



**September 19, 2024
Addendum #1
FOR IMMEDIATE ATTENTION**

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – Request for Proposal:

For Delivery To:

Proposals Due:

RFP 003-0-2025/KG We Leap Program

Newport News Public Schools

September 30,2024 at 11:00 am EST

The above is hereby changed to read:

a. Responses to Pre-Proposal Questions:

1. Our company has reviewed your current RFP 003-0-2025/KG and have a question. Are you looking for products and in-person facilitators for your We Leap Educational program? **Yes**
2. In the past, I combined social studies SOLs and visual arts SOLs for WELEAP programming. It looks like SOL-aligned visual arts programming that **doesn't** incorporate social studies, math or science is acceptable. Is that correct? **That is correct.**
3. Can programming be grade-specific or specific to elementary school? **Programming will need to be grade-level specific because providers will be working with different grade-levels.**
4. Can I assume that all art projects need to go from start to finish in the 75-minute session and students will take projects home when the bus arrives? There is no storage at the school for unfinished projects or materials. Correct? This is not a problem, but it helps to know this info when I'm putting together lessons. **Enrichment sessions will last 75 minutes. Plan for the students to take projects home. Providers will have to communicate with Site Coordinators to discuss building space.**

5. Can I specify that I need a sink in the room, or should lessons be doable with or without a sink? **Providers will have to communicate with Site Coordinators to discuss building space.**
6. When I was part of WELEAP before, we visited each school for 5 sessions (5 consecutive Wednesdays per school—I think). We had the same group of children each week and we were able to create a program that was broken into 5 parts to be taught over 5 sessions. Is it still done that way? **It will be consecutive sessions. The number of sessions will be determined based on the number of providers that we have.**
7. Are we set on only Wednesdays for all schools for the whole year? **At this time, yes. Based on transportation, Wednesday is going to be our enrichment day.**
8. Do you have a plan to have a certain number of sessions at each school, potentially? Or are you looking for something like four (4) week, five (5) week, six (6) week session working with kids or are you just gone to take the bids in and then decide after you see what's offered as how long each group of students would work with a vendor? **Yes, NNPS will review the proposals and see what everybody has to offer. In the past, NNPS went through a 4-week cycle, 4- or 5-week cycle, and that was based on the proposals that came in. The committee will review, and then we'll evaluate the timeframe of how long we'll have the awarded offerors work with each particular site.**
9. I have a brick and mortar, so my insurance, I have a million dollars coverage on the brick and mortar. Do I need to have separate insurance for people who are coming to the school? **Please refer to section VI, Special Terms & Conditions, Letter WW. Insurance**
10. April 9th looks like it's during Spring Break, will another addendum be issued saying April 9th or is expected that we will be doing that on the 9th? **No, any programming that occurs during holiday, whether it is Thanksgiving, Christmas or Spring Break in April will be modified, and NNPS may push to the next week after returning from break.**
11. Would that mean that there would be another session the 1st week of May to make up for the 9th? **Yes, it should be based on the calendar. NNPS will push it to another session. It is all based on SOL testing in May.**
12. For the number of students, 100 is expected that we will be serving a hundred students at one time? **No, each offeror will be assigned a particular grade level, so each offeror is estimated to have no more than 25 to 30 students per session.**

13. Did a read correctly that you are looking to start October 7th? **That was the tentative date, after meeting with the Curriculum and Development team, our target date is October 28th.**
14. Are you looking to hire one vendor or maybe more than one vendor or a particular part of this, such as the arts and the music, etc.? **Historically, this contract has been multi-awarded.**
15. It is public record that you received a grant for 2.4 million dollars. Is that strictly for this program and I know the school system has the ability to diversify grants. I am assuming that's not fully for this particular program, correct? **The grant is for academics and enrichment. It's not all for enrichment, there'll be funds allocated to academics and the We Leap Program. Monday and Tuesday are for academic help and Wednesday for enrichment to include field trips.**
16. Can you elaborate on Music & Arts, can you tell us more about what you are looking for? **Please refer to the Statement of Needs on page 4 of RFP#003-0-2025/KG. Please present what your company offers for Music & Arts in your proposal submission.**
17. Can the arts incorporate skits to address mental health concerns, self-esteem, decision making, etc.? **Yes.**
18. If you are only interested in working with elementary versus middle school or there might be some vendors that only want to work with middle school. Is that ok to put that in the proposal? **Yes, your proposal shall be based on what you offer and then reviewed to see where is the best fit for the program.**
19. We do background checks on our employee's, do we submit the report or the form certifying that our employees have been background checked? **Please refer to letter YY under General Terms and Condition of RFP#003-0-2025/KG for Background Check requirements.**
20. I provide Arts, do you prefer that I integrate a core subject SOL with Arts programming, or can I do art for the sake of art, as long as it's a visual art sol? All enrichment, whether it's art or stem will correlate with SOLs. **All awarded offerors shall work with the site coordinators to create lessons that are correlated with the Pacing Guide, and your lessons will be tailored to meet the student needs.**
21. Do you have any preferred subjects or anything that you're really hoping to cover? **Please refer to page 4 of RFP#003-0-2025/KG under the Statement of Needs.**

