



**Data Service Center**

168 S. Dupont Highway  
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**CENTRAL BIDDING DEPARTMENT**

**ADDENDUM No. 1**

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

Date of Addendum: April 17, 2017

OPENING DATE: **May 4, 2017 at 2:00 PM**

To all prospective bidders under the specifications and contract documents described above, this Addendum to RFP is being issued to:

**To answer and clarify the following questions/concern:**

1. The first question I have is regarding the disclaimer in the RFP: "Pre-bid meetings for non-public works contracts and for public works contracts that do not exceed \$50,000 in value, and attendance requirements for such meetings, shall be at the discretion of the District(s)."

If the solution we have to offer the district is less than \$5,000, not including staff, would this even need to go through the bid process? We could provide training, on-line solution including all curriculum, job descriptions, etc., but not the actual staff members for less than \$5,000. We know our staff costs, but not what the district staff costs would be, so that makes this a little challenging.

**Yes, it would need to go through the bid process – the District is not interested in an online solution.**

2. The mandatory attendance at the pre-bid meeting. Will you offer any virtual attendance options (Skype, Go To Meeting, Zoom, or conference call #)?

**No, physical attendance is required.**

3. What was the total contract dollar amount for this service for the current school year, '16-'17?

**\$1,322,652.00**

4. Same question as above, but for '15-'16?

**\$1,335,151.00**

5. Under *General Information* in the RFP, it says that it is expected that there will be 20 high school students; it then later says "the number of seats available for the Non-Traditional High School Credit Recovery Program shall not exceed 25 at any given time." Is this to be interpreted as 45 high



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school students total, or will the 25 seats for the credit recovery program be inclusive of the original 20 seats mentioned?

20 High School seats for Tier II alternative setting supports and 25 seats for TAP credit recovery, two separate allotments

6. Has the program always served elementary students?

Program has always supported elementary students however referrals a generally lower

7. For how long has the current vendor serviced this contract?

Current Vendor has provided services to Brandywine for approximately 12 years and the current vendor is A Friend of the Family, Inc.

### **Clarify the following items addressed in the mandatory pre-bid meeting:**

8. The District will provide the location for the program and the location will be for all sections/areas of the contracts (all grades)
9. The awarded vendor will follow the District's curriculum & will work in conjunction with the other District's schools so may be required to attend District PD sessions, etc.
10. Counselors – District prefers all counselors to be licensed
11. No District ED on staff
12. Length of stay varies for each student – there is a 25-day review period
13. There are currently no ESL students in the program
14. There are no after-school activities at the site
15. This is currently not a year-long program but vendors could submit a proposal for a year-long program
16. All questions must be submitted by noon on May 1, 2017 to Emily Ryan at [eryan@dataservice.org](mailto:eryan@dataservice.org)
17. District reserves the right to multi-award contract if deemed in their best interest
18. Proposals must be delivered/submitted to the Data Service Center, Attention: Emily Ryan (address and phone number listed in RFP package) by 2:00 PM on May 4, 2017. Only the names of the vendor's who submitted proposals will be announced at the public opening.