

QUESTIONS AND RESPONSES

REQUEST FOR PROPOSALS NO. 060-JJ10 – TITLE I SUPPLEMENTARY INSTRUCTIONAL SERVICES FOR NON-PUBLIC SCHOOL STUDENTS

1. **QUESTION:** We see there is no formal application, so I suspect you want narratives to the answers of the questions on page 4 of the RFP. Correct?

RESPONSE: Correct.

2. **QUESTION:** Where can we find out information on the 1997 Agostini v. Felton ruling which is referred to in item V. E. on page 4 of the RFP?

RESPONSE: Guidance may be found on the United States Department of Education Website, www.ed.gov, under guidance/publications.

3. **QUESTION:** In item V.J., also on page 4 of the RFP, you are requesting an itemized cost delineating the cost-per-student for the academic school year. In order for it to be done accurately, please advise us if we will be charged to lease space at the individual schools where the services will be required, as we now do for our SES students at the public schools. We acknowledge that we will be responsible for all the necessary equipment, textbooks and other instructional materials that we will be using, as well as those required for parental support sessions, but we could not determine whether we will be charged for leasing classrooms.

RESPONSE: No lease of facilities is required.

4. **QUESTION:** What is the range of service hours that providers are expected to offer students? We have programs that operate year-round 5 days per week, 3 hours per day and we also have targeted tutoring programs that last one semester and are in session 1-2 days per week. The cost to provide these two programs of course varies widely. Depending on the desired number of contact hours and available funding per student we would propose one or the other of our programs.

RESPONSE: Range of service hours are to be determined by the proposer. There is no specific range.

5. **QUESTION:** Is there a preference for subject matter – math or reading, or must providers tutor all students in both subjects.

RESPONSE: There is no preference for subject matter. This is based on student need.

6. **QUESTION:** How many supplementary instructional service providers will (may) be chosen?

RESPONSE: One to three service providers will be chosen.

7. **QUESTION:** How does a provider get students? Is enrollment similar to SES?

RESPONSE: Schools select which provider will service their students and the District determines which students are eligible for services based on academic need/priority and eligible attendance area in which the student resides.

8. **QUESTION:** How is a provider paid? Is it similar to 21st century program where a provider is given a lump sum, or is a provider paid per child hour with a maximum allocation like SES?

RESPONSE: Proposer will be paid in 5 installments throughout the academic school year.

9. **QUESTION:** How does a provider obtain a lease at these private schools? Are they guaranteed space? How are lease prices determined? What are lease prices (if standard rate)?

RESPONSE: See answer to question #3.

10. **QUESTION:** If there are multiple providers, are each assigned to specific schools?

RESPONSE: If there are multiple providers, schools will select which provider's intervention best serves the needs of their students.

11. **QUESTION:** One requirement was to have an office in the Miami Dade Area, I have an office in Broward County, will that meet the requirement?

RESPONSE: No, prospective proposer must have an office in the Miami-Dade County area, as stipulated in the RFP.

12. **QUESTION:** Page 2: tentative budget: \$3,500,000. Can you please explain the formula of how these funds will be allocated from Title 1 funding sources?

RESPONSE: The formula of how these funds will be allocated is proportionality. Student residence addresses are processed by the District to determine eligible attendance areas. The percentage of students on Free and/or Reduced Price Meals of a particular public school implementing the Title I program is applied to the number of students residing in that attendance area that attend a private school and students generate the same per-pupil allocated to the public school.

13. **QUESTION:** Page 2: tentative budget: \$3,500,000. How will this funding be disbursed? Is this by per pupil allocation (as in SES programs)?

RESPONSE: Please see answer to question #12.

14. **QUESTION:** Page 3: we note the estimated number of students per school. Are these estimated "eligible" students? If so, does the same eligibility criteria pertain to these students as that specified in Supplemental Educational Services i.e. students must be enrolled in a free or reduced lunch program at an eligible school? If so, are the numbers quoted approximately those who meet this criteria? If the total estimate number of students to be served is 6,264, does this mean that the tentative budget must guarantee services to the total number of students?

RESPONSE: These estimated students are eligible students. The same eligibility criteria, does not apply to these students. Students are served based on academic need and eligible public school attendance area, not free or reduced price meals status. Number quoted is for eligible students. The tentative budget does not have to guarantee services to the total number of students. However, since cost is one of the factors determining which prospective proposer is awarded, consideration will be given to the proposer that can serve the most students for the estimated price.

15. **QUESTION:** Page 4: Item I - "Proposer shall include in its proposal, the number of teachers who will be hired to provide services; number of students to be served at each site; and the total instructional contact hours with students at each site". We note 51 schools specified in the RFP but not the number of sites e.g. Lincoln-Marti Schools have multiple locations. Do we need to guarantee services at all locations or only those that are Title 1-eligible? Are we to assume that all 51 schools must be provided services? Is there a complete list of sites covered by this RFP? Are these services to be provided during or outside the regular school day?

