



LOUISIANA DEPARTMENT OF EDUCATION

May 8, 2019

ADDENDUM NO. 4

Your reference is directed to RFP #678 PUR-3000012102, which has a deadline for the submission of proposals of 2:00 p.m. (CST) on May 17, 2019.

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED REQUEST FOR PROPOSALS.

ACKNOWLEDGEMENT: If you have already submitted your proposal and this Addendum does not cause you to revise your proposal, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail to: Louisiana Department of Education, C/O Karen Evans, Appropriation Control, P. O. Box 94064, Baton Rouge, LA 70804-9064, by hand delivery to: 1201 N. 3rd Street, Ste. 5-242, Baton Rouge, LA 70802 and indicate the file number and the bid opening date and time on the outside of the envelope for proper identification. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the proposer from complying with the terms of its proposal.

Addendum Acknowledged/No Changes:

For: _____ By: _____

REVISION: If you have already submitted your proposal and this Addendum requires you to revise your proposal, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to proposal opening by mail to: Louisiana Department of Education, C/O Karen Evans, Appropriation Control, P. O. Box 94064, Baton Rouge, LA 70804-9064, by hand delivery to: 1201 N. 3rd Street, Ste. 5-242, Baton Rouge, LA 70802 and indicate the file number and the bid opening date and time on the outside of the envelope for proper identification. The State reserves the right to request a completed Acknowledgement at any time. Revisions received after proposal opening shall not be considered and you shall be held to your original proposal.

Revision:

For: _____ By: _____

Louisiana Believes



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**Addendum #4 for RFP 678PUR-3000012102
Responses to Second Set of Proposer Inquiries
Posted May 8, 2019**

Responses to Second Set of Proposer Inquiries

1. Does the parent consent form to access academic data have to be based on the template provided or can it be made part of the application for enrollment into our program?

Answer: Yes, the parent consent form to access academic data must be based on the template, and this form is to be utilized post-award during the student enrollment process.

2. Can we hire a lead teacher as the education liaison as long as there is a clear separation of duties and pay?

Answer: Yes, a lead teacher can fill the role of education liaison as long as there is a clear separation of duties, times worked, and pay.

3. When creating the budget, should we use gross or net salaries for administrative staff?

Answer: 21st CCLC is a reimbursable grant. Ensure that any salaries (net or gross amounts) you would like to be reimbursed for are included.

4. Regarding the Indirect costs, how is the rate determined? Can we choose to opt out of using indirect costs?

Answer: As stated on page 42 of the RFP, the indirect or administrative costs for school systems shall be at the fixed federal rate. Indirect costs for private, non-profit organizations shall be no more than ten percent (10%). Yes, you may choose to opt out of using an indirect cost rate.

5. Can you clarify the definition of a private school in regards to the Private School Consultation Form? Do we need to include charter schools outside of the LEA with whom we are partnering?

Answer: A private school as applied to an agency, organization, or institution, means that it is not under federal, state or local government supervision or control. No, you do not need to include charter schools in the nonpublic consultation.



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6. Do we need to include a copy of our Certificate of Insurance in the RFP response?

Answer: No, you do not need to provide a certificate of insurance in the RFP response. The certificate will be collected post-award.

7. Regarding the external evaluator budget, is it \$5000 per year or \$5000 for the life of the grant?

Answer: \$5000 per year.

8. How do we prove 10 years of experience with positive results with regard to the Hudson Initiative Small Entrepreneurship with whom we will be partnering?

Answer: Experience is no longer a factor in this section of the RFP. The Veteran/Hudson Initiative Page has been revised. Please refer to page 90 of the RFP as revised in Addendum #5.

9. In Addendum # 3, question 34, you state proposers serving students who meet one or more of the funding priorities should use \$ 1,525 / student when calculating their budget, which would reduce the maximum number of students served from 533 to 524. But you also answer question 67 about reducing the number of students served if using \$ 1525/ student by quoting the RFP that the maximum funding is \$ 800,000, serving 533 students. So - if we are applying for the maximum grant to serve the maximum number of students and we meet one or more of the funding priorities should we reduce the number of students served ($\$ 1525 \times 524 \text{ students} = \$ 800,000$) or apply for \$812,825 ($\$1525 \times 533 = \$ 812,825$)?

Answer: The maximum amount is \$800,000 per proposal. Yes, you would reduce the number of students to stay under the \$800,000 threshold. Example: $\$1525 \times 524 \text{ students} = \$799,100$.



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10. We have a signature program, Edible Schoolyard New Orleans, which is a key partner in our program design, but which would be an identifier our network of charter schools if a reviewer were to search it on the internet (as no other school network has this program). Do we need to redact all mention of this program in the narrative and support letters / MOUs? Or just the name? Or not redact it, since it is not the proposer name.

