Region 9 Education Cooperative

REQUEST FOR PROPOSAL 23029
State-Funded Out-of-School Time Program

**Addendum #A
Questions & Answers**

1. Can Offeror provide online tutoring (i.e. via Zoom) as one component of an on-site program if enough suitable tutors are not found who live in the community? Would this be acceptable if tutors are from other parts of New Mexico?

Yes, this would be an allowable local design, however, tutoring (onsite and/or virtual) should only be one component of a larger menu of offerings during the out-of-school time program.

2. Can the funding be utilized for out of school time programs in Santa Fe or Albuquerque?

Yes, this funding is awarded on a competitive basis to any eligible proposal.

3. Where can I find a list of csi and tsi schools to contact?

The list of schools is at this link: [New Mexico school and district report cards (newmexicoschools.com)](newmexicoschools.com) The Priority Schools Bureau at NMPED is a contact for this list. The contact for the bureau is Elisabeth.Peterson@ped.nm.gov

4. Could it be noted which schools have no afterschool program, since the RFP targets schools with "limited or non-existent Out-of-School Time Programs" (page 33, #f).

No, This is a list that is currently being updated this year. In the interim, you will need to reach out to your local school to identify whether your site is in a gap area.

5. Can you advise on which elementary schools in what areas are most in need?

No, this needs assessment process should be done at the local level by a wide variety of stakeholders of the local community.

6. I have contacted a few schools but principals are now gone, mainly attending conferences. This makes finding appropriate schools to partner with before the grant deadline rather difficult. Is there a way Region 9 can step in and assist in this process for those of us who do not have a concrete facility and are thus more flexible with locations? **No**

7. On page 33, 1.c, could you please clarify what an acceptable meal plan is or what options are available to Offerors.

Yes, the Meals Plans options are designated in outside grants including but not limited to:

- **U.S. DEPARTMENT OF AGRICULTURE (USDA)**
- **Child and Adult Care Food Program (CACFP)**
- **Early Childhood Education and Care Department (ECECD)**
- **Local Community Partner**

Information Contact: Jesus Aguilar (ECECD) Jesus.aguilarjr@state.nm.us or Loren Miller (ECECD) loren.miller@state.nm.us 505-660-0864 to help choose the funding source for the meal option for your program plan.

8. Could you please explain what is needed to be detailed on page 33 under 1.j: Desirable Specification Community Schools, and how that may differ from listing the proposed locations in 1.f, page 33?

A description of a Community School as a site for Out-of-School Time that is State/Federally or Self-Identified.

9. On Section i(A), page 5 of RFP 23029, the requirements state, "Programs must operate for a minimum of 8 hours a week for 30 weeks, providing an additional 240 hours of instruction (equivalent to approximately 34 extra days of school per academic year)." For determining compliance with this requirement, how does PED define "program"? Specifically, does "program" refer to the entirety of the additional instructional time offered by a bidder, or does "program" refer to each separate educational offering from a bidder in which an individual student might enroll?

- To clarify the question, consider a bid that offers two different afterschool classes for 30 weeks each, each of which enrolls a separate group of students and each of which provides an additional four hours of instruction time each week. If "program" refers to the entirety of additional instructional time offered by a bidder (i.e., "program" includes both classes), this program meets the minimum requirements for additional instructional hours; however, if "program" refers to each separate educational offering in which a student might enroll (i.e., each class is considered its own program), the program does not meet the minimum requirements for additional instructional time. Would you please clarify how PED is defining "program"?

A program is defined as services that are high-quality, that is a menu of options operating during when schools are not in session (out-of-school time). Not a single class. The emphasis of Out of School Time is on the quality of the time, however, the dosage of time is to ensure regular programming and impact.

10. On section i(B), p. 11, the requirements for RFP 23029 state, "The responsible entity understands that they must sustain the levels of program over the duration of the grant cycle." Is this obligation to sustain the levels of the program contingent on further funding from PED, or is the recipient of an awarded contract obligated to continue the program at its initial levels across the three-year grant cycle even if PED does not provide funding after the first year?

Yes, a sustainability plan is locally designed and dependent on the support of the local community leveraging resources including a menu of options including but not limited to federal, state and local funding.

11. Does the requirement of 8 hours/week for 30 weeks apply to the organization's overall programming or to the individual attendees of the funded program?

8 hours/week for 30 weeks apply to the organization's overall programming offered with the funded program.

12. What does the relevant corporate experience with the State government and private sector encompass? Does this refer to contract work only? Does it include program delivery conducted under MOUs with the schools?

Any relevant corporate experience with the State government and private sector is acceptable including partnerships with schools.

13. What is the PED-identified reporting software and what does it cost?

This would be existing software the local educational agency partner tracks attendance and other data for the schools for state reporting.

14. Is there a budget form? **No**

15. Is this RFP open to companies outside of The State of New Mexico?

Any company with in-person out-of-school time services can be eligible.

