

RFP Addendum # 3
Request for Proposals for
Youth Tutoring Services
(Solicitation # 5333)

Date of Addendum # 3: March 24, 2020

The Request for Proposals (RFP) for the above named project is amended as noted in this Addendum. This Addendum consists of three (3) pages.

This Addendum lists questions received and SHA's responses.

The following is a list of questions received and SHA's responses to those questions.

Question 1. Which organizations are currently implementing this work in the five communities listed in the RFP?

Response: *Catholic Community Services has the current Contract for Youth Tutoring Services.*

Question 2. Do you anticipate extending the bid due date?

Response: *Currently (per Addendum # 2), submittals are due by 2:00 p.m. on Friday, April 17, 2020. We aren't planning on any extensions; however, it depends on where we are in trying to combat this Codiv-19 virus. If anything changes prior to April 17, you will be notified.*

Question 3. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

Response: *As stated in the RFP, SHA will evaluate submittals using the Evaluation Criteria listed. Each Criterion has a weighting that the evaluators will use according to what you have included in your submittal. All evaluator's scores will be totaled and the highest scoring firm(s) may be invited to interview.*

Question 4. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com?

Response: *No, it was published in the Seattle Daily Journal of Commerce newspaper and posted on SHA's website, the Washington State OMWBE website and on the State's Washington Electronic Business Solutions (WEBS) website.*

Question 5. Other than your own website, where was this bid posted?

Response: *See response to Question 4 above.*

Question 6. Tutoring is not a full-time job for most tutors. Most tutoring is completed after school from 3:00 P.M. to 7:00 P.M. Most tutors working for an agency are contracted workers. Therefore, no workers compensation is needed and needs to be waived.

Response: *Those details will be negotiated with the selected firm. If you do not have any employees, then the workers compensation requirement can be waived.*

Question 7. Tutoring agencies don't transport students. It is not the job of the agency or the tutor to deal with a student's transportation issues. No commercial vehicles are used; therefore, a waiver of requiring commercial automobile liability needs to be waived.

Response: *If you use your personal vehicle to go to and from the worksite, we will need proof of auto liability insurance. If you use public transportation, the auto requirement can be waived.*

Question 8. Cyber insurance doesn't seem applicable for the information we would collect. Please consider the need for this requirement.

Response: *This requirement can be waived if it is determined that no personal identification information will be shared with the selected firm.*

Question 9. Is it your intention to award this RFP to one provider or could it possibly be awarded to more than one?

Response: *It is SHA's intention to award to only one firm; however, the RFP does allow for one or more firms to be selected. The final decision will be made during the evaluations.*

Question 10. How soon will we have answers to all questions?

Response: *All questions are included in the Addendum.*

Question 11. Was there, or will there be a Pre-bid conference? Perhaps online? Mandatory?

Response: *A pre-submittal conference was originally schedule for this RFP; however, due to the Codiv-19 concerns, it was cancelled (see Addendum # 1) and all questions are to be e-mailed to the Contract Administrator and included in this Addendum # 3. There will not be a pre-submittal meeting.*

Question 12. Insurance may take up to a month, after a winner is announced to provide the documents. Can there be flexibility in the 2 week timeline?

Response: *Insurance requirements will be established with the selected firm at the time of selection. Negotiations and contracting activities usually take several weeks. SHA will need proof of insurance prior to final execution of the Contract, whenever that can take place.*

Question 13. Criterion # 5 talks about potential additional space. Who pays for that? If the vendor pays, how can we budget unknowns?

Response: *The Vendor is responsible for identifying the space, negotiating the availability of the space, and paying for the space. Unknowns should be factored in the budget proposed.*

Question 14. Work will be paid after milestone completion and billing. Will a Strategic Plan (particularly a negotiated plan) be considered a billable milestone?

Response: *Startup funds can be considered as part of the budget.*

Question 15. Licenses for student software access and classes must be paid upon order. Just like a license for Word or Excel (Microsoft products) or any classes to teach such. How will payment for these be handled?

Response: *Startup funds can be considered as part of the budget.*

Question 16. 1. Will online tutoring services be considered for this RFP?

Response: *At this point, only in-person tutoring is being considered as part of this RFP.*

Question 17. The 9 month budget is mentioned on page 7, with a range of amounts. The RFP requests a budget. At this point do you want a six month budget or an annual budget? If annual it looks like the maximum amount would be \$388,979. Is that accurate?

Response: *Please submit both a 9 month and a full 12 month budget for comparison. You are correct on your calculation for an annual budget using the top end of the estimated range of costs included in the RFP.*

Question 18. On page 4 of the RFP in the Scope of work (General) it states that priority is given to residents of the five communities as well as for youth living in SHA housing surrounding these communities. Can you clarify "SHA housing surrounding these communities"? This includes Scattered Site and Section 8 Housing Choice Vouchers, but does this also include Section 8 supported housing communities that are not voucher based, such as housing communities through non-profit housing partners?

Response: *SHA housing surrounding these communities are any type of housing owned and operated by SHA, for example Scattered sites. Any student that lives in a household that receives assistance from SHA qualifies to receive tutoring, for example, families in the Housing Choice Voucher Program (HCV or Section 8). In addition, students residing in SHA owned properties that are part of the Tax Credit Program are eligible to participate.*

END OF RFP ADDENDUM # 3