



**City of San Antonio**

**ADDENDUM IV**

**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:** December 9, 2015

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

**Question 1:** Our insurance provider is willing to insure us at the levels indicated, if we increase our premiums. We would certainly be willing to upgrade *if selected* for the grant. However, my question is whether we need to upgrade in order *to apply* for the grant. If we send a current statement of insurance that does not match the limits, are we disqualified from applying for the grant? Or can we submit a current statement from the insurance company saying what our current coverage is, and that they would be willing to match the required limits.

**Response:** The intent of the insurance language is that Respondents are asked to provide their current certificate, along with a letter from their carrier/agent saying they will continue to provide this coverage. If the certificate does not show the required types or levels of coverage required in the RFP, than the letter from the Respondent's insurance carrier/agent will need to state that should the Respondent be awarded the contract, the required coverages are obtainable and will be provided through their agency.

Respondents do not have to have the required coverages in place in order to apply and/or respond to the RFP.

**Question 2:** On RFP Attachment D Question 2, we currently are not Texas Rising Star or Naeyc accredited, however we are working towards the Texas Rising Star accreditation. Would we answer the question as if we were accredited?

**Response:** If you have not yet received Texas Rising Star accreditation, you should respond with "no." In the Commitment to Services section, you should describe progress towards accreditation in the narrative.

**Question 3:** Also, Attachment D, part 2 and 3, suggest it is a narrative, should it be numbered according to questions or essay format, and is it 4 pages maximum for each part?

**Response:** As long as applicants respond to all of the questions and the responses are clear, they can either number their responses by question or include one essay.

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

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

\_\_\_\_\_  
Signature