

**RFP 3709**

**Summer Enrichment Camp**

**Addendum I**

**Q: If we are self-funded and do not charge the school district for our services. Do I still need to submit a budget?**

**A:** Yes. Complete *Appendix A: SDoL Summer Enrichment Camps Budget Template* and enter \$0 in cell C73. If district local daily roundtrip transportation is requested, please note that item 6.2.1.7.1 states *The budget includes the cost of any requested district local daily round trip transportation from and to school locations.*

**Q: How do I submit a proposal through the Vendor Self-Service (VSS) portal?**

**A:** The “Invitation” section was not appropriately updated to remove mention of the Vendor Self-Service Portal, which is not being utilized for this solicitation. Please follow the correct instructions noted in section 4.2. For clarity, the correct instructions are listed below.

*Proposals, including all required forms and documentation, shall be submitted electronically by email to [rlortiz@sdlancaster.org](mailto:rlortiz@sdlancaster.org), with “RFP 3709: Summer Enrichment Camps” in the subject line.*

**Q: Can the three references be people inside the SDoL system or must they be outside references?**

**A:** References may include individuals within SDoL; however, unless you exclusively work with SDoL, you must also include external references.

**Q: If we were to hold camps at district spaces should we specify which schools in the proposal or will the district assign schools based on available spaces?**

**A:** Submitted proposals may indicate preferred school locations. However, the district will process all requests for available summer spaces through FMX, the district scheduling platform. Requesters will be notified through FMX if space requests are approved.

**Q: If we would like to request youth meals and/or snacks from the Lancaster Recreation Commission's Summer Food Service Program, should the projected cost for meals/snacks through this service be included in the budget? Also, assuming that we would not complete the application for this until after and if we are awarded a contract. Is that a correct assumption?**

**A:** The Lancaster Recreation Commission’s Summer Food Service Program provides youth summer meals and snacks at no cost to summer programs that complete their application process. There is no projected meal cost to summer programs that utilize this program. The Rec typically reaches out in April with SFSP application information, after RFP 3709 proposals are due.

**Q: Where can we get information about transportation costs for transporting students to and from distinct schools?**

**A:** Appendix A: SDoL Summer Enrichment Camps Budget Template, Transportation line 27 states: *If local round trip daily district school bus transportation is requested, the daily rate to use in calculations is \$280.* This daily rate allows the use of one 72-passenger school bus for up to four hours.

**Q: Pertaining to page 19 of the RFP "Attachment E. References," we believe including the SDoL point of contact, Kathi Loferski, from our coordination of last year's summer camp partnership through SDoL would be a relevant and appropriate reference. Please confirm if this would be an acceptable reference to include in our submission.**

**A:** References may include individuals within SDoL; however, unless you exclusively work with SDoL, you must also include external references.

**Q: Could you please provide us with Addendums #1, #2, and #3 as referenced on page 17 of the RFP.**

**A:** This document is Addendum #1. There may or may not be additional addendums issued for this RFP. Please view the district's Bids & Proposals website to obtain all addendums.

**Q: Could you please provide us with the direct link to the Vendor Self-Service (VSS) portal? We are unable to open the link through the RFP PDF (page 2, Section 1. Invitation).**

**A:** See response on page 1.

**Q: We do not carry auto liability insurance for Tiny Town; our assumption is that this is not required because we will not be transporting. Can you confirm it is not required?**

**A:** Automobile liability insurance would be waived upon affirmation of the organization not owning or leasing any vehicles, nor providing transportation for participants.

**Q: It looks like you are also requesting additional insured, primary and non-contributory status under the general liability policy. Is this required? If so, we would need to quote it out and include it in our budget.**

**A:** This is a non-negotiable requirement and must be in effect for the duration of the contracted period.

**Q: If possible, could you please provide us with any examples utilized in 2023 for partnered SDoL summer camps to measure impact?**

**A:** Summer enrichment camps should plan to have a positive impact on student participation and growth. Summer enrichment camp proposals should include enrollment and daily student participation goals. In addition, summer enrichment camp proposals should clearly state the camp's expected impact on students. In other words, what does the camp want students to know or be able to do as a result of participating in the summer enrichment camp and how will the camp measure this to determine how many students met the camp goal(s)?

**Q: As part of this solicitation, are you looking for a vendor to provide the Academic classes provided by District staff the prior 2 years?**

**A:** Summer enrichment camp proposals may include academic instruction aligned to PA Core Standards. However, academic instruction is not a required component of summer enrichment camp programming.

