



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

Substitute Paraprofessional & Nurse Employment Services – RFP #4-15-64 - Colonial School District

Date of Addendum: June 5, 2015

OPENING DATE: **June 17, 2015 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. Can you provide the current incumbent vendor providing Paraprofessional and Nurse employment services?**

Kelly's Services

- 2. Can you please provide the current daily rate of the incumbent vendor providing Paraprofessional and Nurse employment services?**

Paraprofessionals - \$12.68/per hour

Paraprofessionals Long Term Sub - \$14.27/per hour

Substitute Nurses - \$34.96/per hour; \$38.00/per hour; \$42.56 per hour

- 3. What was the total annual expenditure of the current contract during the 2013-2014 and 2014-2015 school years?**

More than \$50,000.00 annually.

- 4. Will this be a sole or multiple award?**

The intent is to award to one vendor but may be awarded to multiple vendors if deemed in the best interest of the District.

- 5. Approximately how many Paraprofessional call-offs does the district receive monthly?**

The District averages about 130 monthly.



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6. What is the background check process for agency personnel working in the school district and what is the cost to be fingerprinted?

Both a State and Federal Criminal Background Check are required and must be obtained through the Delaware State Police State Bureau of Identification Unit (SBI). The current fee is \$69.00. You may use cash, credit or debit cards, bank checks, money orders, or company checks made out to Delaware State Police. They do not accept personal checks.

A Criminal History Background Check is obtained through fingerprints. You will need to bring a photo Identification. A Driver's License, School ID, or State ID would be sufficient. It is not required to be a Delaware License. You do not need to bring a social security card or a birth certificate.

Newark, Delaware – By Appointment Only

Delaware State Police State Bureau of Identification (Troop 2): The office is located in Troop 2, on Route 40, in Bear, just west of the Fox Run Shopping Center, between Route 72 and Route 896.

Making an Appointment:

- Call and schedule an appointment utilizing one of the following Appointment Help Line contact numbers: 1-800-464-4357 or 302-739-2528
- Upon arrival, report in with the receptionist no later than then your scheduled appointment.

Hours of Operation:

- Monday, Wednesday, Thursday and Friday, 8:30 am to 3:15 pm; closed for lunch from 12:00 pm to 12:30 pm
- Tuesday, 11:30 am to 6:15 pm; closed for lunch from 4:00 pm to 4:30 pm

Dover, Delaware – No Appointment Necessary

Delaware State Police State Bureau of Identification (Dover): The office is located at 655 South Bay Road, Dover, DE 19901. The building is located in the Blue Hen Mall and Corporate Center, Suite 1B. The Dover location will be the only location available for all services every weekday and does not require an appointment.

Hours of operation are:

- Mondays, 8:30 am to 6:30 pm
- Tuesday through Friday, 8:30 am to 3:30 pm
- No appointments are necessary; they are a walk in facility.
- Call 302-739-5871 for information and directions.

7. How many hours are in a school day?

Refer to the district's website for each schools hours of operation at www.colonial.k12.de.us