



DIVISION OF FINANCE – PURCHASING DEPARTMENT

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ADDENDUM #1

RFP #25-0049

EDUCATIONAL SERVICES FOR THE EVENING REPORTING CENTER

September 19, 2025

The following is to ensure that vendors have complete information prior to submitting a *Request for Proposal*. Here are some clarifications regarding the Educational Services for the Evening Reporting Center:

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

1. For RFP 25-0049, what hours or shifts are required for staffing?

Typically, the teacher/para will work 10:30 am – 7:00 pm, Monday – Friday. This gives them a little planning time prior to classes starting at 11:00 am. The program is over at 8:00 pm but the teachers don't need to stay that late.

Firms interested in submitting a *Request for Proposal* must respond with complete information and **deliver on or before 1:45 pm CDT, September 30, 2025**. Late responses will not be accepted and will not receive consideration for final award.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE RFI RESPONSE PAGE.”

Jaimee O'Laughlin
Purchasing Agent

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