



To: Prospective Bidders  
Date: October 18, 2023  
  
RE: Addendum No. 3  
SCF Family Center Management  
RFP SCF23-1102

Issue Date: September 5, 2023

This document forms a part of the Contract Documents and modifies the original Procurement Documents dated September 5, 2023. Acknowledge receipt of this Addendum in the provided on the Bid Form. Failure to acknowledge receipt of this addendum may subject Proposers to disqualification.

This Addendum consists of three (3) pages.

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1. Responses to Bidder questions:

Comment or Question Provided by Bidder	SCF Response
Under Section 5.1 of the RFP it states, "Please limit proposal response for Response to Criteria and Key Personnel Resumes to 5 pages total." Considering that the criteria listed under "Proposal Section 4. Response to Criteria" is several pages long, would SCF be open to either omitting the page limit requirement or increasing the page limit to a number of pages that allow for adequate responses to your criteria?	SCF is willing to waive the page limit to allow for adequate responses.
What is the current budget for food service at the Center excluding labor, Food cost only? also requesting a copy of the Current Menu Cycle?	\$68,000

Comment or Question Provided by Bidder	SCF Response
Current enrollment numbers of infants, toddlers, and preschool as well as number of vacancies.	Enrollment = 76 Vacancies = 20 (majority in the preschool groups)
Computers and other technologies do they belong to SCF or Childcare management group?	Management company
What are the current part time rates.	Half or full-time cost
Please clarify page limit for the Response to Criteria section. Five pages does not seem accurate given the number of requirements. (Section 5.1 Proposal Content and Format, Page 6 of the RFP)	SCF is willing to waive the page limit to allow for adequate responses.
There is an ask to try and mirror current staff salary and hourly rates. Please provide a full list of position titles and current pay rates:	SCF does not have individual pay rates, but will provide a budgeted cost. These costs do not include PTO or benefits.
<ul style="list-style-type: none"> <li>o (1) Director</li> </ul>	\$69,200 for management salaries (assume this counts for Director and Assistant Director).
<ul style="list-style-type: none"> <li>o (1) Assistant Director</li> </ul>	see Director above.
<ul style="list-style-type: none"> <li>o (1) Educational Coordinator</li> </ul>	See Cook below.
<ul style="list-style-type: none"> <li>o List of all Teacher hourly rates</li> </ul>	\$640,000 annual
<ul style="list-style-type: none"> <li>o Cook</li> </ul>	\$110,310 Operations/training salary budget. SCF assumes this includes cook and educational coordinator.
Copy of current floor plans and center layout (to include total square footage for building and for playground)	See attached floor plan below.
Can a copy of current license be provided	<b>SCF has requested and will provide shortly.</b>
Clarify if the scope begin date of 7/1/2024 is expected for the selected vendor to be managing the center in full or is this when the transition work is to begin	Managing center in full.
Are you able to provide a detailed P&L for the center, last year and current to date	No, SCF wants to see what responders will provide as their P&L estimates without undue influence.
Did the center remain fully open during the Covid-19 pandemic	Yes, with various classroom closures if/when there were exposures.
Did the center receive Covid related funding. If so, what was the amount and when did that end	Last COVID funding payment occurred in June 2022. Total funds were \$297,511 (2020 to 2022).

# BIRD RIDGE BUILDING

## LEVEL 1

Administration	1,255 SF
Building Common Area	1,694 SF
Classroom	5,755 SF
	8,703 SF