RESPONSE: These sites are estimated, and schools can select which sites to prioritize. The list of estimated sites are listed in the RFP.

16. **QUESTION:** Page 1, par II, first sentence refers to provider(s). Will there be multiple awards on this contract. It appears that Catapult, the incumbent contractor over the past 20 years is the only contractor

RESPONSE: One to three service providers will be chosen.

17. **QUESTION:** Page 3, Lincoln Marti Schools, 3,336. Is this correct? How many schools?

RESPONSE: This is an estimated number for the future, but is correct based on present data. There are currently ten Lincoln-Marti sites in the Title I Lincoln-Marti files.

18. **QUESTION:** Can you give us the Title 1 per pupil expenditure (PPE) in the public schools as we need to be equitable to that number.

RESPONSE: The Title I per pupil expenditure in the public school varies by grade span. Prospective proposers do not have to be equitable to that number.

19. **QUESTION:** As the Per Pupil Allocation is fixed and used with poverty counts to generate instructional funding and this information is available to the public. Can you provide a table of funding by school?

RESPONSE: More information required. Is the reference to the per-pupil allocation regarding the public or private school? See previous response to question #12 regarding per-pupil allocation to private schools through proportionality.

20. **QUESTION:** Page 5, par. VI, #C, there are materials, supplies, and equipment in all the schools that have been purchased over the years and are owned by the district. Will these be available to any new contractor? If not, this gives an incumbent an insurmountable advantage. According to NCLB 1120(d), the district has ownership to all materials that are purchased with Title 1 funds.

RESPONSE: Question contains erroneous assumptions regarding an incumbent's insurmountable advantage regarding the use of materials, supplies, and equipment. The school can but does not have to make these materials available for the provider's use. Each contractor must be able to provide their own materials.

21. QUESTION: Page 2, the budget is \$3,500,000. Can you break this into the major components of instruction, parent involvement, professional development, and administration?

RESPONSE: No, the District cannot define a breakdown. It is the responsibility of the prospective proposer to indicate any proposed breakdown within its own submittal.

22. QUESTION: In what format do you want the cost proposal?

RESPONSE: The cost proposal can be included with the narrative in the form of a table.

23. QUESTION: Will the students receive supplemental services in one specific subject (reading, writing, mathematics, and science) or will the students receive supplemental services in all subject areas?

RESPONSE: Services delivered might be in one or more subject areas depending on student academic need.

24. QUESTION: Are the services to be delivered after school?

RESPONSE: Services can be delivered either after-school or during school as a pull-out model. Both models are currently being utilized. Scheduling has to be worked out with the individual school and within their academic program. Some schools dedicate a large portion of their day to religious instruction, therefore, an after school model would be more appropriate in those instances.

25. QUESTION: How many providers will be selected?

RESPONSE: Please see response to question #6.

26. QUESTION: Page 4 Section V. C. – Proposer must have an established office in the Miami-Dade County area. Is Broward County considered to be in the Miami-Dade County area?

RESPONSE: No.

27. QUESTION: Page 5 Section VI. J. – Provide the principal of each non-public school with written notification as well as a formal visit introducing the teacher assigned. What are the specific qualifications required to be an approved supplementary instructional instructor? Does the teacher have to be a Miami-Dade certified teacher? Can the teacher be employed by the non-public school in which the tutoring will occur?

RESPONSE: The qualifications required are those that meet Highly Qualified Teacher provisions contained in NCLB. The teacher must be independent of the private school, thus, not employed by the non-public school.

28. **QUESTION:** Page 7 Section VIII. A. – Administrative support may include, but are not limited to, norm-referenced assessment services and testing materials, coordinator’s salary and fringe benefits, cost of replacement equipment, furniture, leases, permits, utilities, office space, clerical assistance, travel, etc. Cost is not to exceed 4.39% Can any of the mentioned cost (i.e. travel, gas, office space, norm-referenced assessment services, and coordinator’s salary) be expended as a direct cost/instructional service?

RESPONSE: No, these are administrative costs.

29. **QUESTION:** Does M-DCPS set a fixed lease rate? If so, what is the approximate rate?

RESPONSE: See previous response to question #3.

30. **QUESTION:** We received a Request for proposals for SES services for non-public school students. We are not sure we understand the information in the packet. How is this process different than the proposal we write for the state for public school students? Any information that you could give us would be appreciated.

RESPONSE: Please refer to this question and answer as a guide. Additional specific guidance can be obtained on the United States Department of Education website (www.ed.gov) under guidance/publications. Information is too voluminous to include in this forum.

