



Data Service Center

168 S. Dupont Highway
New Castle, DE 19720
www.dataservice.org

Phone: (302) 504-7200
Fax: (302) 504-7201
Helpdesk: (302) 504-7222

CENTRAL BIDDING DEPARTMENT

ADDENDUM No. 1

Title I Services to Private Schools – RFP #5-17-27

Appoquinimink, Brandywine, Christina, Colonial, Red Clay Consolidated & Smyrna School Districts

Date of Addendum: March 13, 2017

OPENING DATE: **March 22, 2017 at 2:00 PM**

To all prospective bidders under the specifications and contract documents described above, this Addendum to RFP is being issued to:

To answer the following submitted questions:

1. Please clarify the pricing details required in the proposal. The RFP states that proposals should have one category which is defined as teacher salaries that includes benefits, books, materials, etc. However, does the district want separate pricing information for the Professional Development, Parent Involvement, and Administration components? If so, how is that to be detailed? If not, how does the district identify separate allocations for those services?

Yes—separate pricing regarding delivery of services (tutoring) and other administrative costs. In regards to PD and parent involvement, that is not required of the vendor. These are available only if the school contracts separately with the organization. Availability of PD and PI offerings (and sample fee structure, if applicable) would be helpful. When districts complete the state’s consolidated grant, a separate allocation is generated. This, in turn, is used in conjunction with the school to plan any services as arise. There is flexibility for the school and school district as to how that money is spent (i.e. not vendor-related)

2. Does the district have an expectation for the instructional ratios? What is the largest number of students that can be in each session? What is the smallest number?

Schedules are designed with the principal and pending principal approval and districts step in if needed. Typically, sessions might include small groups with same-grade status. Multi-grade are subject to principal approval only.

3. If each school must operate within the confines of its generated allocation, does that mean that school programs can vary in size and scope depending on the funds generated? Or does the district expect a common start date and a common end date for all schools in the program?

All services should begin by mid-September, with flexibility possible depending on how schools refer students. Most services typically begin fully by October 1st when all referrals finally get in and approved. Though, it is a rolling admission as allocations are used. Services end by mid-May.

4. What is the total number of teachers currently providing services to the program?



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Within the current company, there are 20 teachers total (a few overlap between schools, schedule permitting).

5. What is the largest number of teacher/tutors in any one school and what is the smallest number of teacher/tutors in any one school?

Largest number of teachers: 2, smallest is 1

6. What are the certification requirements of the teachers/tutors? Can teachers hold out-of-state certification and be eligible to teach in the program?

This would be fine as long as all Teacher Qualifications are met according to the RFP.

7. Are there any M/W/SBE requirements for this contract?

No, there are not.

8. Can you provide information on the number of students being served in each participating school during 2016-2017?

There are a total of 166 services provided during the SY 17 (77 in Math, 89 in ELA). Some of the 166 might be individual services (Reading OR Math), and some might be both. Of the participating private schools, there is a range of between 1-11 students (per ELA OR Math).

9. Is there currently one vendor providing all services in the current school year? Who is currently providing these services to the districts?

There is currently one provider of all services for the districts. The current provider of services is Back to Basics Learning Dynamics.

10. In reference to calculating pricing and billing – is billing based on actual attendance or scheduled attendance? More specifically, if a student is scheduled to attend a session, but does not attend due to absence or illness or because a session is not held due to school closures, assemblies, testing periods, professional development, parent conferences, etc., will the vendor not be compensated at all or can the vendor bill for teacher time, materials, and administrative costs?

No. Billing reflects actual time with the student. Efforts will need to be made by the vendor with the principal to reschedule services as applicable. Communication with the administrator is expected to avoid scheduling concerns.

11. How many copies of the proposal are requested?

7 copies are requested (1 original and 6 copies) – as stated in the specifications.