

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

December 30, 2008

ADDENDUM A

TO REQUEST FOR PROPOSALS  
No. RFP F09-042  
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 December 17, 2008. The written questions received by the Department are listed below. The following responses are hereby provided:

1. Reference: III. Scope of Work, item A.4., page 2-5

The RFP refers to the A+ Program Operations Manual as a major directive for the scope of A+ services. We currently have the August 1999 copy of the A+ Program Operations Manual. Is there a revised updated version of the Operations Manual? If there is, how may we obtain a copy? If not, are there plans to update the Manual in the near future to include the changes that have been made to the program over the years?

**Response:** No, the Operations Manual has not been revised since 1999. However, the manual is in the process of being revised; anticipated completion date is Spring 2010. Copies of the revised manual will be distributed to all sites.

2. Reference: IV. Compensation and Method of Payment, item G. Other Payment, page 2-12.

The formula for calculating the payment for the seven extra days has been changed effective contract year 2008-09. We would like a clearer understanding of this payment and the reason for the change in how this payment will be calculated.

- (a) Provisions for this Other Payment was made when the school year was extended by seven student days for which A+ services would be needed.

**Response:** Private providers received funds for the seven extra days after testimony was presented to the legislature by the private providers in FY 2001. The legislature appropriated \$107,366 for A+ Program ID 45001 to extend the program by 7 additional school days. Subsequently, this amount has been part of the A+ General Funds appropriation. Please note that A+ services in §8-400-8 (a) is for "regular school days, beginning after school until 5:30 p.m." Since 2001, the additional school days has reverted back to 180 student days. In 2008-09 there are only 178 student days. For A+ calculations, there are 176 days as A+ does not operate during half days of school. Currently, there are no seven extra student days for which A+ services are needed for latch key student child care. In addition, the A+ General Fund allocation has been reduced by approximately

60%. Thus, the original allocation for the seven additional school days should also be reduced by 60% respectively.

- (b) Since the 7 days payment is for 7 days of service provided, payment should be equivalent to 7 days as it has since the school year was extended. The formula for invoicing for the 7 days of service has been:

$$\text{Enrollment} \times \$4.00 \times 7 \text{ days}$$

**Response:** There are no seven extra student days for which A+ services are required in school year 2009-10.

- (c) The method in which payment for the 7 extra days will be calculated according to the RFP (page 2.12) equates to payment for only 1 day of service. It was explained to us that the formula for calculating this payment amount was changed in 2008 because the "legislated amount" is no longer sufficient to pay for the 7 days of service.

Who determines what the legislated amount will be and what is the process for the DOE to receive the allocated funding it needs?

**Response:** The original allocation was made by the legislature in Fiscal Year 2001 and these monies are included in the General Fund allocation to the A+ Program since that date. Since the original allocation date, the General Fund Budget for A+ has been reduced by \$4.5 million. Proportionately, this amount has also been reduced as it is part of the entire A+ General Fund allocation and has not been kept as a separate allocation. The funds for A+ are part of the Department of Education budget process.

- (d) The change in how payment for the 7 extra days as specified in this 2009 RFP was put into effect beginning with contracts awarded in 2008. Payment for the 7 extra days for contracts awarded prior to 2008 was made based on the "old" formula referenced in item 2.b above. Will private providers be able to continue to invoice for payment of the 7 extra days based on the "old" formula on contracts awarded prior to 2008 for the duration of their allowable extended years?

**Response:** Yes, contracts containing the "old" formula will be paid according to that contract.

3. Reference IV. Compensation and Method of Payment, item B, Unit of service and unit of rate, page 2-10.

- (a) In January 2006, the A+ unit rate was increased from \$70.00 to 80.00. Prior to this time, there was no increase for a number of years. Using the CPI as a base, the \$70.00 program rate that was in effect January 1999, for example, would now be valued at over \$91.00.

What is the current process for working towards an increase to the unit rate? Should there be an agreed-upon process under which the unit rate can be periodically reviewed and adjusted?

**Response:** Private providers may request an increase in the unit rate citing rationale for the request at any time. The Department reviews the A+ budget annually and renews the Memorandum of Agreement with the Department of Human Services annually. Responses to requests for increase to the unit rate are dependent on availability of funds.

4. Effective 2008-2009, the formula used for calculating the payment for the 7 extra days was changed. Further clarification on how the 7 extra day's payment is derived and the basis for the change would help in understanding this change.

**Response:** The original allocation was made by the legislature in Fiscal Year 2001 and this amount is included in the General Fund allocation to A+ since that date. Since the original allocation date, the General Fund Budget for A+ has been reduced by \$4.5 million. Proportionately, this amount has also been reduced as it is part of the entire A+ General Fund allocation and has not been kept as a separate allocation. The funds for A+ are part of the Department of Education budget process.

5. The legislative amount is stated to be no longer sufficient to pay for the 7 days of service.

Who determines what the legislative amount will be and what process exists for the allocation of these funds.

**Response:** There are only 180 student days in school year 2009-2010. The 7 extra days are non-student days. A+ is only for regular school days.

6. We are asking that you consider that all A+ providers be paid for a 10 month period instead of the 9 monthly increments. Would this be possible?

**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 6th A+ Program day of January and includes December enrollment and for May/June is calculated on the sixth A+ Program day of May and includes June enrollment.) in accordance with the unit rates above, and shall be made in 9 monthly increments as follows:

<u>Service Month</u>	<u>Invoice Date</u>
July/August	August
September	September
October	October
November	November
December/January	January
February	February
March	March
April	April
May/June	May

7. In the formal rating process for contract review we request that the principal be allowed to be included in the rating process whereby a certain number of points would be given to the principal as part of the overall rating system.

**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). The Evaluation Committee may include school principals. All RFPs are evaluated using the evaluation criteria. Preference is not part of the evaluation review protocol.

8. When is the last possible date a school may opt to be included on the bid list this year. In the past, schools were able to be included on the bid list up until the proposal was actually submitted.

**Response:** Principals should have responded by October 3, 2008.

9. What is the final date that a school could decide to be added to the list of schools requesting after school A+ services for school year 2009-2010?

In the past, under special circumstances, schools have been added to the list of schools requesting after school A+ services after the submittal deadline.

**Response:** See response above.

10. School Contacts:

- (a) Are we able to contact and meet with the school principal of a desired school prior to submitting our RFP?

**Response:** No, the evaluation of proposals shall be based *solely* upon the evaluation criteria and their relative priorities as established in the RFP.

- (b) Are we able to contact the current A+ Site Coordinator of a desired school prior to submitting our RFP?

**Response:** No, the evaluation of proposals shall be based *solely* upon the evaluation criteria and their relative priorities as established in the RFP.

- (c) After the award is determined and before a contract is signed can the principal be contacted by the private provider?

**Response:** No, private providers should not contact principals until the contracts have been executed.

- (d) If after signing the contract and the principal and private provider determine 'an unfit match' is there provisions that allow the private provider or principal to terminate services?

**Response:** Contracts may be terminated if the provisions of the contract are not met by the provider. Refer to the General Conditions for Health and Human Services Contracts regarding termination provisions.

- (e) What is the process after signing the contract do private providers have should a principal expect services not covered in the RFP?

**Response:** Private providers are only required to provide services covered in the RFP.

- (f) What assurances do private providers have that principals have a copy, read and understand the RFP F09-42?

**Response:** The District Coordinators have copies of the contracts and provides the appropriate contract to the school principal.

11. Compensation & Method of Payment 2-10:  
The per pupil unit rate was last increased in 2006 to \$80.00 from \$70.00. What is the process for DOE and/or private providers to work together to increase the unit rate per pupil for the 2010-2011 school year or sooner?

**Response:** Private providers may request an increase in the unit rate citing rationale for the request at any time. The Department reviews the A+ budget annually and renews the Memorandum of Agreement with the Department of Human Services annually. Responses to requests for increase to the unit rate are dependent on availability of funds.

12. Other Payments 2-12:

Enrollment in August X Legislated Amount  
Average A+ Enrollment per Year

- (a) What is the "Legislated Amount" for 2009-2010?

**Response:** There is no line item legislated amount for 2009-2010.

- (b) Is the current rate of \$4.00 x 7 days the proposed Legislated Amount for 2009-2010?

**Response:** No, school year 2009-2010 has 180 student days. 180 divided by 9 months is 20 student days per month. There are no 7 extra days.

- (c) If not, what is the rate and how is it determined?

**Response:** The current RFP rate and determination will be used.

- (d) How will this rate affect the current contracts private providers have?

**Response:** All contracts are held to the RFP criteria.