



**Data Service Center**

168 S. Dupont Highway  
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**CENTRAL BIDDING DEPARTMENT**

**ADDENDUM No. 1**

Title I Services to Private Schools – RFP #5-19-31

**APPOQUINIMINK, BRANDYWINE, CHRISTINA, COLONIAL, RED CLAY CONSOLIDATED & SMYRNA  
SCHOOL DISTRICTS**

Date of Addendum: March 8, 2019

OPENING DATE: March 18, 2019 at 2:00 PM

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

1. On the proposal page, is the Per Pupil Cost the vendor's hourly bill rate, or the total yearly cost for 90 min. for 30-33 weeks?  
*This is the yearly cost for 90 mins of instructional time, and then a yearly cost. For example, 90 mins =an 90-minute rate of \$X, and that translates to \$XXX per pupil cost for services in Reading/Math for the 30-33 weeks.*
2. Is there a maximum or recommended student to teacher ratio?  
*Typically, group determinations are decided in coordination with the district, school, and vendor. The prospective candidate should make clear their capabilities/preferences within the RFP and that will be evaluated by the scoring team.*
3. If the Per Pupil Cost request is for the total year, how many weeks should we base the cost? (30, 31, 32, or 33 weeks?)  
*Please list out for each because school schedules may vary.*
4. Is it correct that the approved vendor materials and supplies will be purchased by the district and cannot exceed 5%?  
*This is correct. Materials then remain the property of the participating school districts. Some vendors, however, might have their own curriculum. That would need to be reviewed and approved by the districts.*
5. What was the per student allocation for equitable services last year?  
*\$872.00 per pupil cost*
6. How many vendors are currently approved?  
*1*
7. Is it safe to assume that the six School Districts are interested in additional potential vendors?  
*The Districts have the option to award to one vendor or multiple vendors.*



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8. In the cover letter of the downloaded documents, there is a Bold & underlined statement “the enclosed Proposal Form must be used in Submitting a proposal”. Do you have this form as a fillable document, or shall I use the downloaded PDF form?  
**Please use the form from the proposal listed on [www.bids.delaware.gov](http://www.bids.delaware.gov)**
9. Section 1 of the general instructions states that “in the enclosed pre-addressed envelope”. Do I need to request a mailed copy of the RFP? If so, please consider this my request. I would like a copy of the RFP mailed to: FACTS Education Solutions, ATTN: Elizabeth Shelton, 121 S 13<sup>th</sup> Street, Lincoln, NE 68508.  
**No, you can use the packaging of your choice. Just make sure the bid name & number are clearly listed on the outside of the package.**
10. Who is currently delivering Title I services? If a 3<sup>rd</sup> party vendor, who is that vendor?  
**Learn-It Systems**
11. In the Scope of Work section for “Instructional costs”, instructional costs are defined as “teacher salaries, including fringe benefits, and instructional materials, including items such as, books, computers, software for student use, workbooks, and student instructional supplies that are reasonable and necessary for operating the program.” Do you require the Instructional costs to be broken out into the two components 1) teacher salaries and 2) instructional materials? Or, do you require one, all-inclusive rate?  
**Please separate out as indicated, and include an all-inclusive rate as well.**
  - a. In the Scope of Work section “Payment for Services”, it states that fees must be billed as an actual expense reimbursement which identifies materials separately. Is the rate required to be inclusive or will materials be itemized with each purchase?  
**Materials will need to be itemized to ensure compliance with purchasing guidelines within the districts.**
12. You are requiring both an hourly rate and a per pupil rate. Are services being delivered at a teacher student ratio of 1:1? Would it be acceptable to propose a per pupil rate with a ratio of 1:1 as well as a small group instruction rate of 1 teacher to 5 students?  
**Service delivery depends on a schedule determined by the principal and the vendor, approved by the district. Small group is the most expected approach since schools refer multiple students each year. It is up to the vendor if they'd like to include a 1:1-only ratio rate.**
13. In the Scope of Work section “Bid” it is stated that testing periods at the beginning and end of the year are billed at the vendor’s hourly rate. In the “Administrative costs” section, it is stated that pre/post tests are included in administrative costs. These statements appear to be contradictory. Please clarify.  
**Administrative costs cover the actual testing materials that might be needed, not the actual cost of teacher supervision during the assessment.**
14. In the Scope of Work section “Parental Involvement” you state that parental involvement activities can be selected by private school personnel, using parental involvement allocations. Are parental



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involvement allocations limited to 1% of each school's title I allocation, or may schools choose additional funding for parental involvement activities?

A school is not required to use their parent involvement set aside, but might reach out for ideas and opportunities as provided by the vendor. Schools then may use their own funds if they so choose—beyond the district set-aside.

15. In the Scope of Work section “Payment for Services”, it states that fees must be billed as an actual expense reimbursement but also states that instruction will be billed as either 30 minute or 45 minute sessions. Does that mean that planning time or review and evaluation time is not billable time?  
The vendor may account for this when determining their per-pupil cost for services.
16. In the Scope of Work section “Invoicing” subsection “Instructional Materials”. Are the supplemental materials mentioned above and beyond the vendor’s program materials, or are these the program materials? The question is the same as question 1 in that are you requiring an inclusive rate, or itemized services? If the rate is inclusive, am I correct in assuming you do not require itemized invoices or approval for resources as a part of the regular services being proposed by the vendor? Please advise.  
Supplemental is defined as additional materials available for access by the tutors, but not required. These should be itemized if there are any, and would need to be approved by the district first. Business rules require itemized invoices as to justify purchasing using federal funds.