



March 11, 2013

ADDENDUM #2

Re: PEAK (Pathways to Excellence, Achievement and Knowledge)
Negotiated Acquisition
PIN: 78113N0001

Dear Prospective Proposer:

The Department of Probation (DOP) is issuing **Addendum #2** to the PEAK (Pathways to Excellence, Achievement and Knowledge) Negotiated Acquisition (PIN: 78113N0001).

ADDENDUM ITEMS

1. **Addendum #1, Item 16, Revised Attachment 1:** Revised Attachment 1 is deleted and replaced with Revised Attachment 1-A which is affixed to this addendum and posted on the DOP website.
2. **Page 1 of the NA solicitation:** Application due date, the date:

March 14, 2013

is deleted and replaced with the following:

March 20, 2013
3. **Section I- General Information, page 5, Application Due Date and Time:** The date:

March 14, 2013

is deleted and replaced with the following:

March 20, 2013
4. **Section I- General Information, page 5, Authorized Agency Contact:** The following is added:

DOP/CEO cannot guarantee a timely response to questions regarding this solicitation received less than 5 days prior to the due date.

Proposers should note that any written response that may constitute a change to the solicitation will not be binding unless DOP/CEO issues such a change as a written addendum.
5. **Section II- Scope of Services, page 9, 3. Key Programmatic Elements, Collaboration With the School:** The second sentence of the second paragraph:

One additional District 79 teacher would be provided for partnering schools of contract awardee(s).

is deleted and replaced with the following:

One additional District 79 teacher would be provided during school hours for partnering schools of contract awardee(s). The teacher may be available outside of these hours; however, the contractor would be responsible for payment of the teacher for hours worked beyond the regular school day.

6. **Section II- Scope of Services, page 9, 3. Key Programmatic Elements, Collaboration With the School:** The following sentence is added to the second paragraph:

Proposers should include an anticipated plan as to how the District 79 teacher would be utilized as part of their program design.

7. **Section II- Scope of Services, page 11, 6. Program Hours/Schedule:** The following is added below the third paragraph:

Contractors should be ready to accept participants and start providing services as of August 1, 2013. Proposers should include a plan for providing services during this period prior to the start of the 2013-2014 school year.

8. **Section II- Scope of Services, page 14, Payment Structure/Contract Terms:** The first sentence of the first paragraph:

The payment structure for the program is anticipated to be for a baseline 12 slot program, with an option per participant rate for any capacity exceeding 12.

is deleted and replaced with the following:

The payment structure for the program is anticipated to be for a baseline 12 slot program. Proposers may include an optional per participant rate for any capacity exceeding 12 at any one time. Proposers including a funding request for additional optional participants should also indicate the number of additional participants that could be served for that price. Award of additional optional participants would be subject to availability of funds.

9. **Section III- Format and Content of the Proposal, page 15:** The following sentence in the first paragraph:

Applications should not exceed 20 pages, exclusive of requested attachments.

is deleted and replaced with the following:

Applications should not exceed 20 double-spaced pages, exclusive of requested attachments.

10. **Section III- Format and Content of the Proposal, page 17, c. Program Approach, Key Programmatic Elements:** The following bullets are added:

- **Describe the anticipated plan for how the District 79 teacher would be utilized in the proposed program.**
- **Describe the plan for initial services to be provided prior to the start of the 2013-2014 school year.**

11. **Section III- Format and Content of the Proposal, page 18, 4. Price Proposal and Proposed Annual Budget (Attachment #4A-C):** The first and second bullets:

- *Application Budget Summary Form (Attachment #4A)- for the first three months of training, from May 1, 2013 through July 31, 2013*
- *Application Budget Summary Form (Attachment #4B) for the school year program (August 1, 2013-June 2014)*

are deleted and replaced with the following:

- **Application Budget Summary Form (Attachment #4A)- for the first four months of start-up, training and initial services, from May 1, 2013 through the start of the 2013-2014 school year**
- **Application Budget Summary Form (Attachment #4B) for the school year program (2013-2014 school year)**

12. Attachment 4A- Application Budget Summary Form, page 25: Attachment 4A is deleted and replaced with Revised Attachment 4A which is affixed to this addendum and posted to the DOP website.

