

**DEPARTMENT OF EDUCATION  
OFFICE OF CURRICULUM, INSTRUCTION AND STUDENT SUPPORT  
INSTRUCTIONAL SERVICES BRANCH**

**January 30, 2008**

**ADDENDUM A**

**TO REQUEST FOR PROPOSALS  
No. RFP F08-075  
AFTER SCHOOL A+ SERVICES**

**PART I – WRITTEN QUESTIONS**

**Requirements pertaining to written questions were stated in the original RFP, and were due on or before January 16, 2008. The written questions received by the Department are listed below. The following responses are hereby provided:**

1. References to operational plans (item 2.a, page 2-7), a quality assurance plan (item 3.a, page 2-8), and a quality assurance and evaluation plan (item II.C, page 3-2) are made in the RFP. If a provider has incorporated the contents of these plans as described in the RFP into one document, can this one document be submitted and deemed as having met the three required plans?

Response: Regardless of the format submitted, the aforementioned requirements shall be met. For review purposes, it is recommended that each section addressed be clearly identified.

2. Is the practice of maintaining a wait list of eligible children acceptable when children are enrolled after the start of school? This practice will allow providers to initiate the process of hiring additional staff needed to maintain the 20:1 ratio. (Reference A+ Operations Manual, C-3; Chapter 400, 8-400-5)

Response: Schools should make every effort to accommodate all eligible latchkey children requesting A+ services. However, because staffing may not be available, it may not always be possible to enroll children immediately. In such an event, schools may maintain wait lists to eligible children, and initiate the process of hiring staff to maintain the 20:1 student to staff ratio. If schools believe that it is necessary to place children on wait lists, schools should notify and consult with the complex area superintendent, through the A+ district coordinator, for advice and assistance. Records of students on the wait list must be kept with accurate documentation to show objectivity when openings occur. The requests must be accommodated in a timely manner to assist families with latchkey children.

3. Please clarify what "Pre-registration" information is required as stipulated in item 7.d, page 2-9 of the RFP.

Response: In March, the After-School Plus (A+) Program Registration Form for enrolling in the A+ Program will originate from the office of the State Coordinator and be distributed directed to the schools. The school will send the A+ Application home with children in grades K-5 (K-4 for schools with no 6<sup>th</sup> grade). Applications will also be available for pick-up at the school office. Applications should be returned to the schools in early May.

Students enrolling in kindergarten, as well as any other new students to the school, may obtain A+ applications from the school office at the time they enroll for the school year.

4. Will principals of the schools listed in the RFP as schools requesting services be assigned to the evaluation committee?

Response: The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of no less than three individuals with experience in, knowledge of, and program responsibility for program service and financing (Reference: Section 4 Proposal Evaluation, II. Evaluation Process). Principals meeting the criteria are eligible to be on the evaluation committee.

5. Will principals of schools listed in the RFP as schools requesting services have the ability to rate the last two bulleted items under Section 3? Service Delivery (up to a total of 25 points) of the submitted proposals? The items read:

- Applicant's shall attach a description (one sheet per school) or how it will meet the specific needs for each school it proposes to serve based on the schools specific criteria and needs. The list of schools and site specific criteria are provided as Attachment D to this RFP. (Section 3. Service Delivery, page 4-7, 20 points)
- Applicant shall provide a detailed explanation about any supplementary services that the Applicant plans to offer that could support the school's child care program. (Section 3. Service Delivery, page 4-7, 5 points)

Response: See response to question 4 above.

6. III.B.10. Invoices (page 2-11)

Under this section it states that the invoices " *must be submitted within 14 calendar days after the last day of each month...*" The invoices, however, must be based on the enrollment count of the 6<sup>th</sup> A+ day.

- a: If there is an enrollment increase after the 6<sup>th</sup> A+ day, can we adjust the invoice to include the additional children?

Response: No, we do not adjust for increases or decreases to the enrollment count after the 6<sup>th</sup> A+ day. All appeals and corrections for reporting/invoice rejections must be resolved within the next 60 calendar days. Late claims will not be accepted. Any appeals and corrections for reporting/invoice rejections shall constitute the end of DOE's requirement to pay within 30 days upon receipt of the original invoice. DOE's requirement to pay within 30 days starts on the day the corrected invoice is re-submitted and accepted by DOE. Invoices shall indicate the Accounting classification.

