



DATE: April 26, 2019

TO: All Offerors

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

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CHR 2019-24  
**Behavior Analyst**

**ADDENDUM #1 Questions & Answers**

<b>Questions</b>	<b>Answers</b>
1. What are the names of your current vendors and what are their bill rates?	The current vendors are: Brandywine Center for Autism, Cumberland Therapy Services, Education Based Services, Invo Healthcare, Maxim Healthcare Epic Developmental Services, NHS Education, Soliant Healthcare, Behavior Intervention, and JMK Behavior LLC. The bill rates range between \$70 through \$105 per hour all inclusive.
2. Will the positions be full-time or part-time?	Full-time 37.5 hours per week (7.5 hours per day) billable.
3. Is paper pricing is to be submitted under separate cover?	Yes
4. General questions regarding specifications: a. Why is the district utilizing a solicitation for the services requested in these bids? b. Can the district please clarify if each RFP requires its own dedicated proposal submission? c. Is the district willing to evaluate proposals with Master Service Provider offerings?	<ol style="list-style-type: none"> <li>1. Aggregate spending will exceed \$50,000</li> <li>2. Yes.</li> <li>3. Yes, so long as the services align with the scope and pertains to this RFP only.</li> </ol>

Questions & Answers

<p>5. Due to the detailed information requested in this solicitation, will the district consider an extension of the due date for these RFP's?</p>	<p>No – The amount of time offered for responding to this RFP is similar to previous request</p>
<p>6. Will the district consider offering a pre-bid meeting for interested contractors to review questions and specifications?</p>	<p>No.</p>
<p>7. Additional Usage Questions:  i. What is the anticipated total amount of FTE contract, vendor supplied PT, OT, SLP, Behavior Analysts and School Psychologists needed specifically for DSD and DAP RFP's?  ii. In addition, can the district please provide the total amount of FTE contract, vendor supplied PT, OT, SLP, Behavior Analysts and School Psychologists utilized during the 2017-18 SY?  iii. In addition, can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied PT, OT, SLP, Behavior Analysts and School Psychologists utilized during the 2017-18 SY?</p>	<p>1. Not related to this RFP.   2. approximately 30  3. The level of information requested is not readily available at this time. For additional information please refer to answer 1.</p>
<p>8. Text of passage being questioned: "The Christina School District may include in the final contract penalty provisions for non-performance, such as liquidated damages."  i. Can the district please describe in detail the parameters around this section?  ii. Liquidated Damages- Can the district please describe if this is subject to negotiation?</p>	<p>No decision has been made at this time regarding liquidated damages. Any language associated with liquidated damages will be negotiated at the final contract award.</p>
<p>9. Can the district please clarify if contractor is required to provide Certificate of Insurance (COI) at the time of proposal submission or only if awarded?</p>	<p>If the COI is not provided then proof of eligibility must be provided.</p>
<p>10. Can the district please clarify if Christina School District is to be named as additional insured at the time of proposal, or only upon award?</p>	<p>Yes, at the time of award.</p>
<p>11. What would be the projected <u>or</u> average weekly hours of service for the Speech Language Pathologist (SLP),</p>	<p>37.5 hours per week</p>

Questions & Answers

<p>Occupational Therapist (OT), Physical Therapist (PT), Behavior Analyst (BCBA) and School Psychologist (SSP)? For example: Full-time 37.5 hours per week (7.5 hours per day) billable.</p>	
<p>12. What would be the average student caseload and number of schools served by the SLP, OT, PT, BCBA and SSP?</p>	<p>This will depend on the intensity and hours of support needed for each of the students.</p>
<p>13. How many working days will the SLP, OT, PT, BCBA and SSP work during the school year (For Example: 180 days or less)?</p>	<p>194 in Wilmington Schools and 180 in other schools</p>
<p>14. If the proposal response should be submitted in separate sealed envelopes, is it acceptable for the vendor to submit the separate sealed envelopes in the same package OR do you prefer the separate submittals not packaged together?</p>	<p>It can be in the same package as long as each submission is clearly marked with RFP number.</p>
<p>15. 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>No, district does not pay mileage. The hourly rate must be all inclusive</p>
<p>16. Will this include summer school and the extended school year?</p>	<p>Possibly depending on need</p>
<p>17. If your staff are all Master's level, would the expectation be that you have a BCBA in a leadership or consulting role?</p>	<p>Not necessarily</p>
<p>18. Should the rate be submitted/broken down by staff by hour or daily rate? What billing mechanism would you like us to submit- by day or hour?</p>	<p>Rate must be hourly all inclusive. Billing will be based on number of hours per day</p>