



Date: February 20, 2023

**ADDENDUM NO: ONE**

**TO ALL OFFERORS:**

**REFERENCE:** RFP No: 2023-RFP-8022433  
Commodity: After School Enrichment Program (ASEP)  
RFP Closing On: February 24, 2023

Please note the clarifications and/or changes made to this solicitation:

1. Please see the following Questions and Answers:

Q1		How will the program be funded? Would it be the school district, individual schools, or parents/guardians, paying for the program?
	<b>A1</b>	Parents/Guardians
Q2		What is the expected award dated for this program?
	<b>A2</b>	TBD
Q3		What is the expected budget for this program?
	<b>A3</b>	We are searching for a replacement for our current database, NOT a childcare service.
Q4		Is there an estimate on students to be served for this program?
	<b>A4</b>	Varies based on staffing Typically 800-1000 students
Q5		Is there an estimated start date of the contract and program?

	<b>A5</b>	TBD
Q6		Is this a full after school Program
	<b>A6</b>	Yes
Q7		Who is the current Provider?
	<b>A7</b>	Right now, there is no outside vendor doing the services, we are currently using a system that was designed specifically for Albemarle County Extended Day Enrichment Programs.
Q8		Why are there so many requirements around the database and management system?
	<b>A8</b>	The requirements are based on our programs, tuition options and reporting needs. Additionally, the current database provides all of this information.
Q9		Are you looking for screenshots and evidence that our enrollment and registration system does everything you are asking for?
	<b>A9</b>	This would be most welcome.
Q10		Why is this going out to bid?
	<b>A10</b>	Looking to replace older system-updating is cumbersome
Q11		What are families currently being charged for before and after care or is this a District paid program?
	<b>A11</b>	Registration fees and tuition based on program/or attendance option selected (see attached)
Q12		How many schools are in the district?
	<b>A12</b>	The 15 elementary schools host extended day programs.
Q13		How many students use the current program at each site?
	<b>A13</b>	Varies from year-to year and by site with a typical range of 20-100 students.
Q14		I just want to confirm is this a full after school program and not a program for a single enrichment vendor (chess, dance, soccer, vendors) is that correct?

	<b>A14</b>	This is not a After School Program, this is for a Data Base program to run for the after-School Program.
Q15		Is this for just one School or Multiple Schools?
	<b>A15</b>	This is just the data base that is used for the after-school program and is used for all elementary schools. It is not for childcare after school.
Q16		Wanted to confirm that this request is for a Student Management System, not providers of after school enrichment services to your students. Is this correct? The title seems to imply you are looking for providers of programs, but the body reads only about how the student management system is accessed and viewed.
	<b>A16</b>	This is for a Data Base for the After School Program.
Q17		Are you requesting programming for all 15 of your elementary sites?
	<b>A17</b>	Yes, Data Base Programming for all of the elementary schools.
Q18		To provide the most accurate Pricing estimates, can you please provide current and/or average extended day program enrollment at each of your 15 school sites?
	<b>A18</b>	Not necessary, as this is not about childcare, this is about the data base not after school enrollment.
Q19		If a provider's current data management system meets the specifications outlined in the RFP, can it be utilized or are you requiring providers to utilize a specific data management system?
	<b>A19</b>	We are asking that the provider meet the specifications that are outlined in the solicitation.
Q20		Are you requiring that your current EDEP staff have access to a potential provider's data management system?
	<b>A20</b>	Not sure what you are asking
Q21		Payments look to be broken into 10 billing cycles. Are you requesting monthly payments only?
	<b>A21</b>	TBD
Q22		Would you allow Automatic Payments?
	<b>A22</b>	TBD
Q23		Are you looking for an organization to run the after-school programs or operate on behalf of EDEP?

	<b>A22</b>	This is not an AFTER-School Program, this is the data base to run that program.
Q24		Since most of the scope of this RFP talks about access to the data and how student data is maintained, do we assume that we have the to be able to modify our student management system in order for your district to see data the way the RFP reads?
	<b>A24</b>	The RFP reflects information the current database provides. Essentially, the requirements are based on our programs (After School Enrichment and Student Holiday Programs), the tuition options, registration fees, and reporting needs (to include recording and reporting attendance).
Q25		Are there any details on the scop of the need-what types of enrichment, grades, etc.? a
	<b>A25</b>	Extended Day Enrichment Programs is the umbrella title for our comprehensive programs: the After School Enrichment Program (ASEP) and the Student Holiday Program (SHP). Each program encompasses varied classes comprised of multiple disciplines/topics, which are NOT tracked individually. In 14 of 15 schools, the program currently consists of students in grades K-5. The remaining school (Scottsville Elementary) also has pre-K students. Please note that other schools might be expanded to include pre-k students.
Q26		Is the district looking for a vendor for an afternoon program or to manage a afterschool program?
	<b>A26</b>	This is a Software to manage the full Afterschool Program for the District to operate an internally.
Q27		Do we assume that we have to be able to modify our student management system in order for your district to see data the way the RFP reads? Are there any details on the scope of the need- what types of enrichment, grades, etc.?
	<b>A27</b>	In any case, we don't charge by course-the term enrichment is an umbrella term encompassing all programming, which is not broken down by individual offering. Most of our programs are k-5 although 1 site currently has pre-5 also. Please note that we may expand additional programs to include pre-k students in the future.

2. All other terms and conditions of the solicitation remain unchanged. Proposals must be received in accordance with the solicitation requirements **by 3:00pm on February 24, 2023**. Late proposals will not be considered.
3. A **signed acknowledgement of this addendum** must be received by this office attached to your proposal document. Signature on this addendum does not constitute your signature on the original proposal document. The original proposal document must also be signed.

Sincerely,

*Debra Shifflett*

Debra Shifflett, VCO, VCA  
Phone: (434) 296-5854

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Name of Firm

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name