

# SEMINOLE TRIBE OF FLORIDA

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## RFP 25-2024 TUTORING SERVICES (TRIBALWIDE)

### Addendum No. 1, Date issued May 17, 2024

This Addendum No. 1 is hereby made a part of RFP 25-2024 and has been issued by the Seminole Tribe of Florida (hereinafter the “Tribe”) to answer questions submitted by prospective bidders.

RFP 25-2024 is amended as follows:

The following questions are being addressed through this Addendum No. 1:

GENERAL	
1.	<p><b>Q:</b> Can you please provide the 23–24-year tutoring student roster numbers and hours for all of the Tribe’s reservations?</p>
	<p><b>A:</b> Yes, however student numbers and tutoring hours fluctuate per reservation. The roster on the low end is approximately one hundred fourteen (114) students and approximately two hundred forty (240) on the high end. Hours are based on approximately four (4) to six (6) hours of tutoring per week.</p>
2.	<p><b>Q:</b> Can you please provide the approved 23-24 contract tutor rates for each of the Tribe’s reservations?</p>
	<p><b>A:</b> At this time, the Tribe has determined this information is not applicable to this solicitation and will not be provided to prospective bidders.</p>
3.	<p><b>Q:</b> For virtual tutoring services, does the Tribe have a required online tutoring platform, or is that at the discretion of the agency?</p>
	<p><b>A:</b> No, the Tribe does not have a required online tutoring platform. The online tutoring platform is at the discretion of the awarded Contractor.</p>

4.	<u>Q:</u> Clarification regarding the first month of services please. Although students receive up to four (4) or six (6) hours depending on classification, during the first month, vendors are to coordinate a schedule of half the typical hours per week, and on the second month and thereafter the student would be entitled to receive the maximum weekly hours?
	<u>A:</u> No, the four (4) to six (6) hours are due to accommodations, not according to months.

**QUALIFICATIONS**

5.	<u>Q:</u> Can an agency provide a proposal for partial tutoring services of select Seminole Tribe of Florida reservations (e.g. only for the Brighton Seminole Reservation) or is a tribal-wide proposal required?
	<u>A:</u> No, bidders may not provide a proposal for partial tutoring services of select Seminole Tribe Reservations. The requirement is that bidders shall submit a Tribal-wide proposal, per Section IV – Submission Requirements & Instructions, Paragraph 1 “Submission Requirements.”

6.	<u>Q:</u> Can an agency provide a proposal for select tutoring services (e.g. only K-5) or is a proposal required for all grade levels, including vocational and university levels?
	<u>A:</u> No, bidders may not provide a proposal for select tutoring services. The requirement is that bidders shall submit a proposal for all grade levels: Kindergarten (K) through twelve (12) grade, vocational, and undergraduate college/university students, including students with an active Individual Education Plan (IEP) or 504 Plan, per Section IV – Submission Requirements & Instructions, Paragraph 1 “Submission Requirements.”

7.	<u>Q:</u> Would the Tribe accept a proposal from a virtual high dosage literacy program provider? We provide live instructors either one-on-one (1:1) or small group (no more than four (4) in a group).
	<u>A:</u> At this time, the Tribe is not accepting proposals for small groups. Bids shall be for in-person one-on-one (1:1) tutoring services.

8.	<u>Q:</u> Could the Tribe clarify if an online-only vendor would be eligible for award, or is this only for companies who can do both in-person and online?
	<u>A:</u> Per <i>Attachment A – Scope of Work</i> , Paragraph 2.3 “Additional Contractor Responsibilities”:  “CONTRACTOR(s) selected for this service must be able to provide services Tribalwide throughout Florida and Nationwide, <b>in-person and remotely</b> , as needed by the TRIBE.”

