



Addendum 1	Out of School Time Program RFP #269-2019-016
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To: All Prospective Companies

Date: October 31, 2018

**Subject: Addendum 1 –RFP #269-2019-016 – Out of School Time Program**

Please note the specification changes/modifications below for the RFP.

Item #	Page #	Section #	Specification	Modifications and Questions
1	40	Exhibit A - Sample Contract	Section 3.1 - Fiscal Year	<p><b>Modification:</b> The fiscal year for the contract to be awarded as a result of this RFP is hereby modified to the following:</p> <p>Fiscal Year 2020</p>
2	51	Exhibit A - Sample Contract	Section 25 - Semi-annual CBI Reports	<p><b>Modification:</b> The reporting dates for the semi-annual CBI reports are hereby modified to the following:</p> <p>Report One – January 16, 2020 Report Two – July 16, 2020</p>
		General		<p><b>Service Provider Question:</b> Is this RFP for a new contract term or for an extension of the existing grant we are already receiving?</p> <p><b>Answer:</b> This RFP is for a new contract. The contract will be for one (1) year, with one (1) optional one-year renewal term (for a total of two (2) years).</p> <p>The City solicits for these services every two years. Organizations that currently have a contract with the City for an Out of School Time Program must submit a proposal if they are interested in the opportunity to be awarded a contract for FY2020-FY2021.</p>
		General		<p><b>Service Provider Question:</b> Is this grant available every two years?</p> <p><b>Answer:</b> Yes, however, the funding depends on two things:</p> <ol style="list-style-type: none"> <li>1. How much money is offered to the City through the Community Development Block Grant (CDBG) each year; and</li> <li>2. City Council's approval of the second year of the Contract, which is an optional renewal year because the City must bring the funding recommendation to City Council every year. City</li> </ol>

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				Council reserves the right to not renew the funding each year.
		General		<p><b>Service Provider Question:</b> How many Organizations will be awarded a contract?</p> <p><b>Answer:</b> This depends on how many proposals are received and what the funding requests are in those proposals. For the current Contract Term, the City has awarded contracts to six (6) OST Programs.</p>
		General		<p><b>Service Provider Question:</b> Are the Students required to be CMS students?</p> <p><b>Answer:</b> No, Students are not required to be CMS Students. However, Student households must be located within the City limits of Charlotte and earn 80% or less than the City's Median Family Income (MFI) as outlined in Exhibit D of the Sample Contract.</p>
		General		<p><b>Service Provider Question:</b> What is the age bracket of the Students in the OST Program?</p> <p><b>Answer:</b> An Organization's OST Program may serve Students in K-12. Note, however, that Organizations with the strongest enrollment serve the K-6 population. Older students are typically involved in more extracurricular activities and might not be able to meet the Program attendance requirements.</p>
		General	Transportation	<p><b>Service Provider Question:</b> How is transportation of the Students from their school(s) to the OST Program typically managed? Is this a reimbursable expense?</p> <p><b>Answer:</b> Some Programs provide the Services in the schools. Other programs hire drivers, whose services may be requested for reimbursement through OST Program funding.</p>
	8	1.6.5 Proposal Binding for 365 Days	Authorized Signature	<p><b>Service Provider Question:</b> With regard to the authorized signature for signing the Contract and required RFP Forms, please clarify who this might be.</p> <p><b>Answer:</b> Typically, the Organization's Board Chair or his/her equivalent has the appropriate signature authority to sign the Contract. Typically, the Organization's Executive Director or his/her equivalent has the authority to sign the required RFP Forms, as well as sign off on the reports/documents requested during implementation of the Program.</p>

