



STATE OF DELAWARE  
Department of Education

July 1, 2019

ISSUED BY: Kimberly Klein  
Director, Finance Office  
302-735-4041

SUBJECT: **AWARD NOTICE (Addendum #2 – Contract Extension)**  
**CONTRACT NO. DOE 2017-13**  
**Parents as Teachers**

---

**TABLE OF CONTENTS  
OF  
KEY CONTRACT INFORMATION**

<b>1. CONTRACT PERIOD .....</b>	<b>2</b>
<b>2. VENDOR CONTACT INFORMATION .....</b>	<b>2</b>
<b>3. PRICING .....</b>	<b>2</b>
<b>4. PURCHASE ORDER REQUIRED.....</b>	<b>3</b>
<b>ADDITIONAL TERMS AND CONDITIONS.....</b>	<b>3</b>

## KEY CONTRACT INFORMATION

### 1. CONTRACT PERIOD

[\(Return to Table of Contents\)](#)

Each contractor's contract shall be valid for a one (1) year period beginning July 1, 2017 and ending June 30, 2018. Each contract may be renewed for two (2) one (1) year periods through negotiation between the contractor and Delaware Department of Education. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement. Addendum #1: This contract has been extended for one year and is effective through June 30, 2019. **Addendum #2: This contract has been extended for one year and is effective through June 30, 2020.**

### 2. VENDOR CONTACT INFORMATION

[\(Return to Table of Contents\)](#)

Vendor	Address	City	State	Zip	Contact Name	Phone
Christina School District	600 N. Lombard Street	Wilmington	DE	19801	Whitney Williams	302-454-5955
Lake Forest School District/Delaware Early Childhood Center	100 Mispillion Street	Harrington	DE	19952	Christine Hoeflich-Olley	302-398-8945
Polytech Adult Education	P.O Box 102, 823 Walnut Shade Rd	Woodside	DE	19980	Stephanie Wagner	302-697-4545

### 3. PRICING

[\(Return to Table of Contents\)](#)

Prices quoted within each vendor proposal will remain firm for the term of the contract year.

### 4. PURCHASE ORDER REQUIRED

[\(Return to Table of Contents\)](#)

No vendor is to begin any service prior to receipt of a DDOE purchase order signed by two authorized representatives of the agency requesting service and properly processed through the DDOE Accounting Office and the Department of Finance. The purchase order shall serve as the authorization to proceed in accordance with the bid specifications and the special instructions, once it is received