

## Addendum 1 Questions & Answers

## 19RFP020 Youth & Family Enrichment OST ProgramsPhase II19RFP021 Fine Arts & Creative Learning PartnershipsPhase II

- A1: YES. The Scope of Work and Performance Requirements for the FACLP and OST programs are unique and, as such, allows providers to be considered separately should they choose to apply under each individual program.
- A2: Twice per school year. Providing two staggered opportunities for providers to submit proposals each school year allows for maximum participation by qualified providers. Awarded providers in the Fall semester will be eligible to provide services the following Spring semester. Awarded providers in the Spring semester will be eligible to provide services in the Fall of the following school year.
- A3: NO. If awarded a contract under either RFP, you should expect to receive (1) district-wide service agreement for a specified term. You should then expect to receive separate Purchase Orders for each individual campus that you have committed to serve. <u>NOTE</u>: If you do not receive a Purchase Order for a specific campus and your expected start date for servicing a campus is nearing, contact the campus bookkeeper to inquire <u>before</u> initiating services. AISD is not responsible for payments for services initiated prior to Purchase Order.
- A4: \ V # h out to the appropriate program staff to receive guidance on marketing to campuses. Contact information for the various programs included in the RFPs are as follows:

ACE/21<sup>st</sup> Century

PRIME TIME

FINE ARTS



- A5: V\ <u>after</u> you have received a valid <u>Purchase Order</u> from the District. The Notice of Award and Service Agreement solidify the procurement; POs authorize services to be rendered and paid.
- A7: V\ "uppayment to service providers. Being awarded a contract and being added to our Approved Vendors List under either RFP ensures that campuses have access to your services, under the terms of your agreement. It is your responsibility to market your services to campuses, then work with the Campus Coordinator to plan and schedule services.
- A8: When workc i(:)]TETQ7TQq0.00000912 0 612 792 reWhBT/F2 11.04 Tf1 0 0 1 178.49 544213 Tm0 g0 (W)4(h)45(mpu)



A10: Once services are completed and invoices have been submitted, the campus bookkeeper has two final steps to complete to initiate the payment process: 1) confirm that services were performed, as invoiced; 2)



Fine Arts Programs only:

A16: NO. There is no specific format required