



DATE: April 18, 2016

TO: All Offerors

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

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CHR-2016-04

**RFP for School Psychologist**

**ADDENDUM #1 Questions & Answers**

Questions	Answers
1. How many schools will the School Psychologist be serving	Up to 32 schools
2. How many working hours per day? Days per school year?	7.5 staff hours in one day. 180 student days + any professional development days
3. Should proposers submit cost to deliver services in a separate, sealed envelope?	Yes, in a separate sealed envelope
4. Who are the current vendors for School Psychology Services?	Cumberland Therapy Services LLC; Delta-T Group; and Educational Based services
5. How many contracts do you plan to award for this solicitation?	We will award number of contracts to assure capacity to serve based on our needs for this solicitation
6. What are the current billing rates for School Psychologist?	1. Cumberland Therapy Services LLC: \$69.00 per hour 2. Delta-T Group: \$65.00 per hour 3. Educational Based services: \$72.00 per hour for regular and \$78.00 per hour for Delaware School for Deaf
7. In regards to billable hours: <ul style="list-style-type: none"> <li>• Are IEP meetings billable?</li> <li>• Are orientation sessions, professional development and other district-sponsored meetings billable?</li> <li>• Are we allowed to bill for paperwork</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings occur during normal hours</li> <li>• Yes there are typically 8-10 professional development days per year</li> <li>• Paper work and documentation are completed during normal hours.</li> <li>• No we do not pay for mileage and</li> </ul>

<p>and documentation?</p> <ul style="list-style-type: none"> <li>• Are we allowed to bill for mileage and travel between school sites?</li> <li>• How many hours are in a typical school day (i.e. how many hours are school psychologists allowed to be on-site and billing?)</li> </ul>	<p>travel between school sites</p> <ul style="list-style-type: none"> <li>• 180 days plus opportunities for a 5-7 week summer program</li> </ul>
<p>8. Is there a specific format for Cost Methodology and price that vendors shall use?</p>	<p>No specific format, but the cost methodology and price must be descriptive, clear and all inclusive.</p>
<p>9. Please clarify number of copies, are you looking for one (1) original and four (4) copies, or four (4) total copies with one being an original. Does each copy need to contain the separate pricing?</p>	<p>Four (4) total copies with one being an original. One (1) electronic copy on CD or DVD media disk, or USB memory drive. Please provide a separate electronic pricing file from the rest of the RFP proposal responses. One (1) original paper copy of pricing is sufficient but must be in a separate sealed envelope properly marked " Contract # CHR 2016-04"</p>
<p>10. Could you please let me know the projected weekly hours of service for the SSP (Psychologists)?</p>	<p>The work week is 37.5 hours. Hours of service will depend on district needs.</p>
<p>11. If the hours are on an As Needed Basis or Part-Time, can you please let me know the amount of weekly hours that the SSP worked during the 2015-16 academic year? I am aware that the hours might not be the same for the 2016-17 academic years. However, this will provide us with a better understanding on how we should calculate our cost proposal for Christina School District.</p>	<p>Data not available at this time for 2015-16 academic years.</p>
<p>12. On section 7. General Contract Terms, paragraph b, and second paragraph at the bottom of page 18, can you please provide more clarification on your non-solicitation terms for contracted employees presented by vendors?</p>	<p>This pertains to if district decides to hire a contracted vendor employee as a district employee.</p>
<p>13. How many working days will the SSP work during the school year (For Example: 180 days or less)?</p>	<p>180 or less</p>
<p>14. How many SSPs do you foresee needing for the 2016-17 school year?</p>	<p>3-5 SSPs</p>

<p>15. On section r. paragraph 2, page 24, is Testing Materials/Equipment or Evaluation Materials/Equipment to complete the provision of services for Psychology Services provided by Christina School District or the Vendor?</p>	<p>Yes testing, evaluation materials/equipment will be provided by the district.</p>
<p>16. On the same section as mentioned above, who will be the representative from Christina School District to determine which materials/equipment are required for the Psychology Services?</p>	<p>Christina School District lead Psychologist will determine the required materials/equipment for the Psychology services.</p>
<p>17. On the same section mentioned above, will psychologists have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at Christina School District?</p>	<p>Yes</p>
<p>18. Does the district intend to award to a single or multiple vendors?</p>	<p>It depends; please refer to # 18 on page 12 of the RFP document.</p>
<p>19. Would the district pay for mileage travelling between school campuses on the same day? If so, what will be the district IRS Standard Rate?</p>	<p>Mileage reimbursement is not a line item in the billing.</p>
<p>20. Would you consider certified therapy assistants such as PTA, COTA, SLPA, or CFY?</p>	<p>Question do not apply to this solicitation</p>
<p>21. Are resumes required at the time of proposal submission or only upon award?</p>	<p>Upon award</p>
<p>22. What grades will the SSP provide services for? And what will be the caseload?</p>	<p>School Psychologists are generally assigned to a building level, such as elementary, middle or high school.</p>
<p>23. What would be the payment terms of Christina School District (Net 30)?</p>	<p>The district will authorize and process for payment each invoice within thirty (30) days after the date of receipt.</p>
<p>24. Will Christina School District consider a Flat Rate or Range depending on the candidates' level of experience?</p>	<p>District will consider a Flat rate. Fixed price per category. Different rates must be specified clearly by each level of experience.</p>
<p>25. On Section m. Termination of Contract, paragraphs 1 and 2, on pages 22 and 23, what are your termination policies for a medical or maternity leave?</p>	<p>Individuals working under this contract are service providers and not the employees of the district.</p>
<p>26. What are the Required Documents for the SSP to start working at Christina School District? For Example: Fingerprint, Criminal Background</p>	<p>Required documents are listed in Additional requirements section on page 3.</p>

Check, TB Test, any other specific Certifications.	
27. Can you provide the current incumbent vendor(s) providing services? What is the incumbent vendor(s) current fee rate(s)?	Please refer to our answers to question 4 and 6 above.
28. Are you requiring vendors to submit a proposal response for all service categories or can we just submit for a single category?	You can submit your proposal response to one or more categories.
29. We are located in the state of Florida and we do not have an office in the State of Delaware. Is it your preference for a company to have an office in the State of DE?	You are required by law to have a Delaware Business License to provide services to state agencies.