31. **QUESTION:** I established my tutoring agency 2 years ago and have been providing tutoring services through my company for the last two years. Prior to opening my company I was a teacher and a tutor for Miami-Dade County Public Schools. What must I use to as documentation to prove that I have had over 3 years of experience providing similar services? (requirement A for prosper applicants).

RESPONSE: You may include in your narrative a listing of the schools you have worked with, the number of students served, and any evaluation results regarding outcomes.

32. QUESTION: Are there a set of explicit questions that we must answer or must we just provide detailed questions for requirement F?

RESPONSE: You must provide your own narrative response regarding the parent training sessions and parental involvement activities that you are able to provide.

33. QUESTION: As per Requirement G, can we just provide supplemental services in the area of reading, math, and writing or must we also include science?

RESPONSE: If student is failing or at-risk of failing science, then the student's academic need must be addressed.

34. QUESTION: Page 4 Section V Question B- What type of "license to do business in Florida" are you referring to?

RESPONSE: Occupational Business License, or State incorporation.

35. QUESTION: Page 4 Section V Question C- We currently have an office in Broward County. Will we need to establish an office in Miami Dade and if so, can we wait until the RFP is approved?

RESPONSE: Please see previous response to question #11.

36. QUESTION: Page 4 Section V Question E- Where might you suggest we find information on the Agostini V Felton ruling?

RESPONSE: Please see response to question #2.

37. QUESTION: Page 4 Section V Question I-J- Will we be provided a budget in order to determine instructional hours per student?

RESPONSE: The estimated budget for this program is \$3,500,000.00.

38. QUESTION: Page 4 Section V Question H- Where can we find the information on Title 1 regulations for Miami Dade County?

RESPONSE: This question refers to federal regulations. Miami-Dade County Public Schools follows federal regulations regarding the Title I program. Please refer to this question and answer as a guide. Additional guidance can be obtained on the United States Department of Education website (www.ed.gov) under guidance/publications. Information is too voluminous to include in this forum.

39. QUESTION: Page 4 Section V Question I- What is the allocated funding for the number of teachers, student hours before the proposal deadline?

RESPONSE: The number of teacher provided and student hours delivered as well as cost is to be determined by the individual proposer. Please bear in mind that this is a competitive bid process.

40. QUESTION: Are you looking to award this to one provider or will multiple awards be considered?

RESPONSE: Please see response to question #6.

41. QUESTION: Does the provider have to serve all the schools listed?

RESPONSE: No, but the provider(s) must serve those schools that select that provider or the provider will be in breach of contract, and could be disbarred from conducting any type of business with the school district.

42. QUESTION: Page 4, letter C states that the provider must have an established office in Miami Dade. We are a provider of SES services there but do not have a physical location since our services are home based. If we were to win the bid we would be able to set up an office immediately, to be fully operational by the start of the contract. Is this acceptable?

RESPONSE: No, this is not acceptable. An office in the South Florida area is required. Additionally, this is not an "at home" model. This is either an after-school or pull-out model provided at the non-public school sites.

43. QUESTION: Our office is based in Broward County, Florida. We serviced Miami Dade Schools the last couple of years for SES. Are we eligible to apply?

RESPONSE: No.

44. QUESTION: VI. Scope of Services, A. All services will be delivered at the student's non-public school. Does this mean that we can not provide services at a location outside of the school?

RESPONSE: Correct.

45. QUESTION: How will parents sign their kids up for this program?

RESPONSE: Parents will give schools consent forms to participate in the program.

46. QUESTION: Do you know what the per student allocation will be?

RESPONSE: This is not SES. There is no established per-pupil allocation. The cost is based on the proposal of the prospective proposer. Please bear in mind that this is a competitive proposal process, and not SES.

47. QUESTION: When does this program begin and end?

RESPONSE: This program begins in August, 2009 and ends in May, 2010. It is for the duration of the academic school year.

48. QUESTION: Is there a limit as to how many students a provider can attempt to service?

RESPONSE: No.

49. QUESTION: Is the use of on-site facilities (school grounds) guaranteed?

RESPONSE: Yes, if provider is selected by the non-public school to serve their students.

50. QUESTION: Is there a cost involved with usage of the facilities?

RESPONSE: No.

51. QUESTION: Is home or on-line tutoring also an option tutoring?

RESPONSE: No.

52. QUESTION: Is the grant for SIS under this project aligned with Supplemental Educational Services with public schools?

RESPONSE: No.

53. QUESTION: Are these programs aimed at the provision of services within the normal school day or outside of normal school hours?

RESPONSE: Both delivery models are acceptable.

54. QUESTION: Our organization specializes in one on one instruction, typically in the homes of student with direct parental involvement. While

we do host a variety of after school program, I need to know if our one on one in home program would qualify to operate under this award?

RESPONSE: Based upon your description of your program, you would not qualify for this award.