

Board of Education

Matthew J. Lindell, President
Sean P. M. Christiansen, Vice President
John C. Martin, Jr.
Ralph L. Taylor, Jr.
Nauleen A. Perry

Superintendent of Schools

Daniel C. Shelton, Ed.D.
Voice: (302) 857-4200
Fax: (302) 672-1715
Email: dan.shelton@capital.k12.de.us



**CAPITAL
SCHOOL DISTRICT**

198 Commerce Way
Dover, DE 19904

**Chief Financial Officer/
Business Manager**

Sean Sokolowski
Voice: (302) 857-4205
Fax: (302) 672-1714
Email: sean.sokolowski@capital.k12.de.us

January 5, 2016

Andrew S. Hegedus, Ed.D.
Demosophia LLC
258 Beverly Road
Newark, DE 19711

Dear Dr. Hegedus:

I am pleased to inform you that Demosophia has been awarded the contract for Bid 1605 – Strategic Planning Consultant.

Enclosed are two (2) copies of our contract form that must be completed and returned to my attention prior to January 31, 2016. The contract form **MUST** have the signature of a representative who has the legal capacity to enter your organization into a formal contract with the Capital School District. One copy of the fully executed contract form will be returned for your records.

The awarded vendor(s) will be required to complete the new W-9 Form by visiting the Division of Accounting's website: <http://accounting.delaware.gov/>. It is the vendor's responsibility to act upon this instruction for submitting a new W-9 form, a purchase order will not be awarded if this is not completed and accepted by the Division of Accounting. If you need assistance or have questions, please contact 302-734-6827 or fax your inquiry to 302-736-7909.

We appreciate your interest and look forward to working with you.

Sincerely,
Signature on File

Sean Sokolowski
Business Manager