



Addendum #001

Request for Proposal (RFP) 105-2026

Title I Equitable Services for Private School Students Tutoring or Extended Learning Opportunities

Date: August 8, 2025

Solicitation: RFP 105-2026 Title I Equitable Services for Private School Students Tutoring or Extended Learning Opportunities

Bid Opening: August 20, 2025, at 2:00 P.M. EST

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Please be advised that the changes below are applicable to the original specifications of the above-referenced solicitation. Added or new language to the RFP is highlighted in yellow, while deleted language has been stricken.

Change # 1: Revises Section 2.5.2 Administrative Cost

2.5.2 Administrative Cost

The hourly rate shall be all-inclusive. There shall be no charge for administrative costs.

~~Administrative Cost is the single percentage of monthly cost of instructional services. This percentage shall not exceed 10% of the monthly cost of instructional services. Administrative costs must be itemized and include supporting documentation. Administrative shall consist of the instructional services portion of the program. These may include, but are not limited to, coordinator's salary and fringe benefits, cost of replacement equipment, furniture, leases, utilities, clerical assistance, travel, administrative costs, etc.~~

Change # 2: Revises Attachment I, Cost Proposal Form

Attachment I, Cost Proposal Form, is replaced in its entirety with Revised Attachment I, Cost Proposal Form, attached hereto.

This Addendum provides the Board's written answers to the timely written questions received.

#	Question	Answer
1	We know that Leon County Schools serves approximately 31,000 students; as the focus of this RFP is on eligible private school students, could you please share how many students will potentially be served here?	Approximately 300 students will be served.

2	What is the grade band for this opportunity?	K-12
3	Can existing formative/summative assessment data be shared by the district to be used for pre/post-tests?	Yes, as outlined by District guidelines.
4	Our organization provides virtual tutoring services, with our virtual tutors being 1099s; rather than resumes, may we submit hiring criteria for these individuals?	Yes. It is the responsibility of the Respondent to ensure and document that all appropriate licenses, registrations, certifications or authorizations are in place.
5	Is the district (or individual schools) able to provide a.) scheduled intervention time blocks during the day, and b.) onsite supervision, provided we offer training and support services?	a.Yes. b.Yes.
6	Is it acceptable for submitting organizations to have a mailing address, not a physical permanent address? Our organization's staff works remotely and does not work out of a shared office setting.	Please see Section 1.2 Proposer Qualifications.
7	Our organization provides supplemental curriculum and services for math and reading only (we do not support science or social sciences); may we submit in response to this request?	The District is requesting Proposals from qualified Respondents which can meet all specifications of the RFP. Please see Section 2.4.1.e.
8	Could you please clarify what is meant by "Administrative Supervision" as mentioned under "Student Instruction?"	Administrative Supervision would include the private school administrator and the Title I Office.
9	Could you please confirm that our references must include wet ink signatures, and that digital signatures will not be accepted?	The District does not specify in the RFP; digital signatures are acceptable.
10	In section 2.5.2 Administrative Cost, the document mentions a recommendation of "not more than 10% of the monthly cost for instructional services" but in Section 3.2 Cost Proposal Submittals, the document mentions "The hourly rate shall be all inclusive. There shall be no charge for ... administrative costs." Can you perhaps clarify how the	Please see the revised Section 2.5.2, Administrative Cost, above.

	administrative cost should be calculated and presented on the Cost Proposal?	
11	Are there any maximum or minimums for applicable student count before the proposer shall be contracted to complete services. For example, if the school elects to only require services for one child for one hour weekly, are there any safeguards to prevent this?	No. Services are expected to be provided regardless of a minimum or maximum student count.
12	Is the hourly rate assessed for each child separately, or are hours billable only by time? For example, if the school has one child being seen at 2pm and a group of 3 students being seen at 3pm, would that be calculated as 2 hours or 4 hours of service?	Hours are billable by time only and submitted at the end of each month. For example, if the awarded Respondent serves one hour, regardless of the number of students served, only one hour may be billed.
13	Can professional development and instructional coaching be implemented under the Title I contract?	No.
14	How many students are expected to be served?	Please see the answer to Question #1.
15	What is the anticipated budget for these services?	The District cannot provide this information at this time as the allocation may vary.
16	Can you please clarify the contract start date? The dates referenced within the RFP state: July 1st through June 30th. Will the contract begin in 2026?	Services are expected to begin immediately upon Board approval and Contract execution and to continue through the 25/26 school year.
17	Does the board currently have a vendor with whom they are contracted?	Yes.
18	What subject areas fall under the services being requested?	Please see Section 2.4.1.e. of the RFP.
19	If a vendor is awarded, does this qualify them as approved to work with private schools? Will additional contracts arise from this initial contract with Leon County Schools?	No. Respondents must have Level II clearance and written approval prior to implementation of services. The District does not know at this time.
20	What is the anticipated number of students that will be served?	Please see the answer to Question #1.

21	Does this contract allow vendors to work with public schools within the district?	No.
22	Do all of the tutors/teachers have to be licensed in the state of Florida?	Tutoring staff should be authorized under state and federal laws to perform educational services, whether by appropriate license, registration, certification, or authorization. Please see Attachment II, Required Provisions Certifications.
23	Does the requirement for five years of experience providing educational services of a similar nature require that this experience be obtained exclusively within the state of Florida?	No.
24	Where can The Service Delivery Plan be located that references the RFP 105-2026.	The District cannot provide this at this time. The Title I grant has not received state approval.
25	If the tutor is prepared and available, but fails to attend a scheduled session, does the contractor bear the cost of the session?	No. The awarded Respondent will not be charged for tutor no-shows. However, only time spent tutoring students is billable.
26	Where can I find the list of approved pre- and post assessment instruments permitted for use under RFP 105-2026?	Pre and post assessments vary by school, and the District cannot provide this information at this time.
27	If a vendor has operated under contract with the county for the past year- but was not headquartered in Florida-can they be grandfathered in under the new six month in-state vendor requirement introduced in this RFP?	The District would need further clarification in order to adequately answer this question.

Revised Attachment I
Cost Proposal Form

**RFP 105-2026 Title I Equitable Services for Private School Students Tutoring or
Extended Learning Opportunities**

Description	Rate
1. Instructional Services/Tutoring in Person	\$ _____ per hr.
2. Instructional Services/Tutoring Virtually	\$ _____ per hr.
3. Administrative Cost	_____ %

Company Name

FEIN #

Authorized Representative (Print)

Authorized Representative (Title)

Authorized Representative (Signature)

Date