



DATE: August 15, 2018

TO: All Offerors

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

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CHR-2016-08A

**RFP for Behavior Analyst**

**ADDENDUM #1 Questions & Answers**

Questions	Answers
1. Why is the district utilizing a solicitation for the services requested in this bid?	The current staff pool generated by the existing contract awarded vendors does not provide the support that the Brennen School needs in order to provide best practice behavioral support to its ASD student population.
2. How would Christina School District utilize the cooperative purchasing process to partner with vendors contracted for professional services with other Delaware school districts, outside of the procurement process?	Christina School District will not utilize the cooperative purchasing process.
3. How many BCBA resumes, credentials and licenses are required for maximum allocation of <b>Experience of Vendor/Staff and Expertise</b> points?	Any current BCBA staff's credentials and licenses need to be included when applying for RFP. Vendors should be able to outline the companies AND it's staff's past, current and projected work experience with the ASD special education population. Subsequent vendor hires should submit credentials and licenses during interview process.
4. Can the district please clarify the minimum and maximum amount of vendors it is willing to contract with for BCBA services?	Dependent upon vendor response and review of documentation/information submitted in support of that vendor's ability to supply qualified expert staff.
5. Can the district please clarify how liquidated damage language will be negotiated either pre or post award?	CSD may in the Final contract negotiate liquidated damage for non-performance.

<p>6. Can the district please clarify how needs for contractors will be disseminated to vendors post award?</p>	<p>Brennen School Administrators, and Director of Special Services will directly contact vendors post award.</p>
<p>7. Can the district please provide a detailed explanation for how points will be awarded for the pricing section of this solicitation (i.e. lowest bill rate receives maximum points, and next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined amount of points)?</p>	<p>Lowest bill rate receives maximum points, highest rate will get minimum 5 points and rest will in between points.</p>
<p>8. Can the district please provide incumbent information and current bill rates for contracts in place for similar services?</p>	<p>Current rates for Behavior Analyst range from \$69.50 to \$85.00 per hour (all inclusive).</p>
<p>9. What is the expected amount of FTE contract, vendor supplied BCBA utilized during the 2018-19 SY?</p>	<p>The expected amount of FTE contract, vendor supplied BCBA is 15 during 2018-19 SY</p>
<p>10. Can the district please provide the total amount of FTE contract, vendor supplied BCBA utilized during the 2017-18 SY?</p>	<p>CSD (6) and Brennen School: One(1), FTE contracted BCBA was utilized during the 2017-18 SY</p>
<p>11. Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied BCBA utilized during the 2017-18 SY?</p>	<p>Total spend by vendor: Brandywine Center for Autism \$339,812, NHS Mid-Atlantic Inc. \$50,000, Insight Public sector \$60,000 during the school year 2017-2018.</p>
<p>12. Can the district please describe the supplies and materials that contracted providers will have access to at the district? (wifi, computer access, testing material, office supplies, etc.)?</p>	<p>District internet access for district issued devices, computer access, testing material, office supplies, office work space, etc</p>
<p>13. What travel between schools is expected for these providers?</p>	<p>Travel would be directly related to the building location of Brennen Classrooms on a therapist's caseload.</p>