16. Is this for in-person or virtual instructions or both?

In-person services. Any virtual component will be supplemental to the in-person services.

17. Is this a one-to-one tutor/student ratio or will there be grouping?

Tutoring could be one component of a larger menu of options during an afterschool program.

18. If students will be grouped together for instruction, what are the group sizes? No more than how many in a group?

The best practice for out-of-school time is a 7-15:1 ratio.

19. What is the name and cost of the "PD identified software" that we will purchase upon award?

This would be existing software the local educational agency partner tracks attendance and other data for the schools for state reporting.

20. May we hire additional personnel to be responsible for the entry of event data needed for evaluations?

Yes. Administrative costs are allowable.

21. If we are able to hire someone as detailed in question 2, would we be able to include that expense in our budget.

Administrative and Instructional Costs for program services can be included in the budget.

22. Are we able to include the expense of office equipment, such as a higher capacity copier for example, in our budget?

Administrative Costs can be included in the budget.

23. Is the purchase of food allowed if it is part of programming, such as cooking classes?

Yes. Cooking Classes and other activities that are instructional can include food costs accompanied by a lesson plan. All other food costs are not allowable with these grant funds.

24. Are there restrictions that we should know about in reference to purchasing equipment such as tables, chairs, canopies, tents, sleeping bags, etc to assist in facilitation of outdoor activities?

Yes. Field Trip costs that are instructional are allowable and accompanied by a lesson plan.

25. My afterschool programs are typically held as semester long programs, not year-long programs. We offer a fall program and a spring program, together totalling 30+ weeks. Is this acceptable, or would it be preferred that one program only go for 30 weeks?

- If the semester-long programs are acceptable, how does the $1,000 cap per student apply if a student from the fall program wants to attend the spring program also. Would that not be allowed? i.e. if we have 20 student "slots" for the first semester, and 20 student "slots" for the second semester, is the $1,000 cap applicable to each student or to each student slot?

A program like this would combine both semesters to attain the time requirement.

26. In terms of DATA/EVALUATION (pg. 12) we'd appreciate more information about the "PED identified software"? Additionally, our learning management system (Matrix by CYPHER Learning) has robust data tracking and reporting capabilities; might this help meet the assessment requirements for this RFP?

This "PED identified software" would be existing software the local educational agency partner tracks attendance and other data for the schools for state reporting.

27. Could we get more information about the requirements related to Constant Quality Improvement (CQI, p. 12)?

If awarded, your program will be assigned a Quality Manager to help guide you through a Deliverable Calendar which includes a CQI approach.

28. Can funds from this RFP be used to provide snack and transportation services to schools and communities that do not have such resources in place?

Transportation is an allowable cost with grant funds. However, snacks are a supplemental menu option are designated in outside grants including but not limited to:

- **U.S. DEPARTMENT OF AGRICULTURE (USDA)**
- **Child and Adult Care Food Program (CACFP)**
- **Early Childhood Education and Care Department (ECECD)**
- **Local Community Partner**

Information Contact: Jesus Aguilar (ECECD) Jesus.aguilarjr@state.nm.us or Loren Miller (ECECD) loren.miller@state.nm.us 505-660-0864 to help choose the funding source for the meal option for your program plan.

29. Can you please provide more information about how one acquires a PED approved subcontractor assurance form (pg. 11)?

If awarded, your program will be provided documents like this form to help complete a Deliverable Calendar.

30. Can you please provide more information about or examples of "Active Project Launch documents" (pg. 9 under "Program Leadership").

See page 54: Communication and Safety Plans, approved by the PED as well as team member background check records and subcontractor assurance forms.

31. What are "Desirable Specification Community Schools" (pg. 33, sec j)?

This gives organizations planning to work with a school with a Community Schools designation a Desirable Specification in the Evaluation.

32. Is it acceptable to submit letters of support from participating school administrators in lieu of the Principal Signature Form (pg. 58)?

The Principal Assurance is a requirement and needs to be included in the Principal Signature Form in order to assure collaboration between a participating school and community partner.

33. Given that program implementation will be customized for each community, based on the input of local partners and stakeholders, will the grant provide for some programing flexibility to respond to feedback and evolving needs of each site?

Each program plan will be required to document a CQI plan that documents the development of the program based on student, family and community voice and choice.

34. Can the grant support a scaling up of the model in years 2-4 of the cycle?

The funding is provided in a three-year cycle and is contingent upon Federal funding provided to the PED to continue the State-Funded Out-of-School Time program.

35. In regards to the number and hours of days of service (noted below), is this an amount at one location or can it be spread across multiple locations with different groups of students?
- Programs must operate for a minimum of 8 hours a week for 30 weeks, providing an additional 240 hours of instruction (equivalent to approximately 34 extra days of school per academic year).

This is the time requirement at each location.