



Data Service Center

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June 21, 2017

FILE COPY

A Friend of the Family, Inc.
Dr. Kim Allen
P.O. Box 5051
Wilmington, DE 19808-0051

Ladies and/or Gentlemen:

Re: RFP # **1-17-26**
School District **Brandywine School District**
RFP Title **Brandywine Community School, Alternative to Suspension and Non-Traditional High School Credit Recovery – Contractual Services**

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

Project / Items: **All items**

Amount of Award: **Amount to be discussed**

As required in the specifications the following documents must be submitted or returned to the *Data Service Center* by: July 5, 2017

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,

Original On File

Emily L. Ryan
Coordinator – Administrative Applications & Central Bidding
Data Service Center

CC: Jason Hale, Chief Financial Officer, BSD