

April 7, 2025



ADDENDUM NO. 1 FOR RFQ032502 SPS ELEMENTARY SUMMER LEARNING PROGRAM 2025

This addendum shall become part of the contract documents and modifies and/or clarifies the original solicitation documents for RFQ032502. Please acknowledge this addendum in your response. Failure to do so may subject the proposer to disqualification.

SECTION 5.0 PROJECT INFORMATION:

From:

The District reserves the right to delete any or all scope from any of the projects listed above. The District also reserves the right to modify the schedule, specific size or scope.

To:

The District reserves the right to delete any or all scope from any of the projects listed above. The District also reserves the right to modify the schedule, specific size or scope.

The District reserves the right to add additional school sites as necessary. All organizations that submit a response to this RFQ will be considered for selection for any additional sites.

SECTION 6.1 METHOD OF SELECTION:

From (original question posted in the RFQ):

6. Explain and confirm how your CBO can provide an appropriate number of staff that have training and at least one year of experience working with elementary-aged, K-4 youth including how your staff will be involved in professional development and/or family engagement events for up to 8 hours, before or at the start of programming?

To (please respond to this revised question):

- ~~6. Explain and confirm how your CBO can provide an appropriate number of staff that have training and at least one year of experience working with elementary-aged, K-4 youth including how your staff will be involved in professional development and/or family engagement events for up to 8 hours, before or at the start of programming?~~

- 6. Can you confirm that your CBO can provide the required number of trained staff that have at least one year of experience working in a classroom setting with elementary-aged, K-4 youth and that they can be involved in professional development and/or family engagement events for up to 8 hours, to be scheduled by SPS?**

SECTION 7.2 CONTENTS OF THE RESPONSE:

From:

5. List on the first page of your response which schools you are interested in providing programming services for. List of school sites are shown in Section 5.0 Project Information. You may list more than one school site of interest if you can provide programming to more than one site. Please indicate if you do not have a preference per school site.

To:

5. List on the first page of your response which schools you are interested in providing programming services for. List of school sites are shown in Section 5.0 Project Information. You may list more than one school site of interest if you can provide programming to more than one site. Please indicate if you do not have a preference per school site. **If no preference is included in your response, you will be considered for all sites. Site preferences will be considered but does not guarantee placement at that site. Final site determination will be made based on the needs of the Summer Learning Program.**

QUESTIONS AND ANSWERS:

Q1: Would the district consider any virtual enrichment services like ELA software for student use within this project's SOW?

A1: No, the services requested are for in-person services with staffing of at least 1 lead enrichment instructor per classroom.

Q2: Would SPS be willing to award and contract with vendors that aren't Community Based Organizations? Our firm has partnered with the district for other and similar programs, and provide summer programming to districts around the country, however, we are not a community based organization.

A2: Yes, organizations that do not identify as community based organizations can apply. However, there is a requirement to have staff on site.

Q3: What if I have more questions after this TA session?

A3: You can send your questions to contractingservices@seattleschools.org. The last day for questions is April 3rd, 2025.

Q4: Will the Technical Assistance Sessions scheduled for 3/25 and 3/27 cover the same content and we just need to attend one of them?

A4: Yes, the Technical Assistant Sessions are optional and will cover the same content. Any questions asked in either will be written up in the RFQ Addendum that will be posted on April 7th, 2025.

Q5: Must CBOs be able to provide staffing for a minimum of at least 5 classrooms per school (5 lead instructors)?

A5: Yes. It is recommended that organizations applying be prepared to be able to staff for any site that is enrolled at full capacity which would require up to 10 lead instructors. Final class size per site will be determined by the end of April and shared with selected organizations the week of May 5th, 2025.

Q6: I've heard that CBO's may be able to hire SPS teachers and the enrichment organization will then train on the specific enrichment material. Is that possible?

A6: Yes, it is possible for organizations to recruit and hire SPS teachers as long as it does not conflict with the expected duties of the teachers during the morning session. Any SPS teacher or staff hired by another organization will be an employee of that organization for the time period and responsibilities they would assign them.

Q7: Do the CBO's have that time to train IA's and any hired SPS staff in June?

A7: Yes, there will be a full day of orientation and training the week prior to the Summer Learning start date. The exact date is still being determined, but will be shared with selected organizations the week of May 5th, 2025.

Q8: Do you need be definitive about what site you want to be at? How does placement of CBO at sites work?

A8: While organizations have the option to list a preferred site(s), they are not required to list a site. Organizations will be selected based on an ability to serve at any of the sites.

Q9: There are eight elementary schools on the site list. Will more schools be added later, or will it remain limited to these eight?

A9: If there is funding and staffing from SPS to be able to run another site, it is possible that an additional site will be added, but that is not something that is planned at this time. If a site is added, it will be factored into application review and selection process.

Q10: Is invoicing is done after the program?

A10: Yes, organizations selected to provide services for the Summer Learning elementary program will be reimbursed after the last day of the session date. Instructions on how to complete the invoicing and reimbursement process will be provided when the contract is established before services start.

Q11: Because of the newly installed federal DEI restrictions, does this mean that our CBO will not be able to focus specifically on Nat Amer students?

A11: Any federal directed DEI restrictions are not impacting the SPS Summer Learning program and all students enrolled, included Native American students, will be served.

Q12: So the PSC (Personal Services Contract) is done once CBO's are determined?

A12: Yes, Following the notification and clarification period (week of May 5th) SPS staff will work with them to develop and finalize the PSC, before any training or services begin.

