



DATE: May 6, 2016

TO: All Offerors

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

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CHR-2016-12

RFP for Formative Assessment

ADDENDUM #1 Questions & Answers

Questions	Answers
<p>Scope of Work; Additional Requirements; Item 4; page 6: At least one cost/package option must be below \$200,000.00. Is the district expecting a comprehensive professional development plan, as well as Tier 2 and Tier 3 intervention curriculum in the under \$200,000.00 pricing option?</p>	<p>The district is including professional development costs in that price point. Include sufficient professional development for district and school personnel to enable us to get started and implement successfully across the school year. The district plans to use a Train the Trainer approach with support. Flexibility in professional development options will be viewed positively.</p> <p>An associated intervention curriculum is preferred but not mandatory. If not included in this pricing option, additional cost should be identified as an alternate line item option.</p>
<p>Scope of Work; Additional Requirements; Item 4; page 6: Applicants should provide a description of recommended training activities to include a summary of the content and training objectives for the facilitators/teachers and the administrative personnel. Please identify the total number of facilitators/teachers and administrative personnel to be trained?</p>	<p>The District will be taking some of the responsibility for training staff (Train the Trainer). Not all staff would necessarily need to be trained directly by the vendor. The number of teachers/staff and administrators will be approximately 600.</p>
<p>Scope of Work; Item 3; page 2: The</p>	<p>Independent evaluations are particularly</p>

<p>assessments must be researched, with documented evidence establishing the instrument's validity and reliability, as well as its effectiveness in both Math and Reading for use in both the RTI screening process and ongoing progress monitoring across the school year.</p> <p>Does the district expect that a certain portion of the provided research come from external reviews? Of what importance to the district is external, third party research when considering an instrument's validity and reliability?</p>	<p>valued, but not required, by the district. Strong evaluations of the product conducted either internally or by a contracted evaluator would also be acceptable, as long as they are well-documented or can be reviewed in detail.</p>
<p>Will the district accept a solution for a subset of grades 1-10?</p>	<p>The District would consider such proposals, but our preference is to purchase a single solution for the entire specified grade range.</p>
<p>Will the district accept assessments for ELA only?</p>	<p>No.</p>
<p>III. Required Information, A. Minimum Requirements:</p> <p>The following information shall be provided in each proposal in the order listed below. Failure to respond to any request for information within this proposal may result in rejection of the proposal at the sole discretion of the State.:</p> <p>Minimum Requirements</p> <p>1. Provide Delaware license(s) and/or certification(s) necessary to perform services as identified in the scope of work.</p> <p>Prior to the execution of an award document, the successful Vendor shall either furnish the Agency with proof of State of Delaware Business Licensure or initiate the process of application where required.</p> <p>Should vendors include proof of State of Delaware Business Licensure in the proposal, or does the District prefer only the awarded vendor to submit prior to finalizing the contract?</p>	<p>Delaware License is a contract requirement and not an RFP requirement.</p>
<p>III. Required Information, A. Minimum Requirements</p>	<p>Evidence of Insurability is required.</p>

<p>AND 7. General Contract Terms g. Insurance</p> <p>The following information shall be provided in each proposal in the order listed below. Failure to respond to any request for information within this proposal may result in rejection of the proposal at the sole discretion of the State.:</p> <p>Minimum Requirements</p> <p>4. Proof of insurance and amount of insurance shall be furnished to the Agency prior to the start of the contract period and shall be no less than as identified in the bid solicitation, Section D, Item 7, subsection g (insurance).</p> <p>AND</p> <p>4. The vendor shall provide a Certificate of Insurance (COI) as proof that the vendor has the required insurance. The COI shall be provided prior to agency contact prior to any work being completed by the awarded vendor(s).</p> <p>5. The Christina School District shall be named as an additional insured.</p> <p>Should vendors include proof of insurance in the proposal, or does the District prefer only the awarded vendor to submit prior to finalizing the contract? If Certificate of Insurance is required as a part of the proposal, should CSD be named as an additional insured?</p>	
<p>During the term of this contract, the vendor shall, at its own expense, also carry insurance minimum limits as follows:</p> <p>a. Commercial General Liability: \$1,000,000 per occurrence / \$3,000,000 aggregate</p> <p>Technically, our organization is covered for \$2 million in aggregate Commercial General Liability (CGL). However, we also have \$5 million in Umbrella coverage for claims under our CGL policy. Thus, there is a total of \$7 million available for CGL</p>	<p>As described will be acceptable</p>

<p>claims. Does our current coverage satisfy CSD's requirements?</p>																							
<p>Please provide CSD's student enrollment by grade for grades 1 – 10.</p>	<p>Enrollment figures for April 2016 are below.</p> <table border="1" data-bbox="841 344 1133 842"> <tr><td>Grade 01</td><td>1457</td></tr> <tr><td>Grade 02</td><td>1492</td></tr> <tr><td>Grade 03</td><td>1554</td></tr> <tr><td>Grade 04</td><td>1405</td></tr> <tr><td>Grade 05</td><td>1387</td></tr> <tr><td>Grade 06</td><td>1009</td></tr> <tr><td>Grade 07</td><td>1161</td></tr> <tr><td>Grade 08</td><td>1027</td></tr> <tr><td>Grade 09</td><td>933</td></tr> <tr><td>Grade 10</td><td>890</td></tr> <tr><td>Total</td><td>12315</td></tr> </table>	Grade 01	1457	Grade 02	1492	Grade 03	1554	Grade 04	1405	Grade 05	1387	Grade 06	1009	Grade 07	1161	Grade 08	1027	Grade 09	933	Grade 10	890	Total	12315
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<p>7.i Vendor Emergency Response Point of Contact</p> <p>The awarded vendor(s) shall provide the name(s), telephone, or cell phone number(s) of those individuals who can be contacted twenty four (24) hours a day, seven (7) days a week</p> <p>Is this requirement applicable to the services to be provided under the contract resulting from the Contract? If so, may vendor respond with an alternative method of after-hours service handling?</p>	<p>Yes</p>																						
<p>7.l Penalties</p> <p>The Christina School District may include in the final contract penalty provisions for non-performance, such as liquidated damages.</p> <p>If applicable to the resulting contract, how are penalties or liquidated damages calculated?</p>	<p>It depends upon the non-performance, but we are open to consider an alternate language proposed by the vendor.</p>																						
<p>7.v. Work Product</p> <p>All materials and products developed under the executed contract by the vendor are the sole and exclusive property of the District. The vendor will seek written permission to use any product created under the contract.</p>	<p>Use of vendor provided standard product License is an acceptable solution. Products jointly developed are sole and exclusive property of the district and the vendor would need to seek written permission to use any created product.</p>																						

Consistent with Additional Requirements item 1 (page 5), please confirm district would take a license to use proposer's solution, in lieu of ownership of the solution?