



After School Creative Programming

RFP # 22-71

ADDENDUM No. 1

January 10, 2023

Any and all changes to the Request for Proposal 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 bid therein. Failure to acknowledge receipt of addenda may cause the submittal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum Number One (1) is attached and consists of a total of two (2) pages including this cover sheet.

Please contact me at 847-866-2971 or johngonzalez@cityofevanston.org with any further questions or comments.

Sincerely,

John Gonzalez
Purchasing Specialist

After School Creative Programming

RFP # 22-71

ADDENDUM No. 1

January 10, 2023

This addendum forms a part of RFP #22-71 and modifies these documents. This addendum consists of the following:

Questions:

1. **Question:** Would this class only take place at one site or would programming take place at multiple locations?

Response: This would depend on multiple factors, such as room availability, type of programming, and availability of instructors from the vendor. In most cases, it would take place at one location at one of our Community Centers.

2. **Question:** When filling out the bid on Demand Star there is a place to put “price”...is that the price for one participant for the entire 12-week program? (so, 2 hours a day, 1 week, for 12 weeks?)

Response: Correct, yes.

3. **Question:** In the “Example of Programming Desired” it lists a Resident and Non-Resident price. Should we list both? Or will that be something just determined by the city? (Which could be placed on top of our price?) Please, just list the resident price.

Response: Our department policy charges non-residents 30% over the resident rate.

4. **Question:** Is there a specific section of the document where class descriptions/other information about our scope of work should be included?

Response: Please enter your scope of work with your fees/prices.

5. **Question:** can you please clarify what type of programming you are looking for - Monday through Friday aftercare services? Once a week clubs? Also, is the timing for the program 4-6pm exactly?

Response: This would be an after school club program, typically held once or twice a week from 4-6pm. This is not a childcare program.

Note: Acknowledgment of this Addendum is required in the Submittal.