- b: If we are unable to, can the invoice enrollment count be based on children active during any part of the invoice month? This enrollment count would then be the same as the A+3PP enrollment count utilized by DHS.

Response: No, per child payments are calculated on the enrollment count on the sixth A+ Program day of the month (Except July/August, December/January and

May/June where, for the months of July/August, the date of the enrollment count shall be the same as the DOE's official enrolment count for the schools and the enrollment count; for the months of December/January, the enrollment count is calculated on the 6<sup>th</sup> A+ Program day of January and includes December enrollment, and May/June is calculated on the sixth A+ Program day of May and includes June enrollment.)

- c: If the invoice needs to be based on the 6<sup>th</sup> A+ day enrollment count, would we be able to submit the invoice prior to the end of the invoice month and be paid within 2 weeks from invoice submission?

Response: No, providers may not invoice prior to the end of the invoice month and be paid within 2 weeks from invoice submission. DOE will not make payment until services have been completed. Original invoices plus one copy must be submitted within 14 calendar days after the last day of each month to the address specified in the contract. DOE's requirement to pay within 30 days starts on the day the invoice is submitted and accepted by DOE.

7. III.B.10. Standard Calendar Schools (page 2-11)

Is it possible to have the *Invoice Date* for the December/January *Service Month* be changed from January to December?

We originally posed this question at this past year's "A+ Program District Coordinators Workshop A+ Employee Management System" on 6/1/07. Private Providers were requested to collect parent payments in December instead of January. We still needed to invoice in January, however, since it was too late to change the contract for the 2007-2008 school year.

We would like to invoice in the same month that we collect parent payments.

Response: No, it is not possible to have the Invoice Date for the December/January Service Month changed from January to December. Payments shall be made monthly, upon satisfactory performance of services, receipt of an original invoice and in accordance with the established rate schedule and enrollment count dates. December and January are considered one month, therefore services for December and January are completed on January 31<sup>st</sup> of each year.

8. III.B.10. Other Payments (page 2-12)

Is it possible to specify which enrollment count the *Enrollment in August* should be?

We submit two enrollment counts each month; one is the invoice enrollment count (based on children active on the 6<sup>th</sup> A+ day) and the other is the end of month enrollment count (based on children active anytime during the month).

There was a 9/21/06 e-mail from Catherine Iwashita letting the A+ districts know to use the August end of the month enrollment counts.

Response: The first monthly payment of the school year shall be calculated on the provider's A+ enrollment count as of the respective school's official enrollment count date. The date may be adjusted at the discretion of the Contract Administrator in order to accommodate Kindergarten student enrollment.

9. III.B.10. Other Payments (page 2-12)

Does the Legislated Amount

Average A+ Enrollment per Year

equal to the actual child cost per month (i.e. currently \$80.00 a month)?

The formula from last year's contract was incomplete; it missed the 'actual child cost per month' factor.

However, if the above is not the actual child cost per month but is the actual child cost per day (i.e. currently \$4.00 a day), then the formula for *Other Payments* is incorrect. The "divided by 20 days" would need to be removed from the calculation.

Response: No, the amount for the 7 extra days is not equal to \$80.00 a month. The calculation for the 7 extra days is based on the legislated amount, divided by the average A+ enrollment per year. Based on last school year's legislative allocation of \$107,366.00 and average enrollment of 23,455 children for SY 07-08, payment for seven (7) extra days appropriated through legislation will be calculated as follows:

Enrollment in August x  $\frac{\text{Legislated Amount}}{\text{Average A+ Enrollment per Year}}$  = \$4.00

For example, 20 children for the month of August would be calculated:  
20 x \$4.00 = 80.00 Invoice for the 7 extra days

**PART II – CHANGES TO THE RFP**

The following changes are hereby made (deletions appear as ~~strikethrough text~~):

1. Section 2 Service Specifications, III. Scope of Work, B. Management Requirements, 10. Method of Compensation, Other Payments (page 2-12):

Other Payments

Payment for seven (7) extra days appropriated through legislation will be calculated as follows:

~~Enrollment in August divided by 20 days x 7 days x~~  
 $\frac{\text{Legislated Amount}}{\text{Average A+ Enrollment per Year}}$