



DATE: February 22, 2013

TO: All Offerors

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

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CSD-2013-01

RFP for School Psychologist, Behavior Analyst & Ed. Diagnostician Services

ADDENDUM #1 Questions & Answers

NOTE: Page 6 of the RFP document under the heading “Proposals” last bullet point to read as

- Appropriate Department of Education certifications for all employees (if Applicable)

Questions & Answers

Questions	Answers
1. How are services currently being provided? By Contract and or school district?	Both, Employees and Contract Services
2. Who currently holds the contract? How many positions are filled?	Education Diagnostician - Currently none by contract services; School Psychologist - Education Based Services Inc. 3 positions; Behavior Analyst - Devereux, Providence & Vision Quest services as required based on temporary needs.
3. What is the current rate of each position? And/or services provided?	Currently we pay contracted services an hourly rate of \$72 to \$78 for student services.
4. How many school days will vendor be able to invoice for per school year?	180 days plus opportunities for a 5-7 week summer program

Questions & Answers

<p>5. Are professional in-service days required and able to be invoiced? How many per school year?</p>	<p>Yes, some of them will be required and can be invoiced. There are typically 8-10 professional development days per year</p>
<p>6. Will the staff travel from school to school or be assigned to one school per school year? If there is travel, how much and how often?</p>	<p>E.Ds – one school School Psych & Behavior Analyst – travel from school to school and it depends on district need.</p>
<p>7. How many children are served in the school district? How many children currently have an IEP's</p>	<p>17,000+ in district / ~2,500 special education</p>
<p>8. Will services be provided in the schools, home, and/or community settings?</p>	<p>Mainly schools, but others are possible</p>
<p>9. Who will supervisor the School Psychologist, Behavior Analyst & Ed. Diagnostician staff?</p>	<p>Building Principal & Director of Special Services</p>
<p>10. Can we submit sample resumes representative of the type of candidates we would present?</p>	<p>Yes, however please refer to RFP requirements and evaluation criteria section.</p>
<p>11. We are planning to provide a proposal for all three services. Does this mean you require 3 separate proposals (one for each), with 4 separate copies and 1 electronic copy for each? So that means we are submitting 12 copies and 3 electronic copies? Or is it one proposal, and we address each service in the one proposal?</p>	<p>All three positions are in a single RFP. Respondent has the ability to select any or all and submit accordingly.</p>
<p>12. What companies are you currently using to provide these services and what are the current rates your school district is paying for these services?</p>	<p>Please refer to the answer to question 2 & 3.</p>
<p>13. Do you require copies of insurance in the proposal, or will you accept after it has been awarded?</p>	<p>Refer to additional minimum requirements section on page 6. Insurance requirements must be clearly addressed in your proposal by providing a copy, or binder or how you intend to fulfill this requirement.</p>
<p>14. The RFP states a consensus of 13 FTE Behavior Specialists, 27 FTE Ed. Diagnosticians, and 11 FTE School Psychologists. How many of these positions are currently being contracted out now?</p>	<p>E.D. – none; School Psych – 3 positions Behavior Analyst – currently on an as needed basis.</p>

Questions & Answers

15. How many billable work hours in a full day for a FTE and how many billable days per year?	7.5 staff hours in one day x 180 student days + any professional development days
16. Is travel a reimbursable expense when traveling from school to school to provide services?	No.
17. Will your district accept a resume that does not have current certification, but is eligible for certification; should there be an award for services to a vendor?	Yes, however resumes with current certifications may receive higher scoring in evaluation process. All individuals provided by successful vendor must have current certifications.
18. What are typical district school hours (hours per day and week)?	Depends on school – staff would follow school hours – Secondary= 7-2:30 and Elementary= 8-3:30
19. Would our staff have access to the internet and district computers?	Yes
20. Are payment terms 30 days? If not, what are the district's payment terms?	Yes
21. Is the COI required with the proposal or after award?	Please refer to the answer to question 13.
22. Is mileage and travel time between school	Please refer to the answer to question 16.
23. Sites billable, or shall we include that cost in the hourly rate?	RFP described additional responsibilities based on need
24. Is the district currently contracting for these services? If so, what are the current rates?	Please refer to the answer to question 2 & 3.
25. Our company contracts with all of its education professionals, who buy their own liability insurance (certificates will be supplied to the school district upon placement), and the company carries its own general liability coverage. However, contractors are not obligated to purchase workman's compensation, nor is it provided by the company. Should this be mentioned as an exception to the specifications, terms, or conditions?	Responding vendor must abide by insurance requirements mentioned in the RFP. Please refer to page 12 section 12 (b) sub-contracting and accordingly also provide information in attachment 6 if sub-contractors are utilized.

Questions & Answers

<p>26. Our company will contract with individuals, not with other companies. Does this exclude us as a multi-vendor or joint solution? If not, will a sample contract between our company and a contractor provide sufficient documentation?</p>	<p>Responding vendor must abide by RFP requirements. Please refer to page 12 section 12 (b) sub-contracting and accordingly also provide information in attachment 6 if sub-contractors are utilized.</p>
<p>27. How many professionals (or FTE) in each category are anticipated to be needed for Delaware School for the Deaf (additional qualifications)?</p>	<p>Psychologists – two; Behavior Analyst - one and ED - one.</p>
<p>28. How many school psychologists (or FTE) are currently contracted to Christina School District? What is the hourly rate currently being paid for these services?</p>	<p>Three. \$72 - \$78 per hour</p>
<p>29. How many behavior analysts (or FTE) are currently contracted to Christina School District? What is the hourly rate currently being paid for these services?</p>	<p>Several RFP intent is to replace and increase current practices</p>
<p>30. How many educational diagnosticians (or FTE) are currently contract to Christina School District? What is the hourly rate being paid for these services?</p>	<p>None</p>
<p>31. Will the contract begin with the current school year, or will this be for 2013-14?</p>	<p>2013-14</p>
<p>32. What is the anticipated start date for services?</p>	<p>August, 2013</p>
<p>33. Are there anticipated service needs for summer 2013?</p>	<p>No.</p>
<p></p>	<p></p>