22. Was there a provider for the We Leap Program prior to this RFP? **Yes, in previous years a solicitation was in place to provide enrichment programs/programming.**
23. Is there historical data of some techniques or strategies or programming or just the details of something that may have worked with the kids. If so, will this information be provided to the awarded offerors? **NNPS has an evaluation of our standard learning program dating back to 2018. If the awarded offeror requests this information, NNPS will furnish.**
24. How many schools will each vendor work with on a Wednesday? **NNPS has 23 elementary schools, however, two will only run during the daytime. Twenty-one (21) after school enrichment programs for elementary, and there'll be six (6) middle schools.**
25. Does each provider work with each of the twenty-one schools or do you work with these six (6) or seven (7) schools, or historically, has each provider work with the entire district?
It will be based on the number of providers that are awarded.
26. Will students with IEPs participate in the program, and if so, who will provide support if needed? **Yes, students with IEPs will participate in the program according to law. NNPS cannot deny students to be a part of the program, and as a requirement for the program. NNPS has a special Ed certified teacher on staff at each site, and so they will be making sure that the IEP is followed and that the students are receiving services according to the IEP.**
27. Will the learning targets be provided to each vendor that is awarded the contract; the concern is having enough time for planning. It's challenging for us to have short notice of us, needing to change our curriculum or change our plan based on each school that we're working with. I'm just curious if that's sort of an overall here, it's some learning targets. We'd like you to hit. Quarter one quarter, 2, quarter, 3, quarter 4 for all, 3rd 4th, 5th graders? Or is it going to be super individualized because there are some challenges associated with that. **Currently, when it comes to the enrichment piece, it will be overall where we are. In the world of the acronym of STEM or STEAM, which includes so many different disciplines, we found to be successful in terms of curriculum. If you offer art, services or science as your driver, think about that as being your driver, and then think about your natural intersection where it aligns with**

the SOLs. For example, if art is core focus and students are going to be creating some sort of drawing, that might connect with geometry and symmetry and those type of standards.

28. The two schools that are during the day, do we still include them in the proposal, and do we know which schools they are, so that we don't include them. **The two (2) schools that will be running day programs are Hilton Elementary School and Knollwood Meadows Elementary School.**
29. Will life skills, personal and social related topics be a part of the enrichment services? **Yes.**
30. Hilton Elementary and Norwood Meadows, can you provide more information on the services provided to them? **These two schools will not be included in the We Leap program.**
31. I have to write curriculum and hire somebody and train them to do it. For example, if I am doing simple machines, can I put in the proposal, can I go ahead and create that curriculum or do I wait until you tell me the curriculum that you need? **Your proposal must be based on what your organization provides. NNPS is requesting the areas referenced in RFP the Statement of Needs. It is expected the Offeror is familiar with the SOLs and to submit their proposal in accordance with VDOE requirements.**
32. Will the teacher still be in the room like, will there be like a teacher in there? **Yes, there must be a highly qualified and endorsed teacher in the room.** Can we ask for a sink? Should we prepare the lessons to go home every day since there isn't any storage? **It depends on the school, as all NNPS buildings are built differently. The Site Coordinators will advise on what's available.**
33. How does the city facilitate vendors and ensure the standards of the enrichment program are aligned to meet SOL requirements and or related criteria? **Currently, formal standards haven't been instituted, as there isn't pre and post testing of the students to ensure alignment with SOL requirements. However, NNPS offers a ten (10) question survey for parents and students to take at the end of the program. It's not just specifically on enrichment but it does include a couple of questions about academics, enrichment and field trips.**

All other provisions of the RFP shall remain unchanged.

Sincerely,

Karlene Greenhow, VCO, VCA
Procurement Specialist
karlene.greenhow@nn.k12.va.us
757-591-4560 x10753

Name of Firm

Signature/Title

Date