



Wednesday, January 23, 2019

ADDENDUM 2 TO RFP 1002:
Extended Learning Opportunities Enrichment Partners

Respondent Questions and MPS Answers:

1. Q: Our organization seeks to be considered as a provider of career education opportunities for students as part of the Student Engagement Program to provide career education activities that directly involve MPS students. We do not have opportunities for paid student employment hours. As such, we would like clarification whether this RFP process is applicable to our organization, and if so - how to fill out the required schedules: either H1-A Student Employment Commitment or H1-C Alternative Placement Request – Student Employment.

A: See answers to questions 15, 23, and 34.

2. Q: Is there a minimum and/or maximum contract award per agency?

A: No.

3. Q: Is there a minimum and/or maximum range of students that MPS expects for a program site?

A: There is no minimum and/or maximum range of students that MPS expects for programs due to the uniqueness of services.

4. Q: Does MPS require a minimum staff/student ratio?

A: During off-site field trips, an MPS certified teacher will be present with the group of students. The certified teacher remains in the room during in-school programming. For enrichment camps at non-MPS locations, safety and program quality are taken into account when awarding services.

5. Q: How are students identified and/or referred for each program?

A: Depending on the program, different avenues may be used to identify students for participation. For example, in-school programs and field trips are generally aligned to be developmentally appropriate and equitable across Summer Academy sites. Opportunities to participate in the summer enrichment camps have been first-come, first-serve (with MPS students receiving priority,) and information has been distributed to schools and on the MPS website.

6. Q: If MPS does not provide referrals, are providers expected to reach into the schools and recruit students? Please describe your expectations of agencies to promote attendance/participation.

A: MPS (Extended Learning Opportunities) will use internal MPS communication channels to recruit students. Depending on the unique services, providers may also be required to assist with the recruitment of students.

7. Q: Will any students be required to participate in programming? If so, how are they mandated to participate?

A: In-school programs and field trips are generally assigned to MPS Summer Academy classrooms/grade levels at select sites. Parental consent is required for any off-site field trip or summer enrichment camp. However, enrollment in MPS Summer Academy is non-compulsory.

8. Q: Are program sites required to comply with the IEP process for students participating at the program site? If yes, to what extent?

A: MPS Summer Academy sites are not required to comply with IEP requirements. However, the Extended School Year (ESY) program is IEP-driven, and students are identified for enrollment by an IEP team.

9. Q: Is credit recovery a possibility for students?

A: Credit recovery takes place in the high school MPS Summer Academy program. However, RFP 1002 is seeking proposals regarding enrichment (non-credit bearing) opportunities.

10. Q: Is it acceptable to include an existing partnership with MPS as a service provided?

A: If the existing partnership took place with Extended Learning Opportunities for one of our programs (Summer Academy, summer enrichment camps,) then it is acceptable to include. If pertinent to the RFP 1002 proposal, existing partnerships within MPS can also be described.

11. Q: Please clarify the requirement of student transportation to and from the program site?

A: If the provider is proposing programming at their location (and not at a MPS Summer Academy site,) then MPS Extended Learning Opportunities will cover transportation to and from the site, or will determine whether parent pick-up/drop-off is appropriate.

12. Q: Does MPS consider the target population of students so have any primary needs that need to be addressed?

A: Generally, the target population for Summer Academy and summer enrichment camps are students who wish to participate in enriching and academically-supported programs in summer months. Attendance is not compulsory during summer months.

13. Q: We have reviewed ADDENDUM 1 TO RFI 011, however the question of cost reimbursement is still unclear. Please clarify that an agency will be reimbursed for the full cost to provide services, within the allowable limits, regardless of how many students participate in the services. If this is not the case, please explain how agencies will be reimbursed for services rendered.

A: Payment will be made based on agreed to terms in the PSC.

14. Q: A list of past/current providers and contract amounts is not included in the RFP. Can you direct us to a public link/source for where we can find this contract information?

A: <http://mps.milwaukee.k12.wi.us/en/District/About-MPS/School-Board/Board-Information-Services/Requesting-Public-Records.htm>

15. Q: Please explain the Student Engagement requirement for this contract. The stated requirement is 100 hours of Student Employment per 12-month term and 10 hours of Career Education per 12-month term. How does MPS envision this requirement being fulfilled within this contract? Is the vendor expected to employ (or find employment) for a student or students for a total of 100 hours each or in aggregate? And, how should the student be compensated (e.g. cash, incentives, through payroll)?

A: Please refer to section 1.3.2 for explanation and examples of student employment considerations. It is expected successful respondents will have accounted for associated costs within its submitted cost proposal worksheet.

16. Q: Would vendors be precluded from hiring MPS teachers or administrators under this contract?

A: Per Section 16 (A) of MPS's PSC, Contractors shall not hire MP's employees to perform services under the Contract.

17. Q: The policy states that we must submit invoice for services rendered within 10 business days. 10 business days from what? The completion of all services for the fiscal year? Since we will be offering multiple programs over several months we would like clarification on when we should bill.

