



*Accelerate Progress for Students*

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RFP NO. 19-054 RA Title I Adult Education Program - ADDENDUM #1

## **Questions and Responses**

1. Question: Are any aspects of this RFP negotiable?

Response: Yes, only areas that are per State of New Mexico Statute are not negotiable. Negotiations are typically with the successful Offeror, so you should send in your best offer and APS reserves the right to negotiate or not.

2. Question: Is the Offeror required to provide all IT for each site where classes are offered, or will Offerors have ability to collaborate with APS IT to make things accessible?

Response: Under Administrative Cost the RFP states: Contractor is responsible for expenses to manage the program and/or courses offered. These costs include, but are not limited to, advertising, program support/onsite coordination (Point of Contact person), provide program oversight and reporting, instructional materials and support, technology expenses, the management and reporting of data to APS.

Contractors are expected to provide access to technology tools, if necessary for their curriculum, such as Chromebooks or the internet.

APS school technology department restricts computer access from non-APS personnel. Therefore “hot spots” or Chromebooks may be necessary to use if technology tools are integrated into the learning process during class times.

APS has some projectors for loan to contractors at the school, available upon request and as available.

Guardians of APS students may have access, in some cases, to technology tools such as Chromebooks and internet. Title I may be able to negotiate with IT department and schools.

3. Question: What requirements does APS impose on us if we accept anyone under 18?

Response: The RFP states: ELIGIBLE INDIVIDUAL is defined as:

- one who has attained 16 years of age;
- one who is not enrolled or required to be enrolled in secondary school under State law; and
- one who—
  - requires instruction in basic academic skills to meet personal and educational goals;
  - does not have a secondary school diploma or its recognized equivalent, and has not achieved an equivalent level of education;
  - an adult interested in furthering their career, parenting skills or high school pathway or
  - is a language learner.

4. Question: What is done with the monitoring/evaluation information about the teachers?

Response: RFP states: "monitoring forms will be the property of APS. A summary may be discussed, if necessary."

RFP states: "APS has the responsibility and right to perform program evaluation, course(s) monitoring and fiscal auditing on an as needed basis using whatever methods and tools APS deems appropriate. APS expects that quality of instruction, completion rate and attendance rate be examined at least twice per course. Documents will be submitted to APS upon completion

5. Question: Would the teachers be subject to APS union protections?

Response: The teachers would not be employees of APS. They would be employees of the contractor. The APS Union Agreement is for APS employees.

6. Question: RFP 19-054 states: "Classes are to be taught by New Mexico certified teachers." We are a community-based, adult literacy organization seeking a contract to provide services under Category I: Adult Literacy. We use trained volunteers as instructors for our basic literacy and ESL classes. These volunteers receive tutor training provided by ProLiteracy, an internationally renowned adult literacy organization that is considered the leading resource for adult education and literacy worldwide. Would certification from ProLiteracy meet the requirements of the RFP?

Response: Title I allows for the applicant to provide services by a qualified individual. The qualifications and proof should be clearly stated in the application.

For example, teachers may have NM certifications or other proof of qualifications such as national certifications, degrees or licenses.

7. Question: What is the proper way to find out the budget amount for this RFP?

Response: The current yearly contract is \$85,000. This is a federally funded program.

**ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:**

**Addenda not signed and returned may consider the RFP non-responsive and may be rejected.**

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**COMPANY/FIRM NAME**

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**SIGNATURE**

\_\_\_\_\_  
**Date**