



ROWLAND UNIFIED SCHOOL DISTRICT
1830 S. NOGALES STREET
ROWLAND HEIGHTS, CA 91748

ADDENDUM 2
Academic Support & Enrichment Programs
RFQ/P 2024-25 (Q5)

FEBRUARY 20, 2025

TO ALL PROSPECTIVE BIDDERS:

Note: *The following Addendum shall become part of the contract documents, and the bidder shall provide for all work as required by this Addendum. Acknowledge receipt of the Addendum on the Bid Proposal Form.*

Specifications/Clarifications:

Clarification: Submission will be 75 pages inclusive of the 23 page agreement.

Clarification: Addenda Acknowledgement Form is to be submitted along with proposal. The Addenda Acknowledgement Form is part of Addendum 2. (attached)

1. **Question:** Per page 1 of the RFP, the district specifies this project will be funded with ASES & ELO-P funding. Can the district confirm the exact funds that have been appropriated for this project? Is there an anticipated budget for this contract?

Answer: No we cannot confirm at this time. We want the vendor to provide us with their quote regardless of our "award".

2. **Question:** Has the district determined the award date for this project?

Answer: The district would like to board approve the contract at the March 13, 2025, meeting.

3. **Question:** When is the anticipated contract start date? Is this the anticipated implementation start date?

Answer: July 1 2025-June 30, 2026 -

4. **Question:** How long is the anticipated contract?

Answer: The contract will be awarded for one fiscal year with the option to renew for 2 additional year for a total of 3 years.

5. **Question:** When is the expected program start date? What is the expected length of the program and each working day?

Answer: Please refer to the RFP/RFQ.

6. Is there an estimated number of students served during the school year?

Answer: Please refer to the RFP/RFQ and Addendum 1

7. **Question:** Can the district confirm which programs they are looking for, such as 60- 90-minute Enrichment Courses, 3-4 hour Before & After-School Care, Summer or Intersession Enrichment, or Sports programs?

Answer: Please refer to the RFP/RFQ.

8. **Question:** Is there ample parking for instructors? Is it free or paid? Is it on-site? If not, is it a reasonable 5-10 minute walk to campus?

Answer: Free parking on site.

9. **Question:** Does the district require the vendor to provide food or beverages, including snack and meal services? Is there an expected budget for this? Is this included in our costs?

Answer: Nutrition Services will take care of all student's nutrition needs.

10. **Question:** Please confirm the submission type. We understand this is a hard copy submission. Does the district have any requirements for copies or USBs?

Answer: Please refer to the RFP/RFQ and Addendum 1

11. **Question:** According to page 4, "Hawthorne: The Organization's Staff must have a minimum of 2 years of college (48 semester units) and pass the RUSD Instructional Aide exam or the Organization's ESSA-compliant district-approved exam." Can staff test out of these requirements?

Answer: They test out by passing the exam. Please refer to the RFP/RFQ - All staff must have a minimum of 2 years OR pass the exam.

12. **Question:** Regarding the Joint Use and Operations Agreement, I know we need to complete Exhibit A, Vendor Price Sheet, and submit it as part of the 23-page agreement, but I'm not clear if we are also supposed to completely fill out the entire agreement and sign it as well as part of our RFP submission? I'm used to having agreements signed after we receive notification that we are awarded the contract (if we are awarded), so I just wanted to be sure I get this part right.

Answer: You do not need to completely fill out the agreement, however we will need the pricing sheet of the agreement completed.

13. **Question:** Language support - can you please elaborate on the type of language support that is needed? Is it instruction, or parent communication and paperwork, or both?

Answer: Be able to provide bilingual staff for Mandarin and Spanish-speaking students. Please refer to RFP/FQ.

14. **Question:** Can you elaborate on the type of special needs student support you will need? Is the district comfortable paying for extra staff to support these students if needed?

Answer: Activities and supports for special populations, which include Special Education and English Language Learners (ELs) that emphasize language skills and academic achievement. Please refer to RFP/RFQ

1.5.3.2 individualized support for Special Education students, addressing behavior interventions, academic needs, toileting support, and special accommodations that may arise due to student's unique needs?

Any cost should be included in your proposal.

15. **Question:** Question 1: Section 1.10 states "Be able to provide bilingual Staff for Mandarin and Spanish-speaking students." Are audio translators an adequate option?

Answer: Audio translators may be used, but the district prefers to provide bilingual staff for Mandarin and Spanish-speaking students

16. **Question:** Question 2: What type of support are you looking for with special needs students? 1:1 support or specialized training?

Answer: We are not asking for 1:1 support, but the district is requesting program staff be trained to support a variety of needs students may have. Few students would need 1:1 support, but many may need specialized training to support students with special needs (toileting support, supporting students with autism / ADHD, etc.).

17. **Question:** Question 3: On page 5 of the RFP, there are two 1.5.5 labels. Should we repeat it in the RFP as well?

Answer: Labels should be 1.5.5 and 1.5.5(a)

Responses to RFI's will be provided via addenda posted on the district's website at www.rowlandschools.org

The vendor must check the district's website for any addenda before submitting their proposal.

Rosana McLeod

Director of Purchasing