**SUBMISSION REQUIREMENTS/INSTRUCTIONS**

9.	<u>Q:</u> Are Pages 9-12 of the 45-page RFP document to be initialed and included in the submission?
	<u>A:</u> Per Section IV – Submission Requirements & Instructions, Paragraph 1 “Submission Requirements”:

	<p>“BIDDER must include the items listed below as part of their submission to be considered for award:</p> <ul style="list-style-type: none"> <li>• <u>Attachments &amp; Exhibits Checklist</u> – BIDDER must initial next to each attachment and exhibit listed in the two (2) tables in Section IV, Paragraph 5, to confirm BIDDER’s submission includes each applicable completed form.”</li> </ul>
10.	<p><u>Q:</u> Regarding <i>Exhibit H-2</i>, does each experience with the Tribe as it relates to tutoring services (experience #1-3), do the experiences refer to individual academic years contracted or the most recent contract durations of time.</p> <p>For example, a recent 3-year contract would be considered as experience #1 and a previous 1-year contract duration would be experience #2?</p> <p><u>A:</u> Regarding <i>Exhibit H-2 – List of Past Experience with the Tribe</i>, each academic year shall be considered as one (1) year.</p>
11.	<p><u>Q:</u> Does “Any price adjustments after submission must be requested in writing and approved by the Tribe (email sufficient)” on Page 8 refer to requesting price adjustments to the proposal prices only or consideration of adjustment to price during the contract term?</p> <p><u>A:</u> Per Section IV – Submission Requirements &amp; Instructions, Paragraph 2 “Price”:</p> <p>“Prices stated in proposal responses to this solicitation shall remain fixed and firm for all services to be performed for a minimum period of three-hundred and sixty-five (365) calendar days from the Proposal Due Date”.</p>
12.	<p><u>Q:</u> Does the Schedule of Values have to be submitted in the excel format or PDF with owner/officer’s signature? Can an electronic signature be typed into excel format to submit the Schedule of Values as an excel spreadsheet or is another format preferred?</p> <p><u>A:</u> Per Section IV – Submission Requirements &amp; Instructions, Paragraph 5.2. “Exhibits” (table):</p> <p>The submission instructions for <i>Exhibit A – Schedule of Values</i> states:  “Review all tabs and fill-in required information. Provide two (2) copies of this document, as described below:</p> <ul style="list-style-type: none"> <li>• A filled-in and signed version in PDF format</li> <li>• A filled-in and unsigned version in .xlsx Excel format”</li> </ul> <p>A certificate-based electronic signature of the owner/officer is acceptable. A typed signature which cannot be certified/verified is not acceptable.</p>
13.	<p><u>Q:</u> On Page 9, 5.1, simply initialing for <i>Attachment A, B, and C</i> is what is required for that section to acknowledge receipt?</p> <p><u>A:</u> Correct, Bidder must initial next to <i>Attachment A, Attachment B, and Attachment C</i> to acknowledge receipt.</p>

	<p>Per Section IV – Submission Requirements &amp; Instructions, Paragraph 5 “Attachments &amp; Exhibits Checklist”:</p> <p>“BIDDER must initial next to each Attachment and Exhibit listed in the tables below to confirm BIDDER reviewed all Attachments and submitted all required Exhibits.”</p>
14.	<p><b>Q:</b> On Pages 10-12, <i>Exhibits A</i> through <i>Z</i> list everything additional that must be submitted in the proposal as individual files? Can one (1) single PDF including all documents be submitted if each page is clearly marked as “Exhibit _” or should multiple PDFs be attached to the submission separating each document/exhibit?</p> <p><b>A:</b> Yes, Bidder may submit one (1) .pdf including all documents.</p> <p>Per Section IV – Submission Requirements &amp; Instructions, Paragraph 3 “Submission Instructions”:</p> <p>“All parts, pages, figures, and tables should be numbered and labeled clearly. If submitting separate files, the File Name of each submitted attachment and exhibit must include the assigned letter; for example, <i>Attachment A</i>’s File Name must state, at a minimum, “Attachment A.””</p> <p>Please refer to Section IV – Submission Requirements &amp; Instructions, Paragraph 3 “Submission Instructions” for further details on how bidders should submit their proposals.</p>
15.	<p><b>Q:</b> Please clarify if references for <i>Exhibit I</i> can be from organizations and/or private clients.</p> <p><b>A:</b> Yes, bidders may list organizations or private clients as references per <i>Exhibit I – List of References</i>.</p>

All other content for RFP 25-2024 remains the same.

**END OF ADDENDUM NO. 1**