



# SYRACUSE CITY SCHOOL DISTRICT

Jaime Alicea, Superintendent of Schools

Finance Department

Suzanne Slack, Chief Financial Officer

June 16, 2022

## RFP #SCSD2022-008 Student Advocacy and Transition Support Services: Addendum #1

### NOTICE TO ALL POTENTIAL RESPONDENTS

This Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

### PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline remains the same and is not changed by this Addendum.

### 2.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

Item	Questions and Answers
2.1	<p><u>Question:</u></p> <p>Can the RFP be backdated for the awarded services to a start date of July 1, 2022, to avoid a gap in services to students? The RFP notes the needs for summer services at page 11.</p> <p><u>Answer:</u></p> <p>No, “The anticipated term of the initial contract period will be for 10 months beginning on September 1, 2022 and ending on June 30, 2023 and the subsequent two (2) years from July 1, 2023 through June 30, 2025 subject to approval by the Board of Education.” (Page 3)</p>

2.2	<p><u>Question:</u></p> <p>When we are reporting for Student Advocacy services, would we count each unique service provided or count each unique individual student we provided services to? For example, a student may be part of two disciplinary hearings: would we report 1 for one unique student, or 2 for the two hearings?</p> <p><u>Answer:</u></p> <p>Each request for advocacy for a student can contain two or more charges for the same date period of suspension. The service counts as 1 if it is completed on the same date and 2 if completed on separate days.</p>
2.3	<p><u>Question:</u></p> <p>Is the expectation that there be 100 open cases for Student Advocacy Services at one time? Our experience demonstrates that there would never be 100 open Advocacy cases. The number of open cases for Advocacy Services varies based on the number of Superintendent's Formal Disciplinary Hearings (typically between 2-15 at one time). These hearings each take an average of 10 days, from receiving the referral, preparing for and attending the hearing, to receiving a decision. How should we meet the performance target (number of open cases)? (see page 10, RFP)</p> <p><u>Answer:</u></p> <p>The district typically has 15 - 20 hearings a week. It is expected that the advocate support the families prior to the date of the hearing, the date of the hearing and follow up with the family after the hearing. For example, if 20 hearings were conducted each month, the Proposer would reach the target of 200 during the year.</p>
2.4	<p><u>Question:</u></p> <p>At page 10 and page 12, the Student Advocates and Transition Support Specialists are instructed to "submit weekly case notes for each active student for each contact/attempted contact/meeting documenting the date, start and end time, method of contact, location, attendees, and summary of discussion topics, action steps, open items to the Transition Coordinator via email throughout the course of their assignment to the student." Are these submissions to be kept on file for inspection and email submission upon request by the District, as in the past, or is this a new reporting requirement to the District that should be sent at the end of each week?</p> <p><u>Answer:</u></p> <p>These case notes are to be kept on file for inspection and submission upon request by the district.</p>

Sincerely,  
Suzanne Slack  
Chief Financial Officer

**END OF ADDENDUM**