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	14	3.5 Organization Qualifications	Program Eligibility	<p><b>Service Provider Question:</b> Will the City consider newly-established non-profit organizations?</p> <p><b>Answer:</b> An Organization must have been providing services for at least three (3) years, with one (1) of those years being in Charlotte. If this is an Organization's first or second year in existence, the Organization would not be eligible.</p>
	14	3.5 Organization Qualifications	Student Attendance	<p><b>Service Provider Question:</b> The RFP states that eligible programs will require children to attend the program five (5) days a week, for at least three (3) hours a day. Is there flexibility to that? We are open five (5) days a week but have no requirements for attendance.</p> <p><b>Answer:</b> There is no flexibility to the attendance requirement. Organizations' Attendance-Eligible Program Enrollment is monitored each month throughout the duration of the Contract.</p> <p>Attendance is tied to monthly reimbursement, and if a Program does not meet its attendance goal, as submitted in its proposal, then the City may reduce the reimbursement amount proportionately to reflect the Program's actual enrollment.</p>
	14	3.5 Organization Qualifications	Program Eligibility	<p><b>Service Provider Question:</b> Our students attend our program four times per month. Is our program eligible to receive funding?</p> <p><b>Answer:</b> No, the City requires that an OST Program be provided five(5) days per week for at least (3) hours per day during the school year, and five (5) days per week for at least six (6) hours per day during the summer (must be combined with the school year to provide year-round services).</p>
	14	3.5 Organization Qualifications	Program Eligibility	<p><b>Service Provider Question:</b> CMS has changed the school bells for the middle school grades, which would result in our middle school students only having about two and half (2.5) hours of time at the Program. Does this make our program ineligible?</p> <p><b>Answer:</b> An OST Program must be available for at least three (3) hours per week day during the school year. An alternative solution could be that the Organization request funding to supplement the K-5 Students, even though the Organization serves K-7.</p>
	14	3.5 Organization Qualifications	Staff Qualifications	<p><b>Service Provider Question:</b> Does the degree required for Program Directors need to be in a specific program?</p> <p><b>Answer:</b> No, the requirement of a minimum two-year degree does</p>

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				not have to be in a specific program.
	14	3.5 Organization Qualifications	Staff Qualifications	<p><b>Service Provider Question:</b> Our programs do not have “Lead Teachers.” Instead, we have “Program Aides,” who may or may not have the same level of training as a “Lead Teacher.” Would the requirement for Lead Teachers to have a North Carolina early childhood administration credential apply to our Program Aides?</p> <p><b>Answer:</b> Yes, Lead Teachers or “Program Aides” would need to have a North Carolina early childhood administration credential, at a minimum.</p>
	14	3.5 Organization Qualifications	Lead Techer Credentials	<p><b>Service Provider Question:</b> Do the credentials required of lead teachers apply to non-profits organizations?</p> <p><b>Answer:</b> Yes, the credentials apply to all Organizations. All Lead Teachers, or their equivalent, must be at least twenty-one (21) years of age, have a high school diploma, have a North Carolina early childhood administration credential, and be enrolled in or have completed at least three (3) semester hours in early childhood education and/or child development. The specifications for the NC early childhood administration credential can be found <a href="#">here</a>.</p>
	14	3.5 Organization Qualifications	Funding Request	<p><b>Service Provider Question:</b> Is there a minimum number of Students an Organization can request funding for?</p> <p><b>Answer:</b> No. An Organization must provide Services to a minimum of fifty (50) Students, but there is no minimum number of Students that an Organization must request funding for. However, due to the nature of federal grant funding, there is a lot of paperwork required. The Organization will only receive \$1,200 per child, and it is up to the Organization to determine the number of Students to request funding for.</p>
	34-35	6 Required Form 10	Budget	<p><b>Service Provider Question:</b> Our organization has received another grant that will cover most of the programmatic expenses, but we are looking for grant opportunities to cover other expenses. Does the OST Program grant fund other expenses?</p> <p><b>Answer:</b> The OST Program grant is able to fund other expenses, including such things as staff salaries, transportation, etc, as long as there is no duplication between what the City funds and another grant funds. If the Organization is receiving other grants, the Organization will be required to provide proof of the cost sharing allocation on its</p>

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				monthly voucher request form.
	34-35	6 Required Form 10	Budget	<p><b>Service Provider Question:</b> Is the funding that can be utilized for other services, such as transportation or staff salaries, included in the \$1,200 per child amount or if there additional funding available?</p> <p><b>Answer:</b> An Organization may only be funded \$1,200 per child. The City understands that Organizations are not likely able to provide a full year of services to a child for \$1,200 per year and expects Organizations to have alternative funding sources. The funding is expected to be part of an Organization's funding stream, not the Organization's only funding stream. The Budget form in Exhibit C of the Sample Contract lists examples of items that may be requested for reimbursement under the Program.</p>
	34-35	6 Required Form 10	Budget	<p><b>Service Provider Question:</b> Can the Organization include insurance fees as part of its requested budget?</p> <p><b>Answer:</b> Yes, Organizations may include insurance coverages required for their OST Program in their Budget, such as Auto Liability, Auto Comprehensive, Fidelity Bond, Student Accident Insurance, etc.</p>
	42	Exhibit A – Sample Contract	Section 9 - Insurance	<p><b>Service Provider Question:</b> If an Organization contracts with another organization to use their location to provide the OST Program Services, will the City accept a Certificate of Insurance listing the organization contracting out the space to the OST Program Organization?</p> <p><b>Answer:</b> The City requires the Organization providing the OST Program to maintain the insurance required in Section 9 of the Sample Contract. The City must also be listed as an Additional Insured on the Organization's Certificate of Insurance. The insurance coverage must be in the name of the Organization being funded for the OST Program.</p>
	42	Exhibit A – Sample Contract	Section 9 - Insurance	<p><b>Service Provider Question:</b> Is there a fee for listing the City as an Additional Insured?</p> <p><b>Answer:</b> Some insurance carriers may charge a fee for adding an additional insured. The City of Charlotte is required to be listed as an additional insured on your certificate of insurance for the performance of the OST Services.</p>

