers would be cost prohibitive.

Question 91: What are insurance requirements? What is the maximum requirement?
Response: The insurance requirements are listed in the RFP under Exhibit 2 – Insurance Requirements.

Question 92: If one additional student enrolls and I need to create another classroom due to ratio, can that classroom be funded?
Response: The application will be scored and awarded based on the number of classrooms submitted in the application.

Question 93: Is the grant based on the number of four-year-olds we are currently serving or the number of four-year-olds we will be serving next year?

Response: The grant award is based on the number of four-year-olds submitted at the time of the grant application. If you anticipate that you will be serving additional four-year-olds during the grant period, describe why you anticipate an increase in four-year-old enrollment.

Question 94: Is there a listing of allowable costs?
Response: No, there is not a listing of allowable costs.

Question 95: What is provided in the professional development?
Response: The professional development services will be given in the following area: leadership development training for center directors or administrators, training for creating or enhancing a parent engagement program, and regular professional development services for staff to include both workshops and individual coaching. These services will be tailored to the specific needs of the childcare center.

Question 96: Where is a listing of the services that you currently provide at Pre-K 4 SA?
Response: The Pre-K 4 SA website - www.sanantonio.gov/prek, describes services currently provided at Pre-K 4 SA.

Question 97: Would you consider applications that work with Head Start?
Response: Yes, Pre-K 4 SA will give equal consideration to providers that work with Head Start.

Question 98: Can outdoor equipment be included in the request for materials?
Response: Yes, outdoor equipment can be included in the request for materials.

Question 99: How innovative do we have to be?
Response: Proposals will be scored using the criteria in RFP Section 012 – Evaluation of Criteria.

Question 100: Can we serve special education students and is there training for special education teachers?
Response: Yes, programs that serve special education students are allowed to apply and professional development services can be targeted for special education teachers.

Question 101: Is there a list of allowable expenses so we can figure out what you are looking for or what we are unable to request? For example, requesting training in Austin versus training in Washington D.C.
Response: No, there is not a listing of allowable costs. Pre-K 4 SA will score proposals based on the demonstrated need and the benefits to the students being served. If the grant is awarded, the Pre-K 4 Professional Development staff will create a tailored service and material plan for each center based on their needs. The $10,000 value per center and the $10,000 value per classroom will include the cost of professional development services provided by Pre-K SA. There will be additional opportunities for professional development services from other providers that will also be included within the $10,000 value of services and materials.

Question 102: How soon will the answers to the Pre-Submittal Conference questions be available?
Response: Pre-K 4 SA staff will prepare responses and will post the addendum as soon as possible with a goal of posting Addendum I on Friday, November 20, 2015.

Question 103: Are you targeting a certain zip code with the grant?
Response: No, there are no pre-determined zip codes. The purpose of this grant is to target underserved four-year-olds, so Respondents should describe their student population and will be scored in the "State of Education Need Being Addressed" and the "Target Population" sections of the evaluation criteria.

Question 104: What is the DUNS number?
Response: The Data Universal Numbering System, abbreviated as DUNS or D-U-N-S, is a proprietary system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Should Respondents not have or are unable to locate a DUNS number please provide a federal employer's identification number/social security number and/or your Texas Comptroller's taxpayer number.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS OF COMMUNICATION:

Question 105: Could we apply for the extended day program?
Response: Yes, public ISD/charter schools and private/parochial schools can apply to add an extended day program.

Question 106: I would like to know if the grants are only for schools in the San Antonio area or if a school such as mine, in Converse may apply.

Response: This grant is only available for education facilities that are located within the San Antonio City limits that serve students that reside within City limits. Schools in Converse are not eligible to apply.

Question 107: For RFP Attachment B, Part One, Public ISD/Charter School: General Information, #1, what should we check for Business Structure? Since we are a public school district, should we simply check "other" and state "Public School District"?
Response: Yes, please check "other" and state your entity.

Question 108: What is the maximum amount for which a public school district can apply? The budget sample has an amount of $548,500. Is this the recommended amount or the cap?
Response: There is no maximum total amount. Respondents must submit proposals that do not exceed $2,500 per student. The $548,500 listed on the budget worksheet is only an example to demonstrate the formulas included in the spreadsheet and is not a recommended proposal value.

Question 109: What is the anticipated average award amount?
Response: The award amount will depend on the innovation and quality of proposals and Respondent programs. Pre-K 4 SA does not have a pre-determined number of awards or award value for any grant category.

Question 110: Are you allocating funds for each of the categories (i.e., 1. public school districts/charters; 2. private/parochial schools; 3. licensed child care centers)?
Response: Fund allocation for each category is based on the number of four-year-olds currently being served in each category. However, the funding allocations may change due to the quality of applications received.

Question 111: How much total funding is available in the public/charter category?
Response: Fund allocation for each category is based on the number of four-year-olds currently being served in each category. However, the funding allocations may change due to the quality of applications received.

