



## **OFFICE OF COUNTY MAYOR GLENN JACOBS**

Procurement Division, 1000 N. Central Street, Suite 100, Knoxville, TN 37917

**PROCUREMENT DIVISION  
ADDENDUM II  
PROPOSAL NUMBER 3460  
COMMUNITY SCHOOLS AND/OR PRE-K AFTER SCHOOL PROGRAM SERVICES**

**ADDENDUM DATE:** September 22, 2023

**BUYER:** Donnie Fawver

**PAGES:** 4 (Four) total pages

**PROPOSAL CLOSING DATE:** October 4, 2023

**QUESTIONS/ANSWERS:**

**QUESTION 1:** Besides Tab V, where else do we need to list the specific locations that we are proposing that our agency can provide Community School and/or PreK Aftercare services at? (The Cover Letter, in the Program Design/ Implementation Schedule, etc.)

**ANSWER 1:** The only required place is to include in Tab V. All previous awards to RFPs for Knox County Schools can be found at: <https://www.knoxschools.org/domain/974>. Board Agendas, you can create a search with words and dates.

**QUESTION 2:** While we read in the RFP that we are not to submit copies of the entire application for each individual school, do we need to separately submit applications if we want to be an afterschool provider for Community Schools and also want to be an afterschool provider for Pre-K? Or are both of these (aftercare provider for Community Schools and Pre-K) supposed to be addressed within the same proposal with designating sections of our responses to Pre-K or Community Schools if we need to differentiate between the two?

**ANSWER 2:** These can be in the same proposal.

**QUESTION 3:** For the three required references, is a KCS Principal of a school allowed to serve as a reference, or would they not allowed to be a reference if they are considered a Knox County Government employee?

**ANSWER 3:** No, as a principal is a Knox County employee.

**QUESTION 4:** For child care licensing requirements, our agency is has child care certifications (Licenses) for sites, as required from the Tennessee Department of Education (who work with the TN Department of Human Services Child Care licensing agencies). Is this acceptable to be child care certified by the Tennessee Department of Education? We also have contracts with TN DHS as our sites participate in their child care certificate program. Is TN Department of Education Certificate of Approval for child care Or TN DHS Child Care contract sufficient for child care licensing?

**ANSWER 4:** All vendors should be properly licensed by the state of Tennessee. This is proof that licensing requirements for the Tennessee Department of Human Services have been met or exceeded.



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**QUESTION 5:** What is the best way to show proof of licensing/ certification? (To show Tennessee Department of Education Certificate of Approval of child care guidelines being met for the specific current afterschool care sites we currently serve?)

**ANSWER 5:** If you have a copy of the license, you can include a copy.

**QUESTION 6:** For the required staff qualifications for the Site Director, is the Site Director the person from our agency who is providing supervision and management for all Community School and Pre-K sites or are these the requirements for each individual site that we serve (that each site we plan to serve must have a Site Director who has or is pursuing a degree in early childhood education or related field) and 2 years experience in a child care setting

**ANSWER 6:** We encourage you to share as much information as you can for the team. Some previous models (mentioned access in #1) have summarized the individual site director information using a table.

**QUESTION 7:** Is it acceptable that the Site Directors have or pursuing a degree in another field while having ample experience in a childcare setting?

**ANSWER 7:** Please make sure that you meet all licensing requirements.

**QUESTION 8:** In the RFP, it states that the Staff to child care ratio should be 1 to 15. If we are licensed/ certified by the Tennessee Department of Education, who have child care guidelines for K-5<sup>th</sup> grade youth to have a ratio of 1 staff to 20 children, is this ratio acceptable to use for this age group?

**ANSWER 8:** We do want to make sure that all licensing requirements are met. At a minimum a 1:20 ratio per state guidelines, but encourage a lower ratio based on activity and space.

**QUESTION 9:** We wanted to clarify that if we propose a school-based afterschool aftercare program on site at Community Schools or for Pre-K program at schools, we are not required to provide transportation home for youth and families, correct?

**ANSWER 9:** There are no transportation requirements in this RFP.

**QUESTION 10:** In Tab 2, for the Company Profile, where do we find the Vendor's Proposer ID as assigned by Knox County"? Is this assigned when we register as a Vendor in the Knox County portal/ vendor registration system?

**ANSWER 10:** Vendors may email buyer listed in 1.1.

**QUESTION 11:** Can you further detail how payments work? Do parents/caregiver pay the vendor directly for child care costs, or do they pay Knox County's Financial Services and then we invoice Knox County for payment? If we are to invoice Knox County for payment, how often do we or can we invoice for payment?

**ANSWER 11:** Parents/caregiver will pay the vendor directly.



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**QUESTION 12:** Can you further detail what E-Commerce is (as page 16 of the RFP says will you accept E-Commerce for payment)?

**ANSWER 12:** Any form of payment that is electronically accepted (ex. VISA).

**QUESTION 13:** As we are to provide a detailed implementation schedule in our proposal, can you give guidance on when selections of vendors will be made for the schools where we request to be at and when services are to begin?

**ANSWER 13:** Please outline in your proposal a sample timeline to add new schools (i.e. a 4-6 month process for new sites).

**QUESTION 14:** If we do not have staff at potential locations we are proposing to serve (but do not yet serve), can we submit a job description to outline qualifications instead of the resume?

**ANSWER 14:** Yes - you could outline the staff interview process, training, and/or certifications as well.

**QUESTION 15:** Regarding licensing, it is our understanding that the sites must comply with either the TN Department of Education Child Care standards and receive a certificate of approval OR the TN Department of Human Services Child Care licensing standards and secure those licenses, correct? If the sites selected by an agency are able to obtain the TN Department of Education Certificate of Approvals (license), then the site is to operate by those child care standards (the ones listed in Appendix B of the RFP), correct?

**ANSWER 15:** In the RFP, we request DHS licensure. Any additional certificates are welcome.

**QUESTION 16:** The RFP states that businesses who operate in Knox County must have a Knox County business license and attach the license to the proposal. As non-profits are exempt from the Knox County business tax, it is still a requirement for non-profit organizations to have a Knox County business license for this bid?

**ANSWER 16:** No – non-profits are exempt.

**QUESTION 17:** For the references, is it required the references be funders with whom our agency has a contract with and receives grant funding from? Or may the references be other school districts with whom our agency partners and/or operates school-based facilities at (though there is no formal contract in place and no funding received through this partnership)? Which would be preferable for this RFP?

**ANSWER 17:** Vendors are to submit references they feel would be best for this part of the evaluation. Anyone as we discussed except Knox County may be used.



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**QUESTION 18:** For the references, we simply list the contact information on the form and the details requested on the reference form, and then Knox County will contact them to ask about the applicant, correct? We wanted to clarify no additional information was needed and we wanted to clarify what the process was for when you reached out to the references so that we could notify them of the process.

**ANSWER 18:** Please provide as much information in attachment A. Most important is email and contact name.

Acknowledge the addendum in Section V, TAB II.

End of Addendum II

**Donnie Fawver, CPPB  
Senior Buyer  
Knox County Government**

This addendum is issued from the Knox County Procurement Division, Suite 100, 1000 North Central Street, Knoxville, TN 37917. The telephone number is (865) 215-5777 and the fax number is (865) 215-5778.