



**ADDENDUM #1**

**May 21, 2021**

**TO: ALL POTENTIAL BIDDERS**

**FROM: RON VENTURELLA, BUNCOMBE COUNTY PROCUREMENT MANAGER**

**SUBJECT: RESPONSE TO QUESTIONS FOR LITERACY PILOT PROGRAM RFP**

The following changes, revisions, additions, and/or clarifications to the plans and/or specifications are hereby made a part of the original documents.

**Addendum # 1**

The following questions were asked by potential bidders (listed in no particular order):

Q) 2.5 Proposal Submittal - The term Bidder is this the same as vendor?

**A) The terms bidder and vendor are to be used interchangeably.**

Q) 2.6 Proposal Contents - Demographics: When describing the characteristics of the students proposed to be served; do we have to specifically report family income. Or can this be implied in the Organization Overview?

**A) Please provide all demographic characteristics about the students proposed to be served. If certain demographic information such as family income is unavailable, please explain why.**

Q) Outcomes: Are we reporting what works and what did not work?

**A) Yes. Once a performance measure is selected, the vendor will be expected to report the number of students that attain success as well as the number that do not. There will also be opportunities to provide narrative reporting on lessons learned.**

Q) Data and Evaluation: Will reporting be quarterly, monthly, or annually?

**A) A regular reporting cycle will determined after the award during the contract phase. Quarterly is a common reporting cycle for similar projects.**

Q) Staffing: When listing positions PLU utilize paraprofessionals, college students, high school students as staff. In the proposal are you stating that we need specific professionals working with the program?

**A) No. There is not an expectation that any specific qualifications will be included. Please describe the qualifications of the positions that will work in the proposed program.**

Q) 4.3 Vendors Representations - Prior to submission of the Proposal, should the vender predict a monetary value on any supplies that will be needed in the pilot? If there are supplies that are needed after the award of funds can the vendor use funds for the supplies?

**A) Program supplies are an allowable use of award funds. Please include this cost into the proposed budget, along with any other cost of delivering the required services.**

Q) 6.0 General Terms and Conditions - Information and Descriptive Literature: Outside of our overview of our program we cannot make any references to prior funding that we have received from Buncombe County?

**A) Your proposal may acknowledge and discuss prior funding received by Buncombe County. Clause 6.0.4 means that if the proposal requests information, you may not refer the County to prior proposals your organization has submitted to get credit for what is being requested in this submission.**

Q) Can you please explain the certification by the State Office of Historically Underutilized Businesses as well as the HUB-certified vendors?

**A) Per North Carolina General Statute 143-128.4, the term historically underutilized business means minority business. Below is a link to the State's Historically Underutilized Businesses (HUB) website, where you can find HUB certified vendors and register as a HUB.**

**<https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub>**

Q) As a ten-year-old literacy nonprofit in Asheville, Read to Succeed has an existing reading tutoring (K-3rd grade) program that is evolving post-COVID to refocus support to Black students in earlier grades. We have recently shifted our approach to instruction to better align with what Buncombe County Schools and Asheville City Schools are doing in reading instruction and to implement more evidence-based phonics practices.

Does our existing program qualify for this RFP or is the application for a completely new nonexistent program?

**A) The intent of the RFP is to establish a new literacy program, and funding is to support the design, development and implementation of the pilot program. Bidders are not excluded from proposing an expansion or extension of an existing program.**

Q) In regard to the desired outcome in Section 5.0, is there a required threshold number of students the pilot program should reflect in year one?

**A) No. There are not any required thresholds. Proposed outcomes should align with the proven model that the bidder is proposing.**

Q) 4.1 Contract Term - Assuming we meet our goals and objectives, can we be confident that our contract term will be renewed for year 2 and 3?

**A) The intent is to fund a pilot project for 3 year period. Contract renewals for year 2 and year 3 will depend on project performance and budget approval.**

Q) 2.6 Budget - Is there a requirement for matching funds?

**A) No. Matching funds are not required. If any other sources of funds will be leveraged for the project, please include that information in the proposed budget.**

**END OF ADDENDUM #1  
LITERACY PILOT PROGRAM RFP**