Answer: Do not redact, as Edible Schoolyard New Orleans is not considered identifiable information.

11. Are you sure you don't want us to redact the address of our network of schools? Any reviewer who searched the internet using an address would know which network of schools we are.

Answer: There is no need to redact addresses.

12. Please explain the process of a bigger district or parish applying for the 21CCLC grant (ex. St. Tammy Parish) if the maximum LEA sites for charter schools is 4 LEAs under one contract.

Answer: The process by which a bigger district and a charter applying for the 21st CCLC grant is not different. There is a 4-site maximum per proposer. See page 85 Form E.

13. Can a Nonpublic School that is BESE/Brumfield Approved, 501c3, and have a Site Code apply without LEA?

Answer: Yes, please ensure that you are applying under the 501c3 nonprofit entity.

14. Would we include the mandatory professional development travel in the project budget of year one?

Answer: Yes, this would be coded into object code 500 with expenses in accordance to PPM 49.



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15. Is it allowable for us to utilize the staff we have adding to their duties and braiding funds to pay their salaries? In particular, we have a Coordinator of Federal Programs & Designated Grants on staff who has served as the Project Director for 21st Century for the past two years. She does have other duties through the district but her main focus is 21st Century.

Answer: 21st CCLC requires a full-time project director. It is allowable. However, the individual will only be allowed to have a very small percentage of other duties that are not 21st CCLC.

16. Is it allowable to pay a portion of her salary with the 21st Century grant and the district general fund to have her work 50% 21st Century and 50% other with documentation to support this work? Or do I need to create a full time position for the Project Director?

Answer: 21st CCLC requires a full-time project director. It is allowable. However, the individual will only be allowed to have a very small percentage of other duties that are not 21st CCLC. There must be a clear separation of time and duties. See page 31 "Required Staffing" in the RFP.

17. In addition, our district is working on a new position entitled Support Services Advisor to work with our schools with ELL students and students who are experiencing homelessness. We would like to have this person also take on the role of Education Liaison through 21st Century. Is it allowable to do the same with this person's salary--pay a portion through 21st Century and the rest through our general fund? Would this meet the requirements of the grant?

Answer: Yes, please note as stated on page 31 of the RFP, the education liaison hours are not to exceed 30 per week. There must be a clear separation of time and duties.



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18. Can the non-profit submit multiple, unique consortia applications (as we have in the past) in this round?

For example:

- Cohort 1, submitted by ReNEW-Reinventing Education and ReNEW Accelerated High School (Lead school applicant/LEA), and including learning sites A, B, C
- Cohort 2, submitted by ReNEW-Reinventing Education and ReNEW Dolores Aaron Elementary (Lead school applicant/LEA), and including learning sites D, E, F

Answer: There are currently no unique consortia applications operating in Cohort 9. Page 10 of the RFP states that local educational agencies (LEA), community-based organizations, faith-based organizations, other public or private entities, or a consortia of such agencies, organizations, or entities shall be eligible to receive funds to provide services to low-income students and their families. Individual public schools shall not submit a proposal. They must apply through an LEA or other eligible entities and will be funded in only one contract. Public charter schools must apply for 21st CCLC funding under their 501(c)(3) non-profit. Public charter schools that operate multiple LEAs will be funded in only one contract.

19. If one of our proposed sites is a district managed charter that has upper and lower grade campuses 11 miles from each other, can we include both campuses as one site? (k-2, 3-7)

Answer: Yes, it can be considered one site.

20. Is it acceptable for our district to write a letter of support (partnership) for an organization that does work in our district and is applying for 21stCCLC funds? We are also applying but for different sites.

Answer: Yes

21. Can one (nonprofit) applicant serve students from more than 4 schools, as long as they physically operate only at 4 sites or less?

Answer: Yes



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22. Are seniors allowed to participate in the summer immediately post-graduation?

Answer: No

23. How do you define an extended day, week or year for ELT? What are the specific requirements (is it minutes, days, weeks, etc.)?

Answer: According to RFP, page 34, ELT is the time that an LEA or school extends its normal school day, week, or year to provide additional instruction or education programs. ELT programs must provide ALL students in the school at least 300 additional program hours before, during, or after the traditional school day.

24. Can a school be a site on two different applications, each submitted by a different community based organization? Or should a school only appear as a site on one application?

Answer: No, a school can only appear on one application as one site.

25. If we determined all private schools in proximity to our sites, held a meeting and invited private school administrators (sent them letters and emailed with meeting time/place and our contact information) and no one showed up at meeting, have we met requirement for Private School Consultation Form?

