DATE: August 10, 2021

TO: All Offerors

FROM: Angela R. Young
Executive Director of Contracting

RE: Invitation for Bid No. 109-22, Academic After School Enrichment Programs-Phase I

Please see Addendum No. 3 for the above-referenced solicitation.
A. The following are questions received and Fulton County Schools, (FCS) responses for the above-referenced solicitation:

1. On page 35, Section A, 1. The offeror shall provide on-site After School Enrichment Program on 1 or more days per week …The period shall be from the conclusion of the regular school day, until 6pm. I read that as meaning the program should last that entire time, but I was just checking to see if it meant a multiple hour program OR can you offer a program during that time from between the end of school until 6, that would not last the whole time. (Say a 1- or 2-hour program.)

   It doesn’t have to last the entire time frame. It can be a one (1) or two (2) hour program.

2. Who will be paying for these classes for the students. Will the school district be providing the programs for students, or will parents have to pay the offeror directly for the classes?

   Fulton County Schools (FCS) will be funding these programs.

3. An organizational chart that includes the number of staff members and resumes of full time- staff members. We are not clear on who should provide a resume as our program staff does not work full-time hours.

   Our organizational chart includes the following members:

   - President
   - Board Administrator
   - Vice President
   - Chief Financial Officer

   An organizational chart of your key full time staff is fine; however, we need to know the capacity of the organization. How many staff members (full and part time) do you have?

4. What specific insurance coverage is required? We currently carry the required amount through Fulton County per their guidelines for our academic based, after school program, The Tutor Shop, which is currently located in 12 Fulton County schools Monday through Friday from 2:30p up until as late as 6:30p. Is what we currently have sufficient? In addition, our tutors are vendors, not employees, so please let us know if we would have to provide additional insurance.

   Insurance requirements will be addressed with the awarded vendor.

5. Can you please explain question #2 on p.11 where it states that FCS shall be covered as an additional Insured?

   This is to ensure that FCS has additional liability coverage.

6. If offered a contract, must we reapply every quarter? If not accepted, can we reapply the following quarter?

   No, you do not have to reapply every quarter. If your company is not accepted, you can reapply.
7. Do we have to have an additional application on file for Fulton County? We already have a contract for after care enrichment, so please let us know if you require another one.  
   Yes, this is a separate contract.

8. We are Pre-k through eight (8). Is this program requiring that we also work with high schools in order to participate?  
   No

9. Our program goes until as late as 6:30 p.m. Would we have to pay for the custodians from 6:00 p.m. until 6:30 p.m.?  
   It would be difficult to have a program until 6:30 p.m. because then there are additional food and snack costs. Most programs need to end around 5:00 p.m.

10. We've been in public schools for 12 years and can supply references from school administrations and parents, so please let us know if that will suffice?  
    Yes.

11. We do not subcontract our services, we do everything in-house with teachers we hire (who are considered vendors as they are part-time). Do we need to fill out anything with regards to subcontracting? If we are not subcontracting, do we need all four (4) forms signed and notarized or just the immigration and security form?  
    No. Please complete the form by indicating N/A if it is not applicable.

12. Our program does not use transportation as our students remain in each Fulton County school with us from 2:30 p.m. up until as late as 6:30 p.m. until their parents pick them up. Our teachers have their own coverage when coming to the schools and we’ve never been required to have auto insurance before. Is the teacher's own auto insurance policy sufficient?  
    Insurance requirements will be addressed with the awarded vendor.

B. All other terms and conditions remain the same.