



**Visual Arts Programming Instruction at  
Robert Crown Community Center**

**RFP # 22-62**

**ADDENDUM No. 01**

**December 2, 2022**

Any and all changes to the Request for Proposal (RFP) are valid only if they are included by written addendum to all potential respondents, which will be emailed prior to the proposal due date. Each respondent must acknowledge receipt of any addenda by indicating in its proposal. Each respondent, by acknowledging receipt of addenda, is responsible for the contents of the addenda and any changes to the proposal therein. Failure to acknowledge receipt of addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original RFP Document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum Number One (1) is attached and consists of a total of four (4) pages including this cover sheet.

Please contact me at (847-866-2971) or ([johngonzalez@cityofevanston.org](mailto:johngonzalez@cityofevanston.org)) with any further questions or comments.

Sincerely,

John Gonzalez  
Purchasing Specialist

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This addendum forms a part of the RFP # 22-62 and modifies these documents. This addendum consists of the following:

**Questions:**

- 1. Question:** Bid Amount in Demandstar: Is the bid amount based on the fees (faculty instruction, materials, etc.) of all of the classes/programs we propose? For example, if we propose 10 classes/workshops would it be the total cost of all these programs?

**Response:** Bid amount is determined based on the number enrollments in the programs offered by the bidder. There are three tiers of contractual revenue split options based on what's being offered by the bidder and what the city is expected to provide. The three options are 50% (bidder)/50% (COE), 60% (bidder) /40% (COE) , 70%(bidder) /30% (COE). The proposed bid amount would be based on the dollar amount per person, per class. Example: \$120 charged per person for a 10 week class, 12 people in the class = \$1,440 for the class.

- 2. Question:** If the bid is accepted: When do the classes begin?

**Response:** June 12 will be the first day of summer camp which will go through the first week of August. There also may be options for other programming outside of summer which can be discussed further with the facilities Program Coordinator

- 3. Question:** What is the ideal amount of classes proposed?

**Response:** 3 classes on Saturdays, 1-2 classes on a Sunday, 1-2 weekday morning classes ending before 2pm. 5-7 classes total during the year, except for summer camp

- 4. Question:** Art Supplies Included: How does the "art materials" fee work? Is that fee embedded in the cost of the class or is there a budget?

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**Response:** All materials must be provided by the vendor (bidder) and no storage will be available onsite.

**5. Question:** How many weeks is each class?

**Response:** This depends on the season. Typically anywhere from 10 - 12 week sessions. There is the option to split the long session into two sessions (5-6 weeks).

**6. Question:** Are youth classes permitted to have teaching assistants if needed?

**Response:** Yes, provided and paid for by the vendor (bidder).

**7. Question:** Caregivers/Toddler Class: What is the maximum and minimum of total people enrolled? Is the tuition fee for both the caregiver and the toddler?

**Response:** Minimum is always 4 people. Maximum is anywhere from 12 -16 depending on the class. For our family pottery class, we have a minimum of 4 but a maximum of 8 people. Pricing for the class would be based on having both people enrolled. The pricing should not be doubled but should be priced knowing that the adult doesn't always use materials for their own project but is assisting the child.

**8. Question:** Does the Robert Crown Center have computers/equipment for Adobe classes (photoshop, illustrator, photo editing, etc.)?

**Response:** We do not have the capacity for these types of classes.

**9. Question:** How late are evening art classes? We see that the center closes at 11 PM.

**Response:** 9pm on a Saturday and Sun. Weekday evenings are unavailable due to already running RCCC art classes.

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**10. Question:** Summer Camps: With only one art classroom, how many camps per week is the Robert Crown Center looking to host?

**Response:** Art camps have been a morning camp for younger kids from 9am-11am and an afternoon camp for older kids from 1-4pm. Each week was a different camp theme and required its own registration.

**Note: Acknowledgment of this Addendum is required in the Proposal.**