**Q: We do not typically contract camps to other schools, businesses, or organizations. We typically run camps of our own and are direct to families/consumers. We have partnered with other organizations for camp-like opportunities and we do survey our students regularly. What should we provide for references?**

**A:** We cannot tell you specifically what to provide under this scenario. You should use your best judgment when supplying references and/or supporting evidence, such as survey data.

**Q: One of our ideas is a Fashion and Design camp. We were wondering if it would be okay to purchase a few sewing machines for students to use for the duration of the camp? OR are there restrictions around equipment that we should consider?**

**A:** Because we are using federal funds to support the summer program, if the equipment is more than \$100, the equipment must stay with the district or be provided to the student at the end of the camp.

**Q: Are there any supply or equipment restrictions besides gift cards, food, merchandise with logos etc. that we should be aware of?**

**A:** Food, gift cards, and merchandise with logos are the main restrictions. In addition, if equipment purchases are greater than \$100 the equipment must stay with the district or be provided to the student at the end of the camp.

**Q: Can we submit two different camp proposals? If so, should they be submitted as two separate documents with their own budgets, references, and notarized documents?**

**A:** There is no limit on the number of unique summer enrichment camp proposals an organization may submit if there are sufficient organizational resources to implement them if approved.

**Q: Last year we were able to do evening ones for our sports camps... is that an option?**

**A:** Evening time slots are not an option in this RFP. In Section 6.1, the RFP states *Summer enrichment camps may be proposed June 24 – July 25, Mondays through Thursdays, except July 4, and during one of the time slots listed below.*

- *Mornings: 8:30 a.m.-12:00 p.m.*
- *Afternoons: 12:30 p.m.-4:00 p.m.*
- *Full days: 8:30 a.m.-4:00 p.m.*

**Q: In Appendix A, the SDoL summer camp budget, at the total costs at the end, can you please clarify, how does the TOTAL SUMMER ENRICHMENT CAMP COST differ from the following line item SUMMER ENRICHMENT CAMP COST TO BE REIMBURSED BY DISTRICT? Our assumption is that the total summer enrichment camp cost would be the same as what is being reimbursed by the district. Can you please clarify?**

**A:** Salaries and benefits, materials and supplies, transportation, sub-contracted work, indirect costs, and fees are the components of a summer enrichment camp budget. As community partners work hard to leverage resources, the *Appendix A - SDoL Summer Enrichment Camps Budget Template* provides the opportunity to acknowledge the use of partner resources in support of the summer enrichment camp. If the local provider plans to ask the district to reimburse all summer enrichment camp costs, then the provider would enter the amount shown in row 72 in row 73.

**Q: On page 8 of the RFP, we just want to clarify that if a student has an Individual support staff during the academic year, they will not be available for that student for summer camp? If so, based on last year's experience, we do need to ensure that we account for that additional staff in our budget.**

**A:** As stated on RFP p.8, *SDoL special education support is not available for local provider summer enrichment camp students.* If a family works separately with an agency, they may allocate scheduled support during the summer enrichment camp.

**Q: In the final numbers section, "Summer Enrichment Camp Cost to be funded by local providers", can you clarify what this means?**

**A:** Salaries and benefits, materials and supplies, transportation, sub-contracted work, indirect costs, and fees are the components of a summer enrichment camp budget. As community partners work hard to leverage resources, the *Appendix A - SDoL Summer Enrichment Camps Budget Template* provides the opportunity to acknowledge the use of partner resources in support of the summer enrichment camp. If the local provider will bear all or some of the total summer enrichment camp cost, this amount will be calculated in row 74 after the local provider enters the amount planned for the district to reimburse in row 73.

**Q: I have created a profile on the vendor self-service, however, I have not been able to move forward. When i search the bid there is nothing there, is there a number I need or any information that I should know to complete this next step?**

**A:** See response on page 1.

**Q: How many school sites do you anticipate having for Summer 2024?**

**A:** Between district summer schools, school-based summer programs, and already approved district summer programming, it is likely that at least 18 school locations will be in use during the summer 2024. Price Elementary School and the pool at J.P. McCaskey High School are unavailable.

**Q: Is there a student : teacher ratio you wish to maintain? 10:1 or 15:1?**

**A:** The staffing ratio is determined by the local provider in order to provide a safe, quality summer enrichment camp that is able to meet its stated goals.