

DATE: April 10, 2012

TO: All Offerors

FROM: Gaurang P. Pathak  
Manager of Financial Services/Internal Control

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CSD-2012-07

**RFP for In School Alternative Program**

**ADDENDUM #1 – QUESTIONS AND ANSWERS**

<b>RFP# CSD-2012-07 Questions</b>	<b>RFP# CSD-2012-07 Answers</b>
1. How many schools will be served?	7 schools – 4 middle and 3 high schools
2. Must an organization serve all schools?	Yes, an organization must serve all schools
3. Can an organization propose to target a particular school?	No
4. Can an organization propose to target a particular grade range, for example: high schools, middle schools, or elementary schools?	No, an organization must serve all schools.
5. Will each school provide an area to work in?	Yes
6. Will that area be available during and after school?	Yes
7. Does an organization need to provide an outside space, transportation, etc.?	District provides transportation, students housed in comprehensive schools
8. Is this an existing service? Who is the existing provider, if so?	Yes, the existing service provider is A Friend of the Family
9. Is there a particular sum available for this program?	Yes, approximately \$350,000 per year
10. Is there a particular amount available per school?	Evenly distributed across schools
11. Are you looking for a particular type of budget? (i.e. fee-for-service/unit cost; cost reimbursable, etc.)	Budget (at a minimum) must include the breakdown of cost as follows: a. Salaries & Employment Cost: 1. Staff Salaries 2. Substitute & Supervision 3. Staff Benefits 4. Workmen's Comp & Liability 5. FICA etc. 6. Pension/bonus (if any)  b. Other Expenses: 1. Supplies and or Incentives 2. Advertising 3. Professional Development

	<p>4. Payroll Expenses</p> <p>c. Administration/Management Cost.</p> <p>d. Total cost for the service.</p>
12. How many students are anticipated to require services? What is the breakdown by location/school?	Maximum 12 per placement timeframe
13. What hours of operation do you anticipate this program running?	Regular school day. Hours for each school can be found on our website <a href="http://www.christina.k12.de.us">http://www.christina.k12.de.us</a>
14. If program is in a school, will students have access to school lunches, including free and reduced lunches?	Yes, students will have access to school lunches including free and reduced lunches.
15. If off-site, will students have access to free and reduced lunches?	Not Applicable
16. Section I. Overview (RFP page 1) states that completion dates are based on staff recommendation and Section II. Scope of Services (page 2) describes staff qualifications. Does CSD expect the alternative education provider to train the schools' existing staff and provide a director/staff member to monitor the program, or is the provider expected to fully staff the program?	Vendor is required to fully staff the program
17. The following 3 questions refer to Section III. REQUIRED INFORMATION THAT MUST BE SUBMITTED IN PROPOSAL (pages 2-3):	
a. There are 5 requirements listed under the subsection of Minimum Requirements, but certain items state submission prior to award bid. Would you please clarify which items must be included with the proposal, and which can be submitted after the RFP deadline but prior to award decision?	<p>The following must be submitted with your proposal:</p> <ol style="list-style-type: none"> <li>1. Delaware Business License</li> <li>2. Proof of Liability Insurance as specified in 2a and 2b of the minimum requirements section.</li> </ol> <p>If your company is selected and result into award of contract then the following must be submitted to the district upon notification prior to the award of contract. This refers to items 3, 4, &amp; 5 as specified in the minimum requirements.</p>

<p>b. Minimum Requirement #2 states that “the contractor must obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the District.” What carrier(s) does CSD consider “satisfactory” for the insurance requirement?</p>	<p>Proof of Liability Insurance for any carrier(s) with the minimum coverage limits specified in section 2a &amp; 2b of minimum requirement section of the RFP.</p>
<p>c. Minimum Requirement #4 states that “the contractor will be responsible for all State of Delaware and Federal Drug and Alcohol testing requirements prior to bid award.” What type of evidence is acceptable?</p>	<p>Results of Drug &amp; Alcohol testing of each individuals conducted by Lab- Corp, Quest Diagnostics, or any other reputable Lab, who performs regular Drug &amp; Alcohol Testing in accordance with the State of Delaware &amp; Federal requirements.</p>
<p>18. If we have two alternative options for this service; are we allowed to incorporate both in the proposal?</p>	<p>Yes</p>
<p>19. If yes, can we also submit 2 differing budgets?</p>	<p>Yes</p>
<p>20. How would you like the budgets submitted? On our internal budget sheets or is there alternative budget sheets; which I might be missing?</p>	<p>On your budget sheet. For details, please refer to the answer of question 11.</p>
<p>21. The RFP is for staffing an #ISA program in seven schools, paragraph II, page 2 of the RFP refers to a staff member etc. Is this person also the teacher for the program? Do you plan on having a one (1) person FTE per school to run/operate/monitor and facilitate the program?</p>	<p>1 full time person on site in every school</p>
<p>22. Price appears to be an evaluation factor of 15% (cost to run program) but there is not cost format required. Is all that is required shown below?  Hourly Cost Per Employee  <u>Design</u>                      <u>Implementation</u>  \$_____                      \$_____</p> <p>Where are the costs for project director, materials, furniture, etc., etc.?</p>	<p>Please refer to the answer of question 11 above</p>

<p>23. Do you need seven resumes for staff for the seven schools? How about a project director and other staff that may support the project?</p>	<p>Yes seven resumes of individuals who may be selected to conduct the work with the Christina School District. Minimum information to include:</p> <ul style="list-style-type: none"><li>❖ A minimum Bachelor's Degree</li><li>❖ A minimum of 3 years of experience in working with students who have behavior problems.</li><li>❖ Evidence of ongoing professional development</li></ul> <p>Plus resumes of other staff supporting the program.</p>
<p>24. Is there an incumbent contractor for this program? If so, who is it and what is the annual amount of their contract?</p>	<p>Please refer to the answer of question 9 above</p>