

RFP #2013-14-01 Questions & Answers June 6, 2013

1. Until now, our program length has been 75 minutes per session. Is this too long, (i.e., is 60 minutes the top limit) or is it within the *approximately 1 hour* per session guideline? **The RFP states that each session must last approximately one hour. No maximum length of time for each session is specified.**
2. Until now, our six session program has included the Book Club event for students and parents. Does this count as a session, or does every session need to be only for the children? (the Book Club is a recital/open house event for children and their families to attend) **As long as children are being served, it counts as a session; the addition of the family component is optional.**
3. Is the staff orientation session, which takes place prior to the first ELO session with the children, a funded session? **No, it would not be considered one of your six sessions.**
4. Do we name our preferred sites to present the ELO in the RFP? If yes, do we need to contact them to ascertain possible interest pending funding, prior to submitting the RFP? If no, do we name preferred areas that we will present the program with the understanding that we will contact programs in those areas if funded (i.e., we will offer our ELO to participating sites within particular zip codes or areas)? **Specific sites are not to be named in the RFP. Preferred zip codes or areas may be specified.**
5. If we would like to continue to reimburse our Y instructors up to \$100-150 for their personal liability insurance, listing the Y as the additionally insured, which we require each of them to have ... would this fall under the Insurance or Misc. category? **Yes, under Insurance.**