



DATE: February 14, 2019

TO: All Offerors

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

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CHR 2019-02  
**RFP for Adult Support Paraprofessionals**

**ADDENDUM #1 Questions & Answers**

Questions	Answers
1. How many paraprofessionals do you anticipate needing?	At this time, we have a need for 30 staff, but the full number needed is not yet known. This will be based on individualized student needs as identified by the IEP team.
2. How many hours per week do paras work?	Between 30 to 37.5 hours
3. What is the current pay rate of the paraprofessionals in this role?	In previous years, the district has directly hired the staff.
4. Does Christina use an automated staffing system, such as AESOP?	No
5. Would the district ever want to transition 3 <sup>rd</sup> party paraprofessionals into district staff?	Potentially
6. How many vacancies does the district currently have in this role?	At this time, we have a need for 30 staff, but the full number needed is not yet known. This will be based on individualized student needs as identified by the IEP team.
7. Do you currently outsource these positions? If so, how much do you spend on outsourcing each year?	In previous years, the district has directly hired the staff.
8. How many paraprofessionals total do you anticipate needing?	At this time, we have a need for 30 staff, but the full number needed is not yet known. This will be based on individualized student needs as identified by the IEP team.

## Questions & Answers

9. Are these positions for the entire school year, or are they substitute / as-needed?	We anticipate they will be for the remainder of the year, but they are on an individual student needs basis. The individual student needs are reevaluated on an annual basis for each student.
10. What are your current pay rates, and do you wish to maintain the existing pay rates?	In previous years, the district has directly hired the staff.
11. How soon after award do you intend the awarded vendor(s) to begin providing staff?	Immediately
12. Does Christina School District currently use vendor services for adult support paraprofessionals? If so, what is the hourly rate(s) vendor(s) is being compensated?	In previous years, the district has directly hired the staff.
13. What is the projected demand of the district for paraprofessional services for 2019?	The full number needed is not yet known. This will be based on individualized student needs as identified by the IEP team.
14. Do you consider employees of Christina School District or other DE school districts "state employees?" If so, what is the most appropriate way to provide business references who are current or former employee of the DE school districts.	Yes. A former employee is subject to hiring restraints identified in Delaware Law.
15. Is this a new need?	Yes but in previous years, the district has directly hired the staff.
16. If not a new need, are there current vendors?	In previous years, the district has directly hired the staff.
17. If current vendors, are you satisfied with their performance?	In previous years, the district has directly hired the staff.
18. What are the current rates of pay?	Not Applicable
19. What is the expected spend?	The full number of staff needed fluctuates, as this is based on individualized student needs as identified by the IEP team.