



DATE: April 23, 2015

TO: All Offerors

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

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CHR-2015-14

RFP for THERAPEUTIC CLASSROOM FOR ELEMENTARY, MIDDLE & HIGH SCHOOL STUDENTS

ADDENDUM #1 Questions & Answers

Questions	Answers
1. Can you please clarify district location and/or name of identified school district school of the proposed classrooms; two elementary schools; two middle schools and one high school?	Currently, programs are located: Leisure Elementary School Stubbs Elementary School Bayard Middle School Kirk Middle School Christiana High School Christina School District reserves the right to change school locations.
2. Can you please identify total number of proposed classrooms at each location?	Two (2) classrooms, K-2 and 3-5 at elementary, One (1) classroom each at middle and high
3. Can you please identify total number of proposed students served under these services?	Total number of proposed students is approximately 85. Currently, the program has 66 students being served and may go up to 85
4. What is the expected number of students per classroom?	We anticipate the number would not exceed 12 students per classroom.
5. Is this in-district program structure currently in-operation? If yes, is there a private vendor or district managed?	Yes, we are currently in operation with a private, contracted vendor. It is not staffed by state employees.
6. Will the district provide related services as per IEP or is the bidder required to do so? If the bidder is required please provide detail on type of services and expected frequency.	Yes, we provide related services for students who require them.

Questions & Answers

<p>7. Please clarify, "serve as a liaison for psychiatric and medication management". Page 3, #10.</p>	<p>Students in our classrooms are seen by outside medical providers who prescribe medication. We are looking for vendors who employ Licensed Clinical Social Workers or their equivalents to work with outside medical providers to manage student medications in school.</p>
<p>8. Identify number of days in ESY and school hours for ESY.</p>	<p>~ 16 days (Mon-Thurs) for 5 weeks School hours are ½ days</p>
<p>9. Is there a proposed vision and/or requirement for the respondents overall Director Supervision of the classrooms? For example is one Director for all of the classrooms sufficient?</p>	<p>Yes, one Director could be sufficient; our schools are close in proximity and easy to get from one to the next.</p>
<p>10. What is the percentage of students with IEP's vs. students without IEP's</p>	<p>98% of students have IEPs. Those who do not have refused our offer for services. All students are eligible under the IDEA.</p>
<p>11. Multiple RFP's have been released for Therapeutic Classrooms within the Christina School District over the past few years. Has there ever been an award to these RFP's? If so, whom did the award go to?</p>	<p>Christina School District went out with an RFP in 2012 for the Therapeutic services. The contract was awarded to Providence Service Corporation – Delaware.</p>
<p>12. Section Number – II Scope of Services Paragraph Number – Third paragraph, item 14 of Vendor Responsibilities Page Number – 3 Text of passage being questioned - Analyze and provide reports of summarized data (behavioral and academic) as part of the student's evaluation of program efficacy. Question: Is there a template listing specific data points that the District is currently using or considering?</p>	<p>Yes, there are district templates that list required data points for individual students' educational plans. While the academic templates/data points are required by the state department of education, behavioral templates/data points are individualized for each student.</p>
<p>13. Section Number – II Scope of Services Paragraph Number – Third paragraph, item 15 of Vendor Responsibilities Page Number – 3 Text of passage being questioned - Provide consultation and training to school and District staff on behavioral management strategies and mental health issues. Questions: Will trainings be conducted over the summer months and during the school year? Is there a minimal requirement outlined by the District?</p>	<p>The district has professional development days built into the academic calendar naturally in which we expect that professional development will be offered for district staff on these topics. Trainings also occur the first week staff come back to school in August without students, as well as at the conclusion of the school year. Trainings can be offered in the summer, but teachers are not required to attend.</p>

Questions & Answers

<p>14. Section Number – II Scope of Services, General information Paragraph Number – 3rd paragraph Page Number – 3 Text of passage being questioned - The vendor will provide summer programs for extended school year... Question: Can the ESY programming be collapsed into a smaller number of sites or will the programming have to occur across all five sites?</p>	<p>We naturally collapse all of our summer programming to a select few elementary, middle and high school sites. Christina School District must offer services in the suburban portion of our district as well as the city portion, so that require a few more sites than other districts that are contiguous in terms of their district boundaries.</p>
<p>15. Section Number – IV. Professional Services RFP Administrative Information, B. RFP Submissions Paragraph Number – second paragraph, 12. Multi-Vendor Solutions (Joint Ventures) Page Number – 10 Text of passage being questioned – Multi-Vendor proposals must be a consolidated response with all cost included in the cost summary. Where necessary, RFP response pages are to be duplicated for each vendor. Questions: When would this be required, can you provide an example? Is there a budget template or cost reimbursement model that the District is looking for or can the District provide examples of budget templates that it is familiar with for single vendors and joint ventures?</p>	<p>The level of details in your budget submission should identify all positions mentioned in the RFP, related costs, and operational expenses. Respondents are welcome to provide additional identified roles and responsibilities they feel are warranted to deliver requisite services.</p>
<p>16. The RFP mentions that services will be provided to classrooms inside 2 middle schools, 2 elementary schools, and 1 high school. Does this mean that there will be 5 total classrooms? Or will some schools have more than one classroom being served? If so, what is the total number of classrooms to be served?</p>	<p>See answers to questions #1 & 2</p>
<p>17. No price is listed within the RFP. Does this mean that the vendor should propose costs?</p>	<p>Proposals received without costs/budget proposals will not be considered as a qualified response.</p>