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AFTER-SCHOOL AND CAREER ENRICHMENT PROGRAM FOR SHELBURNE MIDDLE SCHOOL

Addenda # 1 RFP # B00226

To: All Potential Offerors
Date: March 6, 2026
Subject: Addendum #1 to RFP #B00226 dated February 20, 2026
Title: After-School and Career Enrichment Program for Shelburne Middle School

Questions & Answers

Addendum #1 is issued to address the following **Questions & Answers**:

1. **Contractor License Requirement:** The Offeror Information Form references a “Class A contractor’s license required.” Can SCS confirm whether this licensing requirement applies to this after-school academic and career enrichment services contract or if it is standard language intended for construction-related procurements?

This is standard language for our solicitations and would not apply to this project.

2. **School-Day Presence Requirement:** The Scope of Services requires an on-site staff member throughout the school day a minimum of two days per week. Does this expectation require a full school-day presence, or would a defined minimum number of hours per day be acceptable?

We would expect this to be a 7-8 hour day, with the times being offset slightly from school hours due to the extended day (i.e. 10:00-6:00).

3. **Student Transportation:** Will Staunton City Schools provide transportation for students following the after-school program, or should Offerors include transportation considerations within their proposals?

Staunton City Schools will provide transportation.

4. **Snacks or Meals: Will snacks or meals be provided through an existing school or federal program during after-school programming, or should Offerors budget for snack service?**

Staunton City Schools will provide snacks or meals for the program.

5. **Data Access for Academic Monitoring: What student data sources will be available to the awarded Offeror to support academic progress monitoring (e.g., grades, attendance, benchmark assessments), and will a data-sharing agreement be required?**

The Offeror will be provided access to grades, attendance, and assessment data, through a data-sharing agreement.

6. **Background Screening Requirements: What background screening or clearance requirements will apply to staff and subcontractors working directly with students, and what is the anticipated approval timeline following award?**

As a condition of employment, any applicant who is offered or accepts employment, shall submit to fingerprinting and provide personal descriptive information. The information and fingerprints shall be forwarded through the Central Criminal Records Exchange to the Federal Bureau of Investigations for the purpose of obtaining criminal history record information. In addition, any applicant who is offered or accepts employment requiring direct contact with students, will provide written consent and the necessary personal information to obtain a search of the registry of founded complaints of child abuse and neglect. The registry is maintained by the Department of Social Services. The contract or memorandum of understanding of the hiring company can attest that all staff have undergone the criminal background check and been cleared by the Registry for Child Abuse and Neglect, which would not require Staunton City Schools to conduct our own background check. If these services are required by Staunton City Schools, this process would begin immediately, as staff are identified for the program.

7. **Program Start Date: The RFP timeline indicates services begin May 2026. Is May intended for program planning and onboarding activities, or is student programming expected to begin prior to the September school-year schedule?**

Services would begin in May 2026 with program planning and onboarding, and student programming will begin in June 2026.

8. **Subcontractor Approval Process: The Procurement Guidelines reference prior written consent for subcontracting. May Offerors include proposed subcontractors in their proposals contingent upon award, and what is the anticipated approval process and timeline?**

This award would be based on a full contract of services. No additional approvals are anticipated beyond this award.

9. **On-site Work: Currently, I lack the staff needed for the onsite work. That said, would it be acceptable to create and include Job Descriptions in the bid for the individuals we plan to hire and train by the work's start date? If I did that, would it reduce our bid points?**

The bid should include what is achievable by the start date of the program. This would include current or hired staff with appropriate qualifications.

10. **Length of Service: Is this a bid for multiple years of service or just one year with the ability to expand it to multiple years?**

This contract award will be for a one-year term, with the option to renew for up to four additional one-year terms.

11. **Program Schedule: Is this expected to be framed as a typical afterschool program where homework must be completed before any supplemental programming begins, or can the program be formatted in any way that we prefer?**

The proposed schedule should align with the scope of services and the goal of maximizing time for student learning.

12. **Student Field Experiences: Would it be possible to take off-campus trips to local businesses? If so, could we rent school buses for those activities?**

Yes, off-campus trips to local businesses are possible, particularly as aligned to the scope of service. School buses could be used for this service, if there was preplanning and availability of drivers.

13. **Contracted Employees: How many contracted employees will be needed each day to support this program?**

This depends on how the Offeror decides to align personnel, scheduling, etc. to meet the Scope of Service.

14. **Number of Vendors: How many vendors does the district anticipate awarding for this RFP?**

The division anticipates one Offeror being awarded a bid.

15. **Additional Services: Would the district be open to vendors listing additional services they can provide in the proposal?**

Yes, additional services may be listed. However, they will not be considered in evaluating criteria for the proposal.

16. **Travel: What travel between schools is expected for these providers?**

All of the services will be provided at a single school, so no travel to other schools is required.

17. **Staffing needs: How will the district communicate their contracted staffing needs for the after school & enrichment program to awarded vendors post award?**

We would want the bid to include an initial staffing plan. We plan to maintain ongoing communication and collaboration with the Offeror regarding the program. This would include discussion and feedback on program outcomes and any adjustments that may need to be considered, by either Staunton City Schools or the Offeror.

18. **Contracted support: Is this the first time the district has utilized contracted support for this program?**

The school initiated a smaller-scale pilot program during the current school year. However, this is the first time the district has sought longer-term contracted support for the program.

19. **In-person staffing:** Our organization does not have the capacity to provide in-person staffing, but we would be happy to help recruit and train qualified local or district educators to oversee our programming. Would the district be open to exploring this collaborative approach?

We would want the bid to include a staffing plan, which includes the organization managing the hiring process for staff. We can help share advertising with internal staff, as appropriate, as long as scheduling does not conflict with their current position.

20. **Program schedule:** Are you looking for vendors to provide programming for both the school year (Sept-May) and summer (beginning in June)? Or is a prospective vendor able to submit a proposal for either the school year or summer?

The request for proposals includes both the school year and summer.

Note: A signed acknowledgement of this addendum must be received by this office prior to the due date and time, or must be attached to your proposal. Signature on this addendum does not constitute signature on the original proposal documents. The original proposal documents must also be signed per proposal instructions.

Company Name: _____

Signature: _____

Type/Print Name: _____

Title: _____

Date: _____