A: Invoices must be submitted within 10 business days of the completion of programming, or the end of the month that the services were rendered, whichever is first.

18. Q: Can recent graduate seniors be part of the MPS registry?

A: MPS students are eligible to participate one-year post graduation as long as they have attended a recognized work-readiness training session.

19. Q: How do contractors find appropriately qualified students for their position? Do we create job descriptions that students apply for?

A: CCS will work directly with firms to secure students and post job descriptions to MPS' student job board.

20. Q: If we have MPS students who are interested in our position can we refer them to the registry?

A: Yes.

21. Q: What happens if we do not find a student who meets our hiring criteria after we have accepted a contract? Can we change to alternate placement?

A: Yes.

22. Q: Can we change our choice to hire versus using an alternate placement each year of the three-year contract?

A: Yes.

23. Q: We have a question regarding two of the required forms- Student Career Awareness/Education Plan/Commitment and Student Employment Commitment. Both do not seem to apply to all our programs. I am asking for verification of what we need to do regarding these two forms and verification that we do need to complete the RFP process to continue partnering with Extended Learning Opportunities department on our programs.

A: Submit Schedule H1-A if the vendor plans to provide the employment opportunity within its place of business. Submit Schedule H1-C in lieu of H1-A if the vendor is unable to employ the student, but intends to fulfill this contract requirement through alternative placement. Submit Schedule H1-B indicating your intent to meet the 10-hour career education awareness requirement.

24. Q: Regarding Exhibit 1 Annual Description of Services form, would the district like this form completed and provided with response documents, or has this been placed in the RFP document for future use?

A: It can be included with the response. If an award is made it must be completed prior to the dates indicated in Section 2.2 of RFP 1002.

25. Q: Are these categories listed for Enrichment or Credit Recovery?

A: The categories listed under the Scope of Service (2.1) are for Enrichment.

26. Q: How many sites, sections, and teachers did you have last year for each category?

A: The number of sites, sections, and teachers vary from year to year.

27. Q: What were the numbers of participants from last year?

A: Approximately 4,300 students attended MPS Summer Academy in 2018. Approximately 120 students participated in summer enrichment camps in 2018.

28. Q: What is the budget for the program? Is there a budget per discipline or is the budget flexible per discipline?

A: There is no budget per discipline, it is flexible within the overall budget for the programming.

29. Q: Do the classes take place in summer or school year? How long is the program, how many hours, and what days of the week?

A: Traditionally, programs have taken place in summer months. Program length (hours, days of the week) has varied depending on the provider. MPS Summer Academy takes place Monday-Friday, 7:30-11:30am (elementary) and 8:30am-12:30pm (high school.) In 2019, June Session will take place June 3-28, 2019, and July Session will be July 1-26, 2019 (closed July 4 and 5). However, MPS is exploring opportunities that take place on non-school days throughout the school year. Additionally, enrichment camps have varied in times, including half-day, full-day and overnight opportunities.

30. Q: For the category “in school programs” how long do we have the children for this session?

A: For in-school programs, providers have generally ranged in the length of program time (ie: 1 hour per week, 3 hours one-time in-school session). However, MPS Summer Academy sessions run for 4 hours in the mornings, Monday-Friday.

31. Q: Do you have ELO structure in place? This means do you have dates, times and locations that these opportunities will take place?

A: The structure for upcoming enrichment programming is not yet in place. Based on the RFP, Extended Learning Opportunities will determine summer enrichment camp opportunities and in-school/field trip opportunities for MPS Summer Academy sites. MPS Summer Academy has been set for June Session (June 3-28, 2019) and July Session (July 1-26, 2019). Site locations vary from year to year.

32. Q: Is MPS looking at multiple vendors for each discipline or one vendor for all curricular areas?

A: MPS will make awards based on what meets the needs of the program. This could be multiple awards per discipline, one award, or none.

33. Q: In reviewing the RFP, we are striving to understand whether providing student employment participation or placement is a requirement for all proposals, or simply a component that is given priority. Our programming is an excellent fit for this RFP in terms of the Scope of Services outlined in section 2.1, and our programs do nurture soft skills vital to obtaining and maintaining employment; but we are not able to provide student career education or employment opportunities as described in section 1.3.2. Can you clarify whether we are eligible to apply, or if providing such employment opportunities are required for all applicants?

A: Student employment and career education hours are required contractual assignments. Omission of either Schedule H1-A, H1-B, and or H1-C may result in your proposal response being deemed ineligible for award consideration.

34. Q: Do we send mpsrfp@milwaukee.k12.wi.us the waiver of the CSS Requirements?

A: No, requests must be sent to 505@milwaukee.k12.wi.us attention Contract Compliance Services Supervisor and MPS Contracting Department Sponsor. A copy will be provided to the department sponsor. Requests are subject to review and not guaranteed approval. An example of a justification may be if a firm's total cost proposal for services is under \$49,999.99.

35. Q: Do we have to turn in Appendix B (or any CSS related section) if we know we will submit a CSS Requirement waiver?

A: Appendix B is required as it provides organizational demographics to the Milwaukee Board of School Directors.

