



City of San Antonio

ADDENDUM III

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 4, 2015

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

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

1. **Add:** Respondents: In your respected proposed plan narratives, please provide a main compliance point of contact that would be assigned to this project, if awarded. The main compliance point of contact information we are requesting is their name, position title, email address, phone number and location address. This compliance contact should be able to provide any necessary and all documents, data, information, etc. for audit, compliance, and evaluation purposes to Pre-K 4 SA. Contact information can be provided anywhere in your proposed plan narrative.

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

- Question 1: Can references be parents (clients) of the center? They are the ones we provide our services to.
Response: Letters of recommendation should be from organizations you have partnered with or entities that you do business with. One of the three recommendations may be from a parent.
- Question 2: In RFP Attachment D, Part 2 - it states the narrative information submitted for questions 1 through 8. There are only 6 questions. What are questions 7 & 8?
Response: Please refer to Addendum II released on November 30, 2015, this was a typo, and a revision was made. There are only 6 questions for this particular attachment.
- Question 3: In RFP Attachment D, Part 3- I need clarification on if the summary not exceeds 3 or 4 pages.
Response: Attachment D – Part 3 should not exceed four pages. Applicants may submit four pages, but any information on a fifth page will not be reviewed or considered as part of the submission.
- Question 4: I have 2 children that just turned 5 years old. Do I count them as qualifying or leave them out?
Response: The four-year-old age limit refers to students in their pre-k four year. This means that students may be counted if they turn four on or before September 1 of the program year. These students will turn five during the program year, but should be counted as four-year-olds.
- Question 5: I am unclear what the funding amount is for Licensed Child Care Centers, is there a per child or classroom reimbursement amount?
Response: Licensed childcare centers do not directly receive cash, but receive a bundle of services that is 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 6: On the Conflict of Interest Questionnaire Form CIQ, for vendor doing business with local governmental entity:
- 6.1. Is the Conflict of Interest Questionnaire Form CIQ, for vendor doing business with local governmental entity form applicable to a public ISD? If it is not, do we still have to complete and submit the form with an "N/A"?
 - 6.2. On question #1, "Name of vendor who has a business relationship with local governmental entity." do I list the name of our organization (if a school district)?
 - 6.3. On Question #3, "Name of local governmental officer about whom the information in this section is being disclosed," do we state "the City of San Antonio," "The City of San Antonio, and the Early Childhood Education Municipal Development Corporation,"? How does a school district answer this question?
 - 6.4. On Question #3, A, "Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor? YES or NO" Is the response a "No" if we are answering on behalf of our public ISD superintendent?
 - 6.5. On Question #3, B, "Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity? YES or NO" Is the response a "No" if we are answering on behalf of our public ISD superintendent?
 - 6.6. On Question #3, C, "Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more? YES or NO" Since we are responding on behalf of our public ISD superintendent who is not employed by the COSA, do we respond with a "NO"?
 - 6.7. Question #3, D, "Describe each employment or business and family relationship with the local government officer named in this section" If our public ISD superintendent does not have a business or family relationship with the COSA, do we respond with a "NO"?
 - 6.8. On Question #4, as a public ISD applicant, do we have our superintendent sign as the "Signature of vendor doing business with the governmental entity"?
 - 6.9. As a public ISD applicant, does our superintendent need to initial and/or sign the CIQ addendum?

Response: Response is for all questions under Question 6 of Addendum III. The Conflict of Interest Questionnaire form is required by Chapter 176 of the Texas Local Government Code. Please consult with your attorney to determine whether the statute is applicable to you and, if so, how to best complete it. The statute is posted at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm> and includes the following provision:

Sec. 176.002. APPLICABILITY TO CERTAIN VENDORS AND OTHER PERSONS. (a) This chapter applies to a person who: (1) enters or seeks to enter into a contract with a local governmental entity; or (2) is an agent of a person described by Subdivision (1) in the person's business with a local governmental entity. (b) A person is not subject to the disclosure requirements of this chapter if the person is :(1) a state, a political subdivision of a state, the federal government, or a foreign government; or(2) an employee of an entity described by Subdivision (1), acting in the employee's official capacity.

Question 7: Do we need to print each FAQ addenda issued, have them signed, and include them in our application package? Where do you want the signatures to be located on the addenda?

Response: There is a signature block at the end of each addendum for Respondent name and signature. Please submit signed addendums as part of your proposal, they can be inserted at the end of your packet per Attachment I – Proposal Checklist.

Question 8: Has the actual RFP document been updated since its initial release? It does not have a "last updated date" on the actual document or on the website where we access the Pre-K grant information.

Response: The RFP document has not been updated; all updates or revisions to the RFP are reflected on the addendum(s) released.

Question 9: On Question #7 for the Public ISD section in Addendum #2:

Question 7: What if we project 20 students per site but not all of the slots fill due to fluctuating enrollment numbers?
Response: Respondents will be awarded based on the projected number of classrooms. If target enrollment is not met, a budget amendment with justification may need to be submitted for approval by Pre-K 4 SA staff.

What does this mean? How will this work if enrollment numbers fluctuate due to high mobility? It is our understanding that as long as you serve the projected number of students in a year that our award will not be reduced.

Response: Pre-K 4 SA recognizes that enrollment numbers may fluctuate due to high mobility of the population. If awardees hit their projected enrollment by the end of the year, their award amount will not be affected. If awardees do not meet projected enrollment by the end of year one, a budget amendment with justification will need to be submitted as part of the renewal application process. If the projected enrollment numbers are not met, the award amount may be reconsidered in year two if approved for the renewal.

Question 10: If we are submitting monthly invoices, and we do not meet the targeted number of students at one site, in one month, what does this do to our award? Will you reduce our award or the amount we will be reimbursed?

Response: Awardees will submit monthly invoices for the services provided, so the reimbursement amount will only reflect what has been spent on enrolled students during that month. Pre-K 4 SA measures target enrollment on an annual basis and will not reduce the award based on monthly enrollment, but if the number of enrolled students impacts the quantity of services or materials, it may be reflected in the invoices for the services provided.

Question 11: We understood that applicants were responsible for meeting an annual projected number of students not a monthly number. Which is correct?

Response: Awardees are responsible for meeting projected enrollment goals by the end of the program year. Awardees may be responsible for submitting enrollment data on a monthly basis, but will be evaluated on their ability to hit their projected enrollment at the end of the year.

Question 12: What happens if the annual projected number of students served is not met? How will this affect funding?

Response: When applying for the renewal, awardees will report if they met their annual projected enrollment. If the projected numbers were not met, a budget adjustment will need to be submitted and funding amount in year 2 may change if approved for the renewal.

Question 13: What is DUN number and where do we locate it?

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.

Question 14: Explain decreased class size and ratios, will more teachers need to be hired?

Response: If a proposal wishes to decrease class size and ratio, the appropriate number of staff will need to be determined to maintain a low ratio. If a Respondent does not have sufficient staff, they will need to hire additional staff or convert part time staff to full time, etc. Salaries and benefits for these employees can be requested through the grant.

Question 15: Explain the benefits of the program in easy terms in order to ensure better understanding.

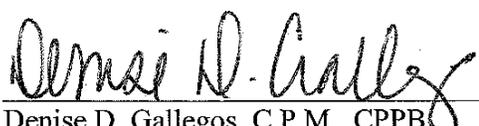
Response: The Pre-K 4 SA Competitive Grants provide funding for San Antonio school districts/charter schools, private/parochial schools, and childcare centers to expand or enhance their programs. This allows education providers to identify needs in their school or program and use the funding to increase access and/or provide high-quality prekindergarten programs to four-year-olds in San Antonio.

Question 16: For references type of service provided please advice.

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

Question 17: What if we project 20 students but not all slots fill? Will this affect our award?
Response: Pre-K 4 SA will evaluate awardees based on the number of students served by the end of the program year. If spaces are available during the school year, awardees should enroll students to try to hit their target by the end of the year. If the projected numbers were not met, a budget adjustment will need to be submitted and funding in year 2 may change if approved for the renewal.

Question 18: It is s possibility that not all sites fill- would we consider doing something with the monies if they do not fill?
Does that need to be laid out on the proposal?
Response: If awardees determine that their projected sites will not reach full enrollment, they will need to submit a budget amendment that would need to be approved by Pre-K 4 SA in order to use the monies for a different project than what was included in the proposed plan.



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

Date _____
Company Name _____
Address _____
City/State/Zip Code _____

Signature