

**NOLA Public School
Procurement Department
2401 Westbend Parkway, Suite 5076,
New Orleans, LA 70114
Paul A. Lucius, Executive Director of Procurement**

December 8, 2023

Addendum No. 2

REQUEST FOR PROPOSAL NO. 24-0048

FAMILY ENGAGEMENT SERVICES

This Addendum and Clarification item forms a part of the RFP Documents and modifies the original RFP Documents issued November 14, 2023. Acknowledge receipt of this Addendum on the Addendum Form of the Request for Proposal. Failure to do so may subject proposal to disqualification.

This Addendum consists of 4 pages.

CLARIFICATION:

1. **Question:** Will proposals from nonprofit organizations (as we cannot be an official DBE) be accepted?

Answer: Yes

2. **Question:** If yes, then will the proposals from nonprofits automatically have 10 points deducted in scoring?

Answer: Non-Profit organizations without any DBE Partnerships will not receive any points.

3. **Question:** If yes, do the DBE partnerships need to be named within the proposal or is there an opportunity to identify DBE partners after the proposal submission and if so, how long of a period is there and might there be opportunities to loop in DBE businesses down the line?

Answer: DBE Partnerships must be named within the proposal, as well as via DBE Forms, within the proposal submitted for review.

4. **Question:** On page 4 of the RFP, it says that one signed original proposal shall be submitted electronically. Is that referring to the signature on the RFP cover page?

Answer: Yes

5. **Question:** On page 48, the DBE required documents include pages 58, 59, and 67. If we do not have a DBE certification letter, are these all of the DBE forms/pages that need to be submitted with the RFP?

Answer: Yes

6. **Question:** Are we required to subcontract with a DBE? Will we lose points for not subcontracting with a DBE?

Answer: It shall be the policy of the Orleans Parish School Board (OPSB) to ensure every opportunity is made available to include disadvantaged business concerns in its letting of contracts and purchases, by providing Respondents for each contract or purchase being Response. At no time shall any School Board, department, school or representative exclude any responsive Respondents from participation in, deny any person the benefit of, or otherwise discriminate against anyone in connection with the award and performance of any contract or purchase on the basis of race, color, sex, or national origin.

All firms qualifying under this solicitation are encouraged to submit proposals/Responses. Award of this contract shall be conditioned upon the Most Qualified Respondents satisfying the OPSB DBE Program goal assigned to the particular contract. The Respondents shall agree to use its best efforts, as determined by the DBE Committee in accordance with the factors set forth in the DBE Program to meet the contract goal for DBE participation in the performance of this contract.

7. **Question:** What might the contract start and end date be, or general funding period? Will the first contract year be from February 2024 – February 2025?

Answer: The contract date will be determined after selection of vendor(s).

8. **Question:** Our headquarters are not located in the state of Louisiana. For the DBE notary and checklist pieces, do you want our state and county cited?

Answer: The DBE notary and checklist pieces should reflect the State and County of vendor.

9. **Question:** The RFP says the proposal should be in PDF format and submitted via email. Just to clarify, nothing needs to be hard copy mailed/shipped to you? (Not even the notarized forms?)

Answer: No. hard copies are not required. All proposal are to be submitted via email and should be in PDF format only.

10. **Question:** The proposal says that each area of work (Family Literacy and Be Engaged) can have up to \$100K each year. Can one area have more than \$100K, and the other less than \$100K, as long as it doesn't exceed \$200K per year?

Answer: This determination is left to individual vendor(s).

11. **Question:** Can we work with three schools in 2024-25SY and then increase to five schools in 2025-26SY to make the budget work?

Answer: No. NOLA-PS is committed to providing equitable services to all LEA schools as outlined in the Scope of Work/Project Overview and seeking a partnership(s) with a provider(s) whose core values and mission align with both the LDOE's Be Engaged initiative and the Family Literacy Engagement Strategic Plan. This partnership(s) aims to implement these initiatives in five NOLA-PS schools, including three K-8 schools, one 8-11 school, and one 6-12 alternative school.

12. **Question:** Does NOLA have a Family Engagement Coordinator at the district level, or at the school level?

Answer: Yes. NOLA-PS has a district-level Director of Family Engagement.

13. **Question:** Are school principals willing and prepared to do this work? Or is it the vendor's responsibility to build buy-in with the schools?

Answer: The vendor will be responsible for working collaboratively with schools as outlined in the Scope of Work Details: The selected vendor(s) will work with NOLA-PS to determine how best to provide support and engagement aligned with the unique needs of our all-charter LEA, individual schools, and communities. The expectation is that the vendor(s) will work collaboratively with schools to develop school-specific plans aligned with each school's unique data and priorities. The Family Engagement Services provided by the selected vendor(s) should align with the core values and mission of both the Be Engaged initiative and the Family Literacy Engagement Strategic Plan.

14. **Question:** If Deviations and Exceptions arise, where would you want that noted within the proposal? Should it be an addendum?

Answer: Proposer should follow the scope of work and specifications of the RFP.

15. **Question:** Is there anything specific you are hoping for with the DBE vendors we solicit? (Category/field, project need, etc.)

Answer: OPSB does not engage, nor dictate which specific scopes of services DBE Vendors should perform for any solicitation or contract. This is the responsibility of the Proposer.

16. **Question:** Is the NOLA cover sheet that should go into Appendix A, located on the very first page (page 1) of this RFP?

Answer: Yes.

17. **Question:** Are the “Specifications” (page 19-20) something to keep in mind as we draft the proposal? Or, should we model our response in the same fashion, writing a direct response for items A-H. (We know tab 1-12 is the main format/order.)

Answer: Yes.

18. **Question:** Section 7.1 (page 24) asks for a summary of litigation. Where should that go within the proposal format? Tab 5? If there is no litigation, do we simply note that it is not applicable to us?

Answer: Please follow the directions of Tab 5.

19. **Question:** Is the Cost Form (page 29) the only place we are to note budget information regarding this project?

Answer: Yes.

20. **Question:** Page 21 states that "the project budget is \$100,000 for each component (Be Engaged and Family Literacy Engagement Strategic Plan) for the first year."

A. Can you please clarify each component that the RFP is referring to?

Answer: The components of the RFP are Be Engaged and Family and Literacy Engagement Strategic Plan.

B. For example, are the components the following two items: "Be Engaged" and "Family Literacy Strategic Plan"?

Answer: Yes

C. Or are the components the items listed on page 19 (A. Integration of Be Engaged & Family Literacy Engagement, B. Customized School Specific Plans, C. Ongoing Reporting & Data-Informed Adjustments, and D. Professional Development for Educators)?

Answer: No. Please see Answer to Question 20 (A).

End of Addendum No. 2