



# Appoquinimink School District

THE WORLD IS OUR CAMPUS

May 16, 2018

Melissa Huffman  
Huffman Services LLC  
527 St. Michael Dr.  
Middletown, DE 19709

Ms. Huffman,

RE: RFP: #29-18-03  
School District: Appoquinimink School District  
RFP Title: Assistive Technology Services

This is to inform you that the Appoquinimink School District has determined your bid to be highest scoring for the following:

Project/Items: Assistive Technology Services  
Amount of Award: \$58 per hour, not to exceed \$70,000 during the 2018-19 fiscal year

As required in the specifications, the following documents must be submitted to the Appoquinimink School District by: June 5, 2018

Required: Two copies of each contract for your signature  
Required: Certificate of Insurance

Failure to supply the required documents in a timely manner shall be cause for forfeiture of your bid deposit, if applicable, and the bid to be awarded to another responsible bidder. A fully executed copy of the contract document will be returned to you by the District. Please contact Bobbi Harless regarding your contract submission. The contract should specify the types and frequency of specific services that were outlined in your RFP proposal.

Upon submission of all required documents, the District will issue a purchase order that will be processed through the State of Delaware Accounting Office. You should not proceed with any work until you have received the purchase order unless a mutual understanding has been expedited by the District.

Thank you for your participation in the bid process. Please call me should you have any questions.

Sincerely,

Chet Hadley, MA, NCSP  
Assistant Principal of Special Programs  
302-376-4483

cc: Dr. Josette McCullough, Director of Special Education, Appoquinimink School District

Matthew Burrows  
Superintendent

Board of Education  
Norman Abrams  
Charlisa Edelin  
Richard Forsten  
Michelle Wall  
Kelly Wright

Tony J. Marchio  
Administrative Offices  
313 S. Fifth St., PO 4010  
Odessa, DE 19730  
302.376.4128

Alfred G. Waters Middle  
1235 Cedar Lane Road  
Middletown, DE 19709  
302.449.3490

Appoquinimink  
Preschool Center  
502 S. Broad Street  
Middletown, DE 19709  
302.376.4400

Appoquinimink High  
1080 Bunker Hill Road  
Middletown, DE 19709  
302.449.3840

Brick Mill Elementary  
378 Brick Mill Road  
Middletown, DE 19709  
302.378.5288

Bunker Hill Elementary  
1070 Bunker Hill Road  
Middletown, DE 19709  
302.378.5135

Cedar Lane  
Early Childhood Center  
1221 Cedar Lane Road  
Middletown, DE 19709  
302.449.5873

Cedar Lane Elementary  
1259 Cedar Lane Road  
Middletown, DE 19709  
302.378.5045

Everett Meredith Middle  
504 S. Broad Street  
Middletown, DE 19709  
302.378.5001

Louis L. Redding Middle  
201 New Street  
Middletown, DE 19709  
302.378.5030

Middletown High  
120 Silver Lake Road  
Middletown, DE 19709  
302.376.4141

Old State Elementary  
580 Tony Marchio Drive  
Townsend, DE 19734  
302.378.6720

Olive B. Loss Elementary  
200 Brennan Boulevard  
Bear, DE 19701  
302.832.1343

Silver Lake Elementary  
200 E. Cochran Street  
Middletown, DE 19709  
302.378.5023

Spring Meadow  
Early Childhood Center  
611 Campus Drive  
Townsend, DE 19734  
302.378.6760

Townsend Early  
Childhood Center  
10 Brook Ramble Lane  
Townsend, DE 19734  
302.378.9960

Townsend Elementary  
126 Main Street  
Townsend, DE 19734  
302.378.5020