Answer: Yes, requirements for private school consultation will have been met. Please ensure that Form C has been completed to document the private school consultation.

26. Can you clarify your answer to question #40 where you answered the pending litigation statement be put in the narrative? Where/what narrative? Do you want Budget Forms or Project Cost in the Table of Contents?

Answer: Questions 40 from addendum #3 states that the statement should be placed in the Project Cost Section. See page 52 of the RFP.



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27. I have my official transcript from Centenary College and my diploma. Since they have to provide multiple copies of the grant, do I need to get more official transcripts or can I make a copy of the one I have? (see attached PDF)

Answer: Yes. According to RFP, page 86, Form F, an official transcript from an accredited college must be submitted. Official transcripts must be submitted in a sealed envelope. An open transcript envelope or a copy is not considered official.

28. Can you explain the bolded portion (I bolded) of the State's FAQ # 82 answer, posed on 4/30?

"Yes, you can apply for more than one parish, with a 4 site maximum. However, an eligible entity will only be funded under one contract. Additionally, different entities will not be allowed to be operated by the same authorized signer/prime contractor."

Answer: An authorized signer/prime contractor can only represent one eligible entity.

29. If a CMO submits multiple, unique applications, each with a different lead school/LEA, does this mean that the superintendent cannot be the authorized signer for each? If not, would we need multiple board resolutions?

Answer: Page 10 of the RFP states that individual public schools shall not submit a proposal. They must apply through an LEA or other eligible entities and will be funded in only one contract. Public charter schools must apply for 21st CCLC funding under their 501(c)(3) non-profit. Public charter schools that operate multiple LEAs will be funded in only one contract. A CMO should not submit multiple applications. A CMO must submit one application with a maximum of four sites and will be awarded only one contract.

30. If the director works for a traditional school system and has a master's degree in education can she also be the education liaison?

Answer: Yes, for a school system or charter school, the director can serve in the capacity of the education liaison only if the director's job description holds him/her as the responsible for managing all academic components of the grant.



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31. Could a letter from a traditional school system's attorney stating that the superintendent has authority to sign proposals or contracts on behalf of the organization be submitted in lieu of a board resolution?

Answer: A letter from the school system's attorney can be submitted in lieu of a board resolution only if the attorney is authorized by the school system stating the superintendent has authority to sign proposals or contracts on behalf of the organization.

32. In Section 4.C. it states "an applicant may add three to five additional indicators in addition to those noted in Table 1." Can you clarify is that a performance goal that can be added or only performance indicators or program objective?

Answer: There would have to be an addition of the performance goal, performance indicator, and program objective.

33. Before closing out the activities of our current 21st CCLC project under Cohort 9, we will have our last summer boot camp from June 2, 2019 through July 12, 2019. If we are approved for funding for Cohort 10, we want to have a two-week transition camp for incoming 9th graders before the 2019-20 school year starts (July 22, 2019 through August 2, 2019). Would we be able to count the students we enroll in our two-week transition camp as participants in Cohort 10?

Answer: No, student attendance does not carry over from cohort to cohort. If approved under Cohort 10, please see page 45 for the attendance threshold guidance.

34. Will you make the ELT supplement and not supplant provision available to interested organizations?

Answer: The supplement not supplant provision is not just for a type of application (traditional or ELT) but it applies to the entire 21st CCLC award. Thus, it applies to all organizations.



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35. Will you allow local organizations to have the flexibility to submit an ELT plan that does not add time to the school day or school year?

Answer: No. Please refer to page 33 Expanded Learning Time (ELT) for the program requirements.

36. On page 11 of the RFP there are requirements for an Executive Summary but that is not listed in the checklist of documents or in the detailed instructions on narrative (which start on page 47). Is an Executive Summary required or is that fulfilled by the required two-page abstract?

Answer: No. Please refer to page 33 Expanded Learning Time (ELT) for the program requirements.

37. When submitting the redacted electronic versions, is it required that the entire proposal be electronically redacted or just the narrative?

Answer: Page 8 of the RFP states that an Anonymized Copy is a copy of the application that does not provide any identifiable information of the applicant. (Ex. Redacted or black boxes or X'd out if done electronically).

38. Please, clarify the third bullet under Sustainability. Does this mean continued support for participants or continued support to fund the program?

Answer: The third bullet states: Describe the strategies in place to develop continued support after the funding ends. This statement is regarding continued funding after the program ends.

39. Can the Fiscal Manager be a contractor or are they required to be a part of the salaried staff?

Answer: The fiscal manager can be a contractor. The fiscal manager is not required to be a part of the salaried staff.