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	42	Exhibit A – Sample Contract	Section 9 - Insurance	<p><b>Service Provider Question:</b> If an Organization is utilizing another organization’s space for performance of the Services, does the proposing Organization need to include the location holder as an additional insured?</p> <p><b>Answer:</b> No, only the City of Charlotte shall be listed as an Additional Insured. The contract between the Organization providing the OST services and the organization providing the location is between those two parties and is subject to their contract terms.</p>
	46, 69	Exhibit A – Sample Contract	Income Verification Form, Non-English Speakers	<p><b>Service Provider Question:</b> Do the parents fill out the Income Verification Form? Is this available in other languages?</p> <p><b>Answer:</b> No, the Organization completes the Income Verification Form for each Student based on the proof of income documentation provided by the Student’s family. Supporting documentation may include, but not be limited to, pay stubs, tax returns, etc. Per Section 19 of the Sample Contract in Exhibit A, the Organization is required, per federal guidelines for this grant funding, to provide oral and written Spanish translation services, including written translation of program applications, Vital Documents, and other documents required of the Program.</p>
	54	Exhibit A – Sample Contract	Attendance-Eligible Program Enrollment	<p><b>Service Provider Question:</b> Do after-school activities, such as sports or clubs on-site at the school, count towards a Student’s attendance in an OST Program?</p> <p><b>Answer:</b> No, Students must be present at the OST Program in order for their attendance to be counted toward the Attendance-Eligible Program Enrollment goal.</p> <p>At least eighty percent (80%) of the Students actively registered in the OST Program must attend at least fifty percent (50%) of the Program days each month. The percentage is calculated by determining Students who are present at least fifty percent (50%) of the Program days divided by the Organization’s stated monthly target number.</p>
	54	Exhibit A – Sample Contract	Attendance-Eligible Program Enrollment	<p><b>Service Provider Question:</b> Does the attendance requirement follow the days that Charlotte-Mecklenburg Schools (CMS) is open or the days that the Organization is open? If CMS is closed due to a teach work day, is the Organization required to be open that day?</p> <p><b>Answer:</b> The Organization is required to be open every day that CMS is in operation during the course of the School-Year Program. If CMS is closed (i.e., for a teacher work</p>

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				day), the Organization is not required to be open and providing the OST Services. During the Summer Program, Students are required to attend five (5) days per week, at a minimum of six (6) hours per day for at least six (6) weeks during the CMS summer break.
	54	Exhibit A – Sample Contract	Attendance-Eligible Program Enrollment	<p><b>Service Provider Question:</b> Does the City use an average for the number of hours a Student is required to attend (i.e., five (5) days per week for three (3) hours per day is fifteen (15) hours per week – does a Student only need to attend seven and a half (7.5) hours per week)?</p> <p><b>Answer:</b> The City looks at monthly attendance, not weekly, daily, or hourly attendance. The City reviews the Monthly Attendance Report by Classroom, as listed in Exhibit G of the Sample City Contract, for each OST Program. So if a Student is out for one (1) week but attends every day of the remaining three (3) weeks of the month, the Student would meet the fifty percent (50%) attendance requirement.</p>

In order to constitute a complete proposal response you must acknowledge receipt of this addendum with the Addenda Receipt Confirmation Form in Section 6 of the RFP in your Proposal. **Any Company not acknowledging receipt of an issued addendum may not be considered.**

In the event additional changes or clarifications to this RFP are warranted, all Companies are responsible for monitoring the City's [Contract Opportunity](#) site or [www.ips.state.nc.us](http://www.ips.state.nc.us) or for additional addenda.

We appreciate your interest in doing business with the City and look forward to receiving a Proposal from your company.

Sincerely,

Krystal King  
Procurement Officer

cc: RFP Team  
RFP File