

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

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October 24, 2016

ADDENDUM #1

REQUEST FOR PROPOSAL #17-24

NEWTON COMMUNITY EDUCATION MULTI-SPORTS PROGRAM MANAGEMENT

THIS ADDENDUM IS TO: **Answer the following Questions:**

Page 6. Other Related Costs

Q1. Please confirm outside daily rate (\$180) and inside daily rate (\$270) cannot be applied together (for a charge of \$450/day).

A1. No, they are not combined together. The \$180 rate is for outside activities using the inside bathrooms only. The \$270 rate is for inside classes using the gym, bathrooms or any other area within a school building.

Q2. Assuming they are separate...please describe the process to keep track, log, and correctly bill these charges (i.e...when the gym is actually used).

A2. Permits are filled out by the vendor for each class and billed accordingly. These permits are submitted to the Custodian on duty and then processed by our Operations Department.

Q3. Please confirm during hot days staff will have the ability to do snack and water breaks inside (not using the gym) at no additional charge.

A3. Anytime that a building is used for other than a bathroom visit the higher \$270 rate will be applied.

Q4. Real life scenario...a thunderstorm moves in unexpectedly and staff has to use the gym for the last 20 minutes of the day...the full \$270/day would still apply?

A4. If the gym is used for any portion of the day then the higher \$270 rate will be applied.

Q5. Please confirm the pricing will not go up for the term of the contract (3 years).

A5. These rates will be fixed and not increase for the duration of the contract.

Page 9. V. Technical Proposal - Minimum Criteria (3)

Q6. Please clearly define what a "public school district sports program" is? Any sports program that helps fill a need in a public school district (i.e. - an after school sports program)?

A6. This RFP is specific to sport programs offered through NCE only and does not apply to all programs district wide.

PLEASE NOTE: Any classes or camps scheduled for the Cabot Elementary School will not have building access from July 2017 through September 2019 due to a major construction project. An alternative location will need to be negotiated.

Page 9. V. Technical Proposal - Minimum Criteria (8)

Q7. Please explain/clearly define #8...."Contractor must submit with its proposal a comprehensive list of assumptions referencing class enrollment and participation growth".

A7. Within this RFP response, we are interested to know what the Contractor's assumptions and plans are regarding anticipated enrollment and strategies on increasing the number of participants in classes and camps over the three year contract. Assumptions can include but are not limited to:

**Innovative marketing plans to increase participation
New sports programs/classes to attract a larger customer base
Special incentives, etc.**

All other terms and conditions of this bid remain unchanged.

**PLEASE ENSURE THAT YOU ACKNOWLEDGE ALL ADDENDA ON YOUR
BID FORM. FAILURE TO ACKNOWLEDGE ALL ADDENDA COULD
RESULT IN REJECTION OF YOUR BID AS NONRESPONSIVE.**

Thank you.



Nicholas Read
Chief Procurement Officer