13. Attachment 6- Acknowledgment of Addenda is added. Attachment 6 is affixed to this addendum and posted on the DOP Website. Proposers should submit this form with their proposal to acknowledge receipt of all addenda issued in connection with this solicitation.

CLARIFICATIONS

1. The PEAK Program Director should be a full-time staff member, however applicants could propose to have the Program Director also perform other required school/site-based functions related to the PEAK program depending upon his/her qualifications.
2. DOP would work with contractors on a case-by-case basis if PEAK participants do not meet entrance requirements for the partner school. Proposers would still develop a plan for addressing eligibility for inclusion on the school's register as part of their program design.
3. PEAK program hours during the regular school year should operate from school dismissal until 8 PM.



Eileen Parfrey-Smith
Acting Agency Chief Contracting
Officer

APPLICATION SUMMARY FORM

PEAK (Pathways to Excellence, Achievement and Knowledge) Negotiated Acquisition PIN: 78113N0001

Proposing

Organization: _____ EIN: _____

Address: _____

City

State

Zip Code

Contact

Name: _____ Title: _____

Contact

E-mail: _____ Telephone: _____

Program Site Information

Partner School:

Address:

Grades Served:

Ages
Served:

Fill out this section for any non-school sites proposed (if applicable), attach additional sheets if needed:

Site Name:

Address:

DOP/CEO FUNDING REQUEST

A	Initial Start Up Cost (from Attachment 4A):	\$
B	School Year Program Cost (from Attachment 4B)	\$
C	Summer Program Cost (from Attachment 4C):	\$
# of Slots		Annual Funding Request (B+C)
12		\$
		Cost Per Slot (B+C)/12
		\$
TOTAL FUNDING REQUEST: (2 year 2 month term)		\$
Optional Per Participant Rate (for any capacity exceeding 12 at one time):	\$	# of additional participants
		Additional Funding Request:
		\$

Is the application printed on both sides, on recycled paper containing the minimum percentage of recovered fiber content as requested by the City in the instructions to this solicitation? ☐ **Yes** ☐ **No**

Has the proposer submitted more than one proposal in response to this solicitation? ☐ **Yes** ☐ **No**

If yes, how many? _____

Authorized

Representative: _____

Print Name

Signature

REVISED ATTACHMENT 4A**Application Budget Summary Form
Start-Up/ Training Budget**

PEAK (Pathways to Excellence, Achievement and Knowledge) Negotiated Acquisition
PIN: 78113N0001

Organization:		EIN:	
Category		DOP/CEO Funding Request:	
Personnel Services			
Salaries and Wages		\$	
Full Time:		\$	
Part Time:		\$	
Fringe Benefits		\$	
Total Personnel Services:		\$	
Non-Staff Services			
Consultants		\$	
Subcontractors		\$	
Stipends/Incentives		\$	
Vendors		\$	
Total Non-Staff Services:		\$	
Other Than Personnel Services			
Consumable Supplies		\$	
Equipment Purchases		\$	
Equipment Other		\$	
Space Costs		\$	
Travel		\$	
Utilities & Telephone		\$	
Other Operational Costs		\$	
Other Costs:		\$	
Indirect Costs:		\$	
Total Other Than Personnel Services:		\$	
Total DOP/CEO Funding Request:		\$	

Acknowledgement of Addenda

PEAK (Pathways to Excellence, Achievement and Knowledge) Negotiated Acquisition
PIN: 78113N0001

Proposer: _____

COMPLETE PART I OR PART II, WHICHEVER IS APPLICABLE.

PART I: List below the dates of issuance for **each addendum received** in connection with this solicitation:

ADDENDUM #1 DATED: _____, 20__

ADDENDUM #2 DATED: _____, 20__

ADDENDUM #3 DATED: _____, 20__

ADDENDUM #4 DATED: _____, 20__

ADDENDUM #5 DATED: _____, 20__

ADDENDUM #6 DATED: _____, 20__

ADDENDUM #7 DATED: _____, 20__

ADDENDUM #8 DATED: _____, 20__

PART II: Check, if applicable.

_____ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS SOLICITATION.

DATE ____/____/____

AUTHORIZED REPRESENTATIVE (NAME): _____

AUTHORIZED REPRESENTATIVE SIGNATURE : _____