Question 112: What is the number of anticipated awards (in the public school district/charter school category)?
Response: The number of awards in each category will depend on the innovation and quality of proposals and Respondent programs. Pre-K 4 SA does not have a pre-determined number of awards or award value for any grant category.

Question 113: Is there a recommended grant request amount for public school districts?
Response: There is no recommended grant amount for public school districts, but all proposals for expansion and enhancement must not exceed $2,500 per four-year-old student served.

Question 114: The per pupil amount for public school districts is $2,500. Is there a minimum and/or recommended number of students that should be served through this program?
Response: There is no minimum or recommended number of students that should be served.

Question 115: On RFP Attachment B, Part One - General Information, #1, Respondent Information: For Annual Revenue, since we are a public school district, we do not generate annual revenue. Should we add a "0" on this line? Or, is annual revenue referring to the district's annual budget? Or, since we are applying for select schools, do we only list the annual revenue (i.e., local budget) for the participating schools?
Response: Regarding the General Information form, you may choose to state "0" or "N/A" notating that the entity submitted is a non-profit and/or governmental entity.

Question 116: For total number of employees, again, is this for the entire district or the participating schools?
Response: Regarding the General Information form, it would be for the entire district. Regarding your proposed plan section it would for programs that are being applied for (participating schools).

Question 117: What do we state for the "total number of clients/customers"?
Response: Regarding the General Information form, we advise the overall number of students served in your district/organization.

Question 118: Are you referring to the total number of students enrolled in the district? If yes, do we also include the total number of staff employed by the district or the number of teachers?
Response: Regarding the General Information form, we advise the overall number of students served in your district/organization. The total number of staff/teachers is what we advise for the General Information form for total number of employees referenced.

Question 119: Is it the total number of students enrolled at the participating schools? If yes, do we include the total number of staff at the participating schools?

Response: See response to questions 117 and 118.

Question 120: Under "Briefly describe other lines of business that the company is directly or indirectly affiliated with"? AND "List Related Companies" How does this apply to a public school district? Do you want us to state our mission? Can you provide more guidance?

Response: Should this question not be applicable to your organization you may respond as "not applicable."

Question 121: On #5, where is the Respondent's corporate headquarters located?" Do we list our main central office information or do we add "N/A" since we are not a corporation?

Response: The main central/administration office location will suffice.

Question 122: Under References, "provide three (3) references that Respondent has provided services to within the past three (3) years. The contact person named should be familiar with the day-to-day management of the contract and be willing to respond to questions regarding the type, level, and quality of service provided." Since we are a public school district, can you provide additional guidance? Should we list a vendor, a parent, an NISD Board member, etc.?

Response: References should be from organizations/affiliations with which you have partnered or have conducted business.

Question 123: Under the Public ISD/Charter School: Service Plan Specifications: Do we respond to the narrative questions b-e, on a separate piece of paper? Just want to confirm that narrative responses for questions b-e are not included in the six page limit for RFP Attachment B, Part 3 Public ISD/Charter School: Proposed Plan.

Response: The Service Plan Specification questions can be answered on a separate piece of paper. A Microsoft Word version of the attachments is available to view on the City of San Antonio website to aid in recreating the form. The six page limit is only for questions 1 through 4 on the proposed plan; questions b-e on the Service Plan Specification page are not included in the page limit. Respondents must follow the word limit requirements for questions b-e.

Question 124: Also, narrative responses for b-e state "200 words or less." Does this actually mean responses are limited to 200 words? Are there character limits?

Response: The response for question b-e on the "Service Plan Specifications" page must meet the word limit. This is a world limit, not a character limit.

Question 125: What documentation do you require to ensure that students served must reside within the City of San Antonio City limits?

Response: The required documentation is a gas, electric, or water bill, or a signed lease agreement (must include page with property owner and tenant's signature) that is current (or a month prior) at the time of enrollment to the school or childcare center. Proof of residence documentation must indicate the physical and mailing address of the property where the utility services are provided. Post Office Box addresses are not acceptable. Moving or cancellation notices are not acceptable proof of residence.

Question 126: Under Public ISD/Charter School: Performance Measure Scorecard is there a page limit? Do we need to provide responses to these questions on the page?

Response: The performance metrics scorecard can be up to two pages. A Microsoft Word version of the attachments will be posted on the City of San Antonio website so that Respondents can recreate and type answers into the form.

Question 127: How will grant funds be disbursed? Is it on a reimbursement basis? Will we receive the total award?

Response: Funds will be paid according to the negotiated contract signed by the Corporation and the grantee. Lump sums are highly unlikely and it would most likely be on a reimbursement basis.

Question 128: Form CIQ: Do we complete the Conflict of Interest Questionnaire and submit our response with our application or is this something we complete after the application is submitted?

