



City of Batavia  
Request for Proposals

**ADDENDA**

Issuance Date: December 21, 2020

Addenda Date: January 6, 2021

Due Date: January 15, 2021

One emailed proposal shall be sent to Rachael J. Tabelski by 4:30 PM on Friday, January 15, 2021 [rtabelski@batavianewyork.com](mailto:rtabelski@batavianewyork.com) and three hard copies delivered to City Manager's Office  
One Batavia City Center, Batavia, NY 14020.

**Addenda**

Addenda, if any, will be issued only to those persons whose name and address are on record with the City as having obtained the RFP. Addenda to the RFP, if/when issued, will be posted to the City website. If you have obtained the RFP through the City's web site and would like to be on record for any Addenda, please email Lisa Casey, [lcasey@batavianewyork.com](mailto:lcasey@batavianewyork.com) with your name and email address.

*Office of the City Manager*  
**One Batavia City Centre  
Batavia, New York 14020**

**Phone: 585-345-6330  
Fax: 585-343-8182  
[www.batavianewyork.com](http://www.batavianewyork.com)**

## **Afterschool Programming/Youth Services and Summer Recreation**

Q – The RFP refers to a minimum and the maximum of students. The ranges are relatively broad; would it be possible to obtain yearly averages? How many students on average attended the after school and summer programs daily?

A – Liberty Center had 97 youth registered at the end of a 9 month period with the daily participation of 25-43 (March 2020). Summer Recreation has five (5) park location operating, with 250+ youth registered (2019) and our daily cumulative average between the five (5) locations was 150-175.

Q – Does the city have a written Youth Services and Recreation Plan that we could access?

A – The City Youth Services & Recreation programs fall under Life Area: Physical and Emotional Health for the Youth Development Program (YDP) funding through the Genesee County Youth Bureau and NYS Office of Children & Family Services. Goals, Objectives and Performance Measures are specific to the Life Area and are outlined the annual application for funding.

Q – The City School District already operates a before and after school program in partnership with the YMCA. Can you explain why there is a need for this city-provided program if the local school district already offers a program?

A – Our afterschool program is a component of our Youth Bureau and all services are free of charge. The before and after school program with the City School District and YMCA is a fee based service for youth and families, and serves a younger population than the city.

Q – How will the students be transported from their respective schools to the after school program at the Liberty Center?

A – There is an agreement in place with the City School District to provide transportation for youth registered at the Liberty Center; as long as they have completed the necessary forms for the district's transportation and are registered participants.

Q – Will the city reimburse the selected operator for all expenses incurred by operating the program or will the city pay a flat fee per student attending? If the latter, is the city willing to guarantee coverage for the minimum number of enrollments provided in the RFP?

A – The city will award the contract based on the annual budget submitted for the RFP in the areas of Afterschool Programming/Youth Services and Summer Recreation. It is the responsibility of the selected operator to provide these contractual services within the agreed upon amount.

**Budget Template - City of Batavia RFP  
Liberty Center for Youth**

Agency/Municipality

Program Name:

Funding Year:

**Personal Services**

Position Title	Rate of Pay	Basis (W, BW, SM)	Total Program Amount	Total Funds Requested for this Program
Total Salaries & Wages			\$0.00	
Total Fringe Benefits				
Total Personal Services			\$0.00	

**Contracted Services & Stipends**

Type of Service or Consultant Title	Rate of Pay	Basis (S,M, HR)	Total Program Amount	Total Funds Requested for this Program
Total Contracted Services			\$0.00	

**Maintenance & Operation** (all other expenses except facility repair:

		Item Descriptions
Consumable Supplies: to include food		
Maintenance/Equipment Repairs		
Equipment Rentals (list in space at right)		
Equipment Purchases (list in space at right)		
Space Rentals (indicate rate/basis/type at right)		
Travel (includes mileage rate @ \$0.____ per mile)		
Training Expenses		
Utilities and Telephones		
Other Costs (list in space at right)		
Total Maintenance & Operation		

**Total Program Amount**

**TOTAL Annual Cost**