



SOLICITATION ADDENDUM

Solicitation Number: RFQu-20-EDU-39, Addendum #1 Page 1 of 3

Solicitation Due Date: January 4, 2021 at 3:00 p.m. Local Time

CITY OF PHOENIX
Human Services Department
Procurement Section
200 W. Washington Street
18th Floor
Phoenix, AZ 85003-1611

Head Start Birth to Five Program Behavior and Educational Coach Services

The following questions were submitted:

Question	Answer
1. Do you anticipate extending the bid due date?	Not at this time. The due shall remain as stated in the Schedule of Events.
2. 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?	All details regarding the evaluation and award of this RFQu is stated in the documents posted on the solicitation website.
3. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free? [mygovwatch.com]	No.
4. Other than your own website, where was this bid posted?	This RFQu was only posted to procurePHX.
5. Have you worked with a vendor previously on this scope of work and if so, have they been invited to apply to this RFP?	No. We have not worked with a vendor in the past regarding this scope.
6. We are assuming that given electronic submission of the proposal, that DocuSign signatures are acceptable. Is that correct?	Yes. DocuSign and/or other electronic signature formats are acceptable.
7. Given the COVID-19 pandemic, our staff are currently grounded from any work-related travel. Will the City of Phoenix permit virtual delivery of trainings if the COVID-19 pandemic prevents in-person delivery? If in-person delivery is required, when would the City of Phoenix expect in-person trainings to begin?	Yes. Virtual delivery of services will be permitted. In-person delivery can begin when both parties feel comfortable meeting in-person.
8. Will you consider accepting e-signatures due to the impact that the pandemic has had on limiting in-person meetings? This is in response to: 7.2. It is permissible to copy Submittal forms if necessary. Erasures, interlineations, or other modifications of your offer must be initialed in original ink by the authorized person signing the offer. No offer will be altered, amended or withdrawn after the specified offer due date and time. The City is not responsible for Offeror's errors or omissions.	Please refer to question #6.



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9. Are the services for multiple school districts?	Yes. The City of Phoenix Head Start Birth to Five partners with several school districts and non-profit organizations. The Districts serviced within our program are: Alhambra Elementary School District, Cartwright Elementary School District, Deer Valley Unified School District, Fowler Elementary School District, Isaac Elementary School District, Laveen School District, Pendergast Elementary School District, Phoenix Elementary School District, Murphy Elementary School District, Roosevelt Elementary School District, Washington Elementary School District, and the Wilson School District.
10. How many Education and Behavior Coaches do you anticipate needing on a weekly basis?	This will vary depending on the need. We anticipate five to ten a year.
11. What is the estimated spend of this contract?	A budget has not been finalized.
12. Do you intend to award multiple vendors?	Yes.
13. Who is the current vendor?	We currently do not have a vendor.
14. Why are these services being put out to bid?	The City of Phoenix Head Start Birth to Five Program has identified an increasing number of behavioral concerns in the classroom in the past years. The program anticipates seeing more concerns due to the recent Coronavirus pandemic.
15. What are your current bill rates and pay rates for these services?	This is a new contract/service. No bill rates or pay rates have been established.
16. Are we required to submit a certificate of insurance with the City listed as additional insured along with our bid, or after award?	Refer to Section I – Instructions, paragraph 18.2.



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The balance of the specifications and instructions remain the same. Offeror must acknowledge receipt and acceptance of this addendum by **signing** and **returning** the entire addendum with their offer submittal.

Name of Organization: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____