36. Q: How do we know if a business is a HUB? Is there a list of businesses?

A: Yes, databases exist to confirm whether a company possesses a recognized certification. Businesses would also possess a certificate from a recognized certification agency. Recognized agencies can be viewed via the following link: <http://mps.milwaukee.k12.wi.us/en/District/About-MPS/School-Board/Contract-Compliance-Services/Certifying-Agencies.htm>

37. Q: We can't list everyone involved in this project (ex: the program instructors) or describe their qualifications since we have yet to hire them. How should we go about answering questions 6.2.1?

A: Providers should at a minimum, list the administrative staff who will be coordinating the programs and who will serve as a point of contact for MPS-Extended Learning Opportunities.

38. Q: Are there any word limits or minimums for sections 6-7 or any limit on the number of appendices?

A: No, there are no limits to the amount of material. Please review Section 7.7 Tab G: Miscellaneous of RFP 1002 for additional information.

39. Q: Is there a deadline to ask questions about the RFP to this email?

A: Please review Section 4.1 Communication/Questions of RFP 1002.

40. Q: We worked in MPS J-Term (Starms) and Summer Academy (Cooper) last year. A condition of our contract was that a summer school teacher from MPS would be in the classroom actively co-teaching alongside our educator. We also trained the MPS summer school teacher on our curriculum for one hour during their scheduled MPS summer school training. I believe I should put this information in 7.2.5 Section 3 regarding any support needed from MPS. Is this correct? Do you see any challenges with our request for this support in our proposal?

A: If support is needed from MPS (ie: teacher needs to participate in program-specific PD) that is appropriate to include in the proposal.

41. Q: In section 2.2 of the RFP, under Minimum Respondent Qualifications (e.), we are asked to share the form of delivery of our program. When we debriefed the work, we offered MPS last summer with members of the Extended Learning Opportunities office, we let them know we were flexible in the program delivery in a way that would best meet the needs of students. We traditionally work (in CLCs and in MPS last summer) for an hour a day (workshops) and have one field trip over the course of the month for a total of 16 – 24 hours with students. However, what we discussed with the ELO office (they brought the idea to us) is that a half-day camp framework might work better for the student population since the students sometimes don't stay for the whole four weeks. How should we denote this flexible scheduling in our proposal? We'd be willing to work either way (just shortening the number of days we offered the program to equal the same number of hours).

A: If possible, the provider should list the different formats that programming could take (one-hour workshops, half day camps, field trips, etc.) and the logistics will be determined by both parties after an award determination.

42. Q: We offer multiple curricular options. Last summer, our Urban Agriculture curriculum (which we designed specifically to align with the science curriculum MPS was piloting last summer) was offered at Cooper. Our Create Art with Code curriculum was offered at Starms. We also have social studies/literacy curriculum called Explore Milwaukee. In our proposal, I'd like to say we have options and list what they are for 2019 but also be flexible enough to show that we will design curricula that align with MPS's curricular needs in science for the future. Do you have any suggestions about this? I don't want us to be locked in to the curricula we have now for future years when I know we'll develop something new for 2020, for example.

A: The provider could provide details about their process for how curriculum is developed and provide examples of different curriculum options (coding, social studies, literacy, etc.) In this manner, the specific curriculum will be determined on a yearly basis through the collaboration of the Extended Learning Opportunities office and the provider.

43. Q: In section 7.2.1: Can anyone we worked with from the ELO office at MPS be a reference for us or would you prefer references outside of MPS? Since our proposal concerns summer programming, would you want references specifically for summer programming we have offered in the past or would references be able to speak about after school or in-school programs we also offer?

A: References should come from someone outside of the Extended Learning Opportunities office at MPS. References could be able to speak to after-school or in-school programs, as long as those programs are comparable to enrichment offerings mentioned in the proposal.

44. Q: If our proposal was accepted and we did work with MPS for summer programming, I see we need to report on attendance. Would MPS take care of marking student attendance (as has been done in the past) or would we need to additionally mark student attendance?

A: Processes on how the provider would track student attendance is only needed for a stand-alone camp program, not if the organization is providing in-school/field trip programming.

45. Q: We understand that we would need to hire an MPS high school student employee as part of this process. The RFP refers to a student database. We are curious about what information is in the database regarding student interest or aptitude and how we can make the best match when determining the student employee who would work best.

A: The database is comprised of areas of interest. CCS will work with awarded companies to identify eligible students to fulfill its employment requirement.

46. Q: Last summer, we worked in 2 sites (1 J-Term and 1 Summer Academy, with 25 students at each site for approximately 20 hours at each site). I would like to work in 2 sites again this year but be open to the possibility that we might have the capacity to expand to more sites in future years. How should I mark our capacity to show this?

A: The organization could describe their capacity for the upcoming 2019 summer/school year, with the stipulation that future years may involve increased capacity. Determination of those services would come from yearly collaboration between the Extended Learning Opportunities office and the provider.

If you have already submitted a response to MPS for this RFP and you wish to resubmit a response due to this addendum, mark this new response “Amended RFP – Replaces original.”