



PURCHASING SECTION
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ADDENDUM NO. 1

REQUEST FOR PROPOSALS (RFP) No.: 1220-030-2018-035
TITLE: BIKE EDUCATION FOR SCHOOL DISTRICT #36 SURREY
ADDENDUM ISSUE DATE: MAY 9, 2018
CLOSING DATE AND TIME: ON OR BEFORE THE FOLLOWING DATE AND TIME
(THE "CLOSING TIME"):
TIME: 3:00 P.M. (LOCAL TIME)
DATE: MAY 18, 2018

INFORMATION FOR PROPONENTS

Proponents are advised that Addendum No. 1 to RFP 1220-030-2018-035 is hereby issued by the City. This addendum shall form part of the Contract Documents and is to be read, interpreted and coordinated with all other parts. The following information is provided to answer questions raised by Proponents for the above named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the Proponent or any sub-proponent not being familiar with this addendum. This Addendum No. 1 contains two (2) pages in total.

QUESTIONS/ANSWERS:

Q1. Refer to Schedule A, Section 2.4

Section 2.4 stipulates that there must be 1 instructor for each 10-15 students for both in-class and on-bike instruction. Can you please confirm that a 1 to 10/15 instructor to student ratio is required for in-class instruction? From experience we find that one instructor can lead an in-class presentation and discussion for one classroom of up to 28 students. Requiring 2 instructors for in-class sessions would raise staffing costs in this contract for the City.

A1. Having one (1) instructor for the in-class portion of the bike education instruction will be permissible, so long as the classroom size does not exceed 28 students and the quality of the instruction is not compromised.

Q2. Refer to Schedule A, Section 2.4

In section 2.4 of the RFP stipulates that maximum student group size should be no more than 40. We want to clarify that the City would allow the selected vendor to have separate instructor groups leading two groups of <40 students for school-ground on-bike instruction simultaneously in different locations. If not then school scheduling would make it necessary for the provider to do on-bike instruction over two days instead of one.

A2. The on-bike portion of the bike education instruction will remain at no more than 40 students per session with 1 instructor per 10-15 students. If space allows, simultaneous sessions may be permitted so long as each student and session receives the same quality of instruction, instructor to student ratio, and identical instructional materials. The Contractor must provide enough bikes and safety equipment to run simultaneous sessions and ensure that every student that does not have their own bike to train with will have exclusive access to bike and safety materials. That is, there should be two sets of instructors and training materials that will be exclusive to each training session.

Q3. Refer to Schedule A, Section 2.5

In Schedule A 2.5, it's not clear whether the selected vendor would be distributing family take-home surveys to grade 6 and 7 students who had taken a cycling course when they were in grades 4 or 5. Would only grade 4 and 5 students getting cycling education during the current school year receive the family survey, or also grade 6 and 7 students?

A3. The take-home family surveys will be distributed to all current grades 4 & 5 students taking cycling education during the current school year and grade 6 & 7 students who had previously taken the training. This survey will aid in the facilitation of the requirements set out in Schedule A, Section 2.7.

Q4. Refer to Schedule A, Section 2.5

Section 2.5 states that the final evaluation report based on the in-class and family surveys would be submitted in December 2018. It is our understanding that cycling instruction under the annual contract would continue into the Spring of 2019, so not all the survey data would be available by December 2018. If so, would it make more sense for the final report to be due July or August 2019?

A4. The final report will be due by July 31, 2019, as to capture those schools that will be participating in the program during the Spring 2019 semester.

Q5. Is the City of Surrey expecting the chosen Contractor to complete Scope of Services 2.7 (Program Evaluation) solely with the surveys data collected from students, parents and teachers in 2.5 (Data Collection and Analysis), or is the City expecting vendors to propose additional data collection for broad program evaluation?

A5. The City is interested in better understanding the effectiveness of the Bike Education Program and is encouraging Proponents to propose additional data collection methods and ideas to evaluate the program. The data collection in Schedule A, Section 2.5 can form part of the evaluation, but should not be considered as the only data collection method or gauge for the Bike Education Program evaluation described in Schedule A, Section 2.7.

END OF ADDENDUM

All Addenda will become part of the RFP Documents.
