



SOLICITATION ADDENDUM

Solicitation Number: RFP-21-EDU-49, Addendum #1 Page 1 of 4

Solicitation Due Date: February 25, 2022 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

Early Head Start Home-Based Curriculum

In accordance with the Section I – Instructions, 11. Addenda, the Solicitation is hereby amended as set forth below.

REVISE Section III – Submittals, 4. Offer Submittal Format to read as follows:

The written Offer should be:

- Typewritten for ease of evaluation.
- Signed by an authorized representative of the Offeror.
- Submitted with contact information for the individual(s) authorized to negotiate with the City.
- Offeror's response is limited to a total of 25 single sided pages. Any additional pages submitted by the Offeror beyond the first 25 pages will not be evaluated. Resumes, Attachments A-H, letters of reference, and examples of curriculum materials are not included in the page count.
- Submitted with a table of contents with the following major sections:

Tab 1 General Information

Tab 2 Method of Approach and Curriculum Implementation

Tab 3 Experience and Qualifications of Key Staff

Tab 4 Fee Schedule

Tab 5 Other Required Submittals (Attachments A-I)

Tab 6 Signed Addenda, if applicable

The following questions were submitted:

Question	Answer
1. Section I: Instructions, Item 7.1 Solicitation document references the need to complete a Solicitation Disclosure Form. Please confirm that this is Attachment D Solicitation Conflict and Transparency Disclosure Form?	Yes, the Solicitation Disclosure referenced in Section I, Item 7.1 is Attachment D - Solicitation Conflict and Transparency Disclosure Form.
2. Tab 2 - Method of Approach and Curriculum Implementation. There is a significant great deal of content in the ECLKC Curriculum Consumer Report that directly addresses the questions for this tab. We intend to include excerpts from that report because it serves as good "evidence" that we meet the desired criteria (and it is coming from an objective third party). Is that sufficient?	Provide connecting curricula examples that speak specifically to your curricula to support the evidence. Additionally provide examples and supporting company data if improvements to your curricula were made in any areas rated "No Evidence" or "Minimal Evidence."



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3. We want to include examples of curriculum materials in the submission. Do we embed those within the responses specific to Tab 2 or attach in a separate appendix such as “Tab 7 – Other Attachments”?	Include examples of curriculum materials in Tab 2 – Method of Approach and Curriculum Implementation.
4. Tab 3 – Experience and Qualifications of Key Staff. Do we embed reference letters within Tab 3 or attach in a separate appendix (instructions say attach but does not say where)? Tab 7 – Other Attachments?	Letters of Reference should be submitted as Attachment F – References.
5. Do we embed the key staff resumes within Tab 4 or attach in a separate appendix (instructions say attach but does not say where to attach)? Tab 7 – Other Attachments?	Resumes should be submitted under Tab 3 - Experience and Qualifications of Key Staff.
6. Tab 4 – Fee Schedule Is there a preferred format for the Fee Schedule / Pricing Structure?	There is no preferred format for the fee schedule.
7. Is a “Fee Schedule” different from an overall bid/budget?	Yes, a fee schedule is different than an overall bid/budget. A fee schedule gives a breakdown of the pricing on the listed items specifically requested under Section III – Item 5.4.
8. Is the bid/fee structure just focusing on Year 1? Would later years be negotiated annually?	You can submit a bid for one year and include what the pricing for the following four years will be if you know it will change. We will not negotiate the fee structure annually.
9. Do you want a one-year or five-year fee structure/budget?	The Fee Schedule should be for five years. If you foresee the fee schedule changing annually, you may submit a different fee schedule for each year in your submission.
10. Is there one EHS program or multiple programs? This information will determine the projected per company costs.	Our program has one EHS home-base option.
11. Is 35-40 people a year to be trained a cap?	Yes, 35-40 people per year is the cap.



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<p>12. Should we include the cost of training new staff in subsequent years due to anticipated turnover? If so, is 20% turnover annually a reasonable percentage to use?</p>	<p>Yes, please include the cost of training new staff in the subsequent year. Lately, we have been experiencing a higher percentage of staff promoting, a more reasonable percentage for turnover would be 30%.</p>
<p>13. Should we list optional additional PD/Training (available in addition to what is in the professional development plan) and fees?</p>	<p>Yes, please include optional additional PD/Training separately to include fees.</p>
<p>14. How frequently do you expect professional development to occur? How many instances are expected?</p>	<p>The Offeror needs to outline their suggested professional development plan for a new program adopting their curriculum.</p>
<p>15. Typically, how long does each professional development last (i.e., one hour, two hours, per month, bi-weekly, etc.)? This has an impact on the costs determined in the fee structure. Historically, while there might be a suggested plan of professional development, a professional development plan is typically planned in partnership with the program based on their needs.</p>	<p>The Offeror needs to outline their suggested professional development plan for a new program adopting their curriculum.</p> <p>The plan should include examples with a breakdown by hours or days.</p>
<p>16. How many hours are each anticipated monthly meeting?</p>	<p>1.5 hours monthly.</p>
<p>17. Attachment A – What fields do we fill in as a non-AZ entity? Just the out-of-state tax ID #?</p>	<p>As a non-AZ entity, all field must be completed except the following:</p> <ul style="list-style-type: none">▪ Arizona Sales Tax No.▪ City of Phoenix Sales Tax No. <p>If you do not know your Arizona Corporation Commission File No., the procurement officer will check their database to verify that you are granted authority to transact business in the state of Arizona, and in good standing.</p>
<p>18. Attachment H – does the CEO need to sign saying someone else is authorized to sign? For example, if the CFO is signing most of the other documents, should they be the person named?</p>	<p>Yes. The CEO needs to sign designating someone to sign on their behalf. If the CFO is signing most of the documents, then the CEO would designate the CFO. The CEO and CFO need to sign the form.</p>



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<p>19. On page 19, Section 2.1 of the published RFP it states:</p> <p>“Payments will be made in proportion to the Services performed and no more than 90% of the total contract price will be paid before the work is totally completed and accepted by the City.” Would this also apply for a subscription service in which all functionality is provided upfront?</p>	<p>No, this does not apply to subscriptions. For subscriptions, we pay for the entire year once invoiced.</p>
<p>20. Does this RFP include hands-on supplemental resources as well as curriculum, or is this strictly for curriculum books, etc.? We sell hands-on STEM resources and activities that are suitable for this program, but I am not sure that is covered in this RFP.</p>	<p>Yes, include hands-on supplemental resource as optional, separate from the curriculum books and cost.</p>

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: _____