Response: Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the Corporation or City, shall file a completed Form CIQ with the City Clerk if those persons meet the requirements under §176.066(a) of the statute. By law this questionnaire must be filed with the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Texas Local Government Code. Do not include these forms with your proposal. The Finance Department, Purchasing Division will not deliver the forms to the Office of the City Clerk.

Question 129: How will questions be answered? Will you reply directly to this email? If you post addendums, FAQs, etc., how do we access them and where will they be posted? Do I need to subscribe to a list serve? If so, where can I access it?

Response: Questions submitted prior to December 1, 2015 at 2:00 p.m. will be answered in an addendum to the RFP. The addendum along with any updates to the RFP or additional documents will be posted to the City of San Antonio website. There is no list serve; it is the responsibility of the Respondent to check the website for updated documents.

Question 130: Will addendums need to be included as part of the application? Do we have to sign them and include them in the application we submit?
Response: A signature block is located at the bottom of the addendum for Respondents to sign and submit any addendums issued along with your proposal. It is preferred to submit with your proposal to show acknowledgment of any changes, etc. that the City made through the RFP.

Question 131: Regarding the References, can two entities in different categories serve as references for one another?
Response: Yes.

Question 132: There are Northside elementary schools that reside in Leon Valley, Helotes, and Heritage Park etc. eligible to participate? Are students who live in these areas (i.e., Heritage Park, Leon Valley, etc.) that are located within Bexar County AND Northside ISD boundaries eligible to participate?
Response: Schools located in these municipalities are not eligible for grant funding. In order to be eligible, the education facility must be located within the City of San Antonio City limits and the students served must reside within the City of San Antonio limits.

Question 133: Is participation limited to only those schools and students who live in the City of San Antonio?
Response: Yes. In order to be eligible, the education facility must be located within the City of San Antonio City limits and the students served must reside within the City of San Antonio limits.

Question 134: Do we need to provide the number of students who are participating in the Pre-K program, and the number of students that are participating in Head Start for the district?
Response: Yes, if the Head Start students are enrolled in your district, include them in your total number of prekindergarten students.

Question 135: Can you help us identify the description of an 'accredited private school'? What accreditation is accepted to qualify a school as a private institution?
Response: In order to be considered, the private school must be accredited by one of the fifteen agencies approved by Texas Private School Accreditation Commission (TEPSAC).

Question 136: Is there a maximum amount of funds that an eligible organization may apply for?
Response: There is no maximum total amount. Respondents must submit proposals that do not exceed $2,500 per student.

Question 137: How much money is available for this funding opportunity?
Notes: A total of $4.5 million is available across the three grant categories.

Question 138: If awarded, will you be able to amend the grant?
Response: Awardees may have the opportunity to request amendments, but all amendments must be approved by Pre-K 4 SA prior to implementation.

Question 139: Can professional development services offered through the grant program be paired or teamed with District personnel so that teachers attending the training can earn continuing education hours?
Response: Pre-K 4 SA is not an approved CEU provider. Pre-K 4 SA may partner with local ISDs to provide CPEs, so a district should contact Linda Hamilton at linda.hamilton@sanatnonio.gov to get more information.

Question 140: Will professional development offered through the grant program comply with Texas education agency requirements so that teachers who attend the training will be able to earn continuing education credits?
Response: Pre-K 4 SA is not an approved CEU provider. Pre-K 4 SA may partner with local ISDs to provide CPEs, so a district should contact Linda Hamilton at linda.hamilton@sanatnonio.gov to get more information.

Question 141: If a child enrolls in the district's Pre-K Four SA full-day classroom grant program and then moves (outside of the City limits), can the child remain in the full-day grant funded program until the end of the school year?
Response: A student that begins the school year residing within City limits and receiving services should not be excluded from those services mid-year because of City residency issues. Pre-K 4 SA requires proof of residence from the original time of enrollment, and does not require updated documentation if students move during the grant period. The required documentation is a gas, electric, or water bill, or a signed lease agreement (must include page with property owner and tenant's signature) that is current (or a month prior) at the time of enrollment to the school or childcare center. Proof of residence documentation must indicate the physical and mailing address of the property where the utility services are provided. Post Office Box addresses are not acceptable. Moving or cancellation notices are not acceptable proof of residence.

Question 142: Is residency established at the time of initial enrollment?
Response: Yes, the required documentation is a gas, electric, or water bill, or a signed lease agreement (must include page with property owner and tenant's signature) that is current (or a month prior) at the time of enrollment to the school or childcare center. Proof of residence documentation must indicate the physical and mailing address of the property where the utility services are provided. Post Office Box addresses are not acceptable. Moving or cancellation notices are not acceptable proof of residence.

Question 143: When will you issue the first addendum with the answers to our questions?
Response: The anticipated release date for the first addendum is Friday, November 20, 2015.

Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator
Finance Department – Purchasing Division

Date _____

Company Name _____

Address _____

City/State/Zip Code _____

_____
Signature