Q13: When is the student enrollment schedule expected to be finalized? Having the specific student numbers for each site will help us with staff assignments.

A13: Student enrollment will be finalized by the end of April. Organizations selected to provide services will receive the numbers of students and class sizes during the notification and clarification period the week of May 5th.

Q14: This may have been asked previously, but is the intent to fill all schools to the max number of classrooms (10), or are budget cuts affecting the number of students that can be served this summer?

A14: Yes, the intent and goal is to serve and retain all school to maximum capacity (10 classrooms, 200 students) at each site. At this point in time, budget cuts are not affecting the number of students that can be served in Summer 2025.

Q15: Our challenge will be transportation of our students because Native American students are speckled throughout the district. If we are chosen for this summer education project will "busing" pose significant problems?

A15: All students enrolled in the eight sites listed SPS Summer Learning Program detailed in this RFQ will be offered transportation if they live more than 1 mile from the site.

Q16: Will the program operate Monday to Friday each week?

A16: It will run Tuesday – Friday the first week (07.08.2025 – 07.11.2010) and Monday – Friday the remaining 3 weeks until the last day on 08.01.2025.

Q17: Will the full-day of training/professional development for CBOs happen on Monday 7/7 this year?

A17: No. A date is still being determined, but it will happen the week before. SPS will have a secure date when they notify organizations if they have been selected for services.

Q18: Can we apply with only one or two instructors? Ingrid Ibambasi teaches Capoeira Enrichment for Washington Capoeira Center after school Monday - Friday at various schools including SPS Adams Elementary, Thurgood Elementary.

A18: No, each site will host up to 200 students in 10 classrooms, therefore, organizations must be prepared to provide up to 1 lead instructor per classroom for a total of 10 lead instructors. Note that the number of classrooms will be finalized by May 1 and shared with organizations selected to provide services.

Q19: If so, what is the contract amount for 1-2 instructor to teach all 5 days, each leading their own class?

A19: The contract amount is determined based on the number of classrooms at each site. Expected minimum number of classrooms at each site will be 7 and maximum will be 10.

# of classrooms	Maximum Contract Amount	Minimum CBO Classroom Staff Required*
7	\$47,250	7
8	\$54,000	8
9	\$60,750	9
10	\$67,500	10

Q20: Do we have to answer the summer learning questions one by one listing the response after the question? or can we respond in one essay that answers the questions not exactly in the order they are in?

A20: Yes, please answer the questions one by one listing the response after each question.

Q21: How many short answer essay questions are there?

A21: There are a total of 7 short answer essay questions, labeled as Summer Learning Questions. There are also questions in Attachment 1 and meet the requirements of 7.2 Contents of the Response which lists everything that is to be included in the application.

Complete responses are to be submitted electronically to contractingservices@seattlepublicschools.org, with the entire RFQ application:
http://www.bxwa.com/bxwa_toc/private/1824/toc.html

The complete list of questions are pasted below and can also be found here:
<https://www.seattleschools.org/departments/community-partnerships/forms/summer-learning-enrichment-application/>.

Q22: So only one CBO per site?

A22: Yes, the program is planned to place one CBO per one or more school sites.

Q23: To clarify the dates, are Monday, 7/7 a no class day, so the first week is Tuesday-Friday, and the rest of the weeks are Monday-Friday?

A23: Yes, that is correct. The first day of session will be 07/08.

Q24: Are Washington Watch background checks sufficient? Or would we need to do another type of background check on each Teaching Artist?

A24: Organizations are required to complete the background check processes listed in Attachment 1: Compliance Expectations, Alignment and Programming of the RFQ. The background check requirements, including, but not limited to the WATCH background check, can be found here.

Q25: What if we are an organization that would like to focus on serving a specific group of students? We are a Native American org and would want to focus on indigenous students within the school district.

A25: Students enrolled in the SPS Elementary Summer Learning Program are not enrolled based on race or affinity group at any one site.

Q26: Is there a quiet-ish spot where the (CBO) site director can work on other things when they are not needed?

A26: Yes, space use for staff can be determined with the SPS Summer Learning staff and/or SPS School Site Leader.

Q27: When will we know how many classes we have so we can let teachers know if they are needed or not?

A27: Enrollment will be finalized by the end of April and CBOs selected to serve will be informed of which site and how many classrooms are planned for that site the week of May 5th.

Q28: No more than 2 grade levels will be put in the same classroom, is that correct?

A28: Based on previous years, split grade level classrooms will be split between two grade levels.

Q29: Do we choose a school we have preference for?

A29: Organizations can list which school(s) they have a preference of serving at however, this is not a requirement. You may list more than one school site of interest if you can provide programming to more than one site. Please indicate if you do not have a preference per school site. If no preference is included in your response, you will be considered for all sites. Site preferences will be considered but does not guarantee placement at that site. Final site determination will be made based on the needs of the Summer Learning Program.

Q30: What is the hourly rate that we should be prepared to compensate SPS teachers if we hire them?

A30: This is information that should be determined for your organization. We are not able to advise on this issue.

Q31: If a CBO is fiscally sponsored non-profit, can they apply? i.e. Shunpike Arts Collective is the fiscal sponsor and would be the one signing the contract and accepting the compensation for the CBO.

A31: Yes, they could apply.

Q32: Is the 1% Native enrolled indicate 100% Native or multi-racial?

A32: Families may choose to identify as native or multi-racial when they enroll in SPS.

Q33: Are there other resources to provide our artists with summer gigs?

A33: We do not have any more through this summer learning application.

END OF ADDENDUM NO. 1



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