



Addendum 1 Questions & Answers

19RFP020 Youth & Family Enrichment OST Programs – Phase II 19RFP021 Fine Arts & Creative Learning Partnerships – Phase II

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 have committed 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

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

PRIME TIME OST

Amber Aiken
(512) 414-0514
amber.aiken@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 step foot on a campus to perform services is after you have received a valid Purchase Order from the District. The Notice of Award and Service Agreement solidify the procurement; POs authorize services to be rendered and paid.

Q7: If I receive a contract award 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 your responsibility to market your services to campuses, then work with the 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, a campus-specific proposal with the following information, which is crucial to the purchase requisition-purchase order-payment process:

(EXAMPLE1): Item: Fine Arts Programming

Description: Musical Performance for 5th graders at ABC elementary

Dates of Service: September 7, 14 & 21, 2019

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

Total Fee Not to Exceed: \$240.00

(EXAMPLE2): Item: Out of School Time Programming

Description: Taekwondo Instruction

Dates of Service: September 2019 through May 2020

Basis of Fee: \$100/MONTH X 9-MONTHS

Total Fee Not to Exceed: \$900

Q9: How do I submit my invoices?

A9: Submit invoices directly to the campus bookkeeper(s) and to AISDs 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 approximately (30) days from invoicing the District.

Q11: If awarded a contract under the RFP due November 12, 2019, when am I first able to provide services to campuses?

A11: Vendors awarded contracts under the RFPs due 11/12/19 are eligible to begin services in Spring 2020.

Q12: I would like to donate 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/cooperative 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 formal solicitation/RFP contracting process. For assistance with pro-bono partnerships, 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 if needed?

A13: You can email your request directly to our Finance Department 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: Are the ‘Required Bid Forms’ and ‘Youth & Family Enrichment OST Programs’ the only forms I need to send in?

A15: NO. A valid response to this competitive solicitation must contain the Required Forms and the following:

- 1. Application – This is an AISD form. For Youth services, complete ‘Attachment C: Application Youth OST Programs’. For Adult/Family services, complete ‘Attachment D: Application Adult OST Programs’.**
- 2. Proposal – This is a separate document developed by the firm, and organized in the stated format described in the RFP document beginning on page 2.**



- Q16: **Fine Arts Programs only:** 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).**
- Q17: **Fine Arts Programs only:** 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?
- A17: 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.**
- Q18: Do we have to submit proof of insurance with our proposal response?
- A18: 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).**
- Q19: Should reference letters be included in the physical application to be delivered, or is there an address I should ask individuals to send their letters?
- A19: Proposals submittals are date/time stamped and reviewed for completeness before moving on to the evaluation phase. Therefore, letters should be included within your submitted packet (original + 3 copies).**
- Q20: **OST Programs only:** 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 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?
- A21: 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: Can for-profit organizations apply?

A22: YES.

Q23: From Attachment E: Availability scoring, what is considered little to no availability, some availability, sufficient availability, or extensive availability?

A23: This is self-explanatory. The subject matter experts on the evaluation team will assign a score based on the documentation organizations provide.

Q24: If availability based on demand/time is expected to grow, do we also include future forecasts of number of schools that can be served daily?

A23: NO. You should use your organization's current capabilities as that is part of what will be evaluated for purpose of award. Number of schools that can be served daily is something you self-regulate as you work with individual campuses to schedule services.