

Addendum 1

Questions & Answers

21RFP024 Youth & Family Enrichment OST Programs 21RFP025 Fine Arts & Creative Learning Partnerships

Q1: Can I apply and be awarded a contract under both the Fine Arts & Creative Learning Partnership (FACLP) AND the Youth & Family Enrichment Out of School Time (OST) programs?

A1: **YES. The Scope of Work and Performance Requirements for the FACLP and OST programs are unique and, as such, allows providers to be considered separately should they choose to apply under each individual program.**

Q2: How often does the District post bid opportunities for the FACLP and OST programs?

A2: **Twice per school year. Providing two staggered opportunities for providers to submit proposals each school year allows for maximum participation by qualified providers. Awarded providers in the Fall semester will be eligible to provide services the following Spring semester. Awarded providers in the Spring semester will be eligible to provide services in the Fall of the following school year.**

Q3: Do I have to sign a separate agreement for each campus I want to serve?

A3: **NO. If awarded a contract under either RFP, you should expect to receive (1) district-wide service agreement for a specified term. You should then expect to receive separate Purchase Orders for each individual campus that you intend to serve. NOTE: If you do not receive a Purchase Order for a specific campus and your expected start date for servicing a campus is nearing, contact the campus bookkeeper to inquire before initiating services. AISD is not responsible for payments for services initiated prior to Purchase Order.**

Q4: When and how do I reach out to campuses to market my services?

A4: **Once you've received a formal Notice of Award from the Contract and Procurement office, you should reach out to the appropriate program staff to receive guidance on marketing to campuses. Contact information for the various programs included in the RFPs are as follows:**

ACE/21st Century OST

Sarah Daly
(512) 414-0452
sarah.daly@austinisd.org

Madeline Jennings
(512) 414-0290
madeline.jennings@austinisd.org

PRIME TIME OST

Amber Aiken
(512) 414-0114
amber.aiken@austinisd.org

Veronica Villarreal
(512) 414-0159
veronica.villarreal@austinisd.org

FINE ARTS Partnerships

John Green-Otero
(512) 414-9839
john.green-otero@austinisd.org

Q5: Can I start services on a campus once I receive a copy of my signed service agreement?

A5: NO. Your official 'green light' to begin performing services is after you have received a valid Purchase Order from the District. NOTE: AISD is not responsible for payment for unauthorized services rendered in advance of a valid purchase order being issued.

Q6: Am I required to provide proof of liability insurance?

A6: All questions regarding insurance requirements should be directed to the Office of Insurance & Risk Management:

Izzy Williams Zandany, Director, (512) 414-2295

Karen Hughes, Accountant, (512) 414-2294

Q7: If my contract is in the amount of \$9,999 (or other), am I guaranteed to receive that amount of payment during the contract term?

A7: NO. All contracts are written "in an amount up-to", and there is no guarantee of any minimum amount of payment to service providers. Being awarded a contract and being added to our Approved Vendors List under either RFP ensures that campuses have access to your services, under the terms of your agreement. It is the vendor's responsibility to market their services to campuses, then work with each Campus Coordinator to plan and schedule services.

Q8: What information should I provide to the campus bookkeeper when scheduling services?

A8: When working with campuses to schedule services, provide at a minimum, the following information, which is crucial to the purchase requisition-purchase order-payment process.

(EXAMPLE): Item: Fine Arts Programming

Description: Musical Performance for 5th graders at ABC elementary

Dates of Service: September 7, 14 & 21, 2020

Basis of Fee: \$40/HR X 6-HRS

Total Fee Not to Exceed: \$240.00

Q9: How do I submit my invoices?

A9: Submit invoices directly to the individual campus bookkeeper(s) and to our Accounts Payable dept. at: AP_INVOICES@austinisd.org

Q10: How long after I submit my invoice before I get paid?

A10: Once services are completed and invoices have been submitted, the campus bookkeeper has two final steps to complete to initiate the payment process: 1) confirm that services were performed, as invoiced; 2) complete the “receiving” function in our business system. If all steps have been completed, vendors may expect to receive payment within (30) days from invoicing the District.

Q11: If awarded a contract under the RFP due November 10, when am I first able to provide services to campuses?

A11: Vendors awarded contracts under the RFPs due 11/10/2019 are eligible to begin services in Spring 2021.

Q12: I would like to be able to donate a portion of my services to AISD campuses, am I eligible to use this contract to do that?

A12: NO. The appropriate vehicle for you to provide ‘pro-bono’ services to campuses is with a partnership agreement thru AISD’s [Office of Innovation and Development \(OID\)](#). OID works with all non-paid partners in the District and has a separate vetting and tracking process for those vendors. Contract and Procurement Services works with all paid consultants/service providers thru the RFP/contracting process. For assistance with the YSM portal, please contact Kelly Lopez at (512) 414-4846 or kelly.lopez@austinisd.org

Q13: If awarded, how can I get my Vendor ID# and update my vendor information with the District?

A13: You can email your request to the appropriate staff in our Finance Dept. at VENDOR.REQUEST@austinisd.org

Q14: If I don’t get awarded a contract this time around, am I eligible to apply again?

A14: YES. There are (2) opportunities to apply each calendar year. Vendors are encouraged to seek feedback on specific evaluation scoring from Contract and Procurement services, but only after receiving an official Notice of Non-Award.

Q15: The RFP requires a sample of our lesson plans. Our lessons are in video format, so I am not able to include that in the RFP. The only way I know to submit a sample is to either email the link to you or to direct you to our website. Will this work?

A15: YES. You may include web links to digital content that can be viewed by evaluation team members. Web links can be embedded within the body of the proposal response and/or as live links within your email response.

Q16: **Fine Arts Programs:** Further explain what information you are expecting on Section II (Scope of Services). My understanding is that the Scope of Service is a negotiated document describing exactly what the vendor will be providing for the cost of services. Is there specific format in which you follow?

A16: NO. There is no specific format required for CLI, what we want to see is that the scope of services offered represent an alignment with the district/department's mission and vision as well as a clear description of what the services entail (their benefit to the students or participants, how they are an enrichment that goes beyond the regular services of the district, what resources are used, how is the impact measures, an understanding of best practice, and what exactly they will be doing).

Q16: **Fine Arts Programs:** Elaborate on what you include in each scope of service / program type. For example, if we offer a 1-class fine arts course in creating a video, would that be considered a fine arts clinic? If we offer a course on keeping creativity in mind when considering a career to promote taking more fine arts courses, would that be considered a fine arts workshop? How do we know if we are talking apples to apples?

A16: That depends on the department with which you are working. The primary areas for us are based on who the vendor is working with, students or educators then how long is the experience - single or residency.

Q17: Do we have to submit proof of insurance with our proposal response?

A17: NO. If required (see A6), proof of insurance can be submitted during the contracting phase of the process; prior to providing services to campus(s).

Q18: Should reference letters be included in the proposal response?

A18: YES.

Q19: The RFP, it says the district generally pays up to \$75 an hour for services. Our program charges \$150 an hour. If we submit a proposed fee of \$150, would that disqualify us?

A19: NO. Assuming your proposal submittal has all the required components to move into the evaluation phase, it will be evaluated and scored by the evaluation committee. Award recommendations will be made based on those proposals that represent the best overall value to the district; cost being one factor.

Q20: **OST Programs:** We provide OST enrichment programs for students but do not have programming specifically for families/parents. Are we still eligible to be considered for a bid if we only provide one of the types of services, or is the district solely looking for providers that provide all services listed?

A20: YES, you are still eligible to participate. You can submit a proposal for just Youth programming, just Family programming - or both. In any case, be sure that you complete the correct Application form(s) for type of programming you are interested in providing (Attachment C - Youth, Attachment D - Adult), which you will include with your proposal packet.

Q21: Would a Teacher Assistant for our programs qualify as a reference?

A22: NO. References must be from schools, school districts, governmental entities and/or professional organizations and firms substantially serviced by the firm (references most similar to organizations similar to AISD are preferred).

Q22: For Attachment C, can we expand the boxes to include more text or should we limit the text to the current size of the boxes?

A22: Form should remain as-is. For overflow information, you may reference an appropriately labeled attachment.

Q23: Is there a page limit for the Proposal Sections I and II (on page 2 of the RFP)?

A23: NO. Only the 'Preface' is limited to 2-pages. No other sections are limited in number of pages.

Q24: What is the budget for the program? In some parts of the RFP it mentions being under \$50,000 and as well mention a general pay per hour of \$60 to \$70: is there a budget threshold?

A24: Agreements are awarded up-to a certain amount, per fiscal year. There is no minimum guarantee of services to be provided as they are provided on an as-needed basis. The agreement is monitored throughout the year and, if nearing the maximum contract amount, may be amended to increase the total contract amount.

Q25: Would the successful bid be expected to provide sites or would it be possible to work with AISD to arrange sites on school campuses?

A25: Each campus is staffed by a Site Coordinator who coordinates Fine Arts and OST services to their respective campuses. Coordinators consider the unique needs of the campus when planning services and are required to select from only those service providers listed on our approved vendors' list.

Q26: My understanding of the RFP is that a vendor outside the Texas is eligible but I wanted to make sure that is the case: can a vendor outside of Texas apply?

A26: Our primary concern is that the program provides OST Enrichment that meet the specifications of the RFP. The method of delivery of the programming, including virtual learning platforms, will be openly considered during the bid evaluation process.

Q27: Your RFP seems oriented toward individuals or groups who would come into the district to present a program. Does a hands-on online video-based art enrichment program that would be accessible to any teacher or classroom in the district fall into your scope of potential interest?

A27: Our primary concern is that the program provides Arts & OST Enrichment that meet the specifications of the RFP. The method of delivery of the programming, including virtual learning platforms, will be openly considered during the bid evaluation process.