



**Request for Proposal
24-58**

for

Youth and Adult Outdoor Adventure Programming

ADDENDUM No. 1

Wednesday, October 23, 2024

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 No. 1 is attached and consists of a total of three (3) pages including this cover sheet.

Please contact me at 847-866-2935 or Linda Thomas, lithomas@cityofevanston.org with any further questions or comments.

Sincerely,

Linda Thomas
Purchasing Specialist

RFP No. 24-58

Youth and Adult Outdoor Adventure Programming

Addendum No. 1

Wednesday, October 23, 2024

This addendum forms a part of the RFP Documents for RFP # **24-58** and modifies these documents. This addendum consists of the following:

Questions:

1. **Question:** I noticed that the RFP has two sections for services. The section detailing summer services has specific dates and numbers for programming:

Vendor shall provide overnight camping programs on the following dates. For each date, camp participants shall depart from the camp location in Evanston at 9:30 am and return to the camp location in Evanston between 3:00 and 4:00 pm.

- a. Ecology Counselor-in-Training Camp Session 1: June 16-17
- b. EcoExplorers Camp Session 1: June 17-18
- c. EcoExplorers Camp Session 2: July 2-3
- d. EcoExplorers Camp Session 3: July 10-11
- e. Ecology Counselor-in-Training Camp Session 2: July 17-18
- f. EcoExplorers Camp Session 4: July 30-31

However the initial section, "**Winter, Spring, and Fall Outdoor Adventure Programming**," does not offer specific numbers or dates. This makes an accurate bid challenging. Would it be appropriate to provide a pricing model or table, or is it possible more details can / will be provided clarifying the details around the desired non-summer programming?

Answer: Outdoor adventure programs for youth and families must be held during School District 65 breaks and school days off or on weekends. Specific program dates are up to the bidding vendor to choose. Please avoid dates when Evanston Parks and Recreation Community Centers are closed for holidays (January 1, January 20, May 26, September 1, and November 27 and 28, December 24 and 25).

2. **Question:** We currently don't have Professional Errors & Omissions Liability Insurance. Is there a process to waive that requirement?

Answer: The bidder needs to comply with all insurance requirements as stated in the RFP.

3. **Question:** Our insurance has an AMBEST financial strength rating of A Excellent, rather than A+ (see attached). Would that be considered sufficient?

Answer: The bidder needs to comply with all insurance requirements as stated in the RFP.

4. **Question:** Confirming - do the following three documents must be notarized *prior to submitting the RFP*, or are these attachments shown as examples for the contracting process if our RFP is accepted?

- Exhibit A
- Exhibit C
- Exhibit E

In some cases, I've seen exhibits offered as reference for contracting, with the initial bid focused just on price of services. I wasn't clear from the instructions versus the DemandStar portal which your preference is.

Answer: All Exhibits requiring a Notary signature must be included in your proposal at the time of submission.

5. **Question:** Can you please clarify the proposal submission deadline date? There are conflicting dates listed in the RFP.

Answer: The proposal submission deadline date is 2:00 pm on November 19, 2024.

6. **Question:** Are the Scope of Services negotiable? Specifically the request for successful vendors to provide transportation.

Answer: The vendor should make note of any services (e.g. transportation) they are not able to provide in their submittal.

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