



**Data Service Center**

168 S. Dupont Highway Phone: (302) 504-7200  
New Castle, DE 19720 Fax: (302) 504-7201  
www.dataservice.org Helpdesk: (302) 504-7222

**FILE COPY**

May 16, 2016

Therapy Services of Delaware, Inc.  
Carolyn Cotter  
24 Gates Circle  
Hockessin, DE 19707

Ladies and/or Gentlemen:

Re: RFP # **29-16-31**  
School District(s) **Appoquinimink School District**  
RFP Title **Physical Therapy Services**

This is to inform you that the School Board(s) for the above referenced bid has determined your bid to be the highest scoring for the following:

Project / Items: **2 (two) Full-Time Physical Therapists, as needed**

Amount of Award: **\$67.00/hour**

**As required in the specifications the following documents must be submitted or returned to the *Data Service Center* by: May 31, 2016**

Required Two copies of each District's contract for your signature.

N/A Three copies of the AIA contract, mailed to you by for your signature.

N/A Performance / Material Payment Bond in the amount of 100%

Required Certificate of Insurance (Waived if delivery is made via common carrier)

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 the next lowest responsible bidder. The bid deposit, if required, will be

returned upon the receipt of the above referenced documents. A fully executed copy of the contract document will be returned to you by the District(s).

Upon the submission of all required documents, the District(s) 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(s).

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

Sincerely,

Signature on File

Emily L. Ryan  
User Support Analyst  
Central Bidding Department

CC: Dr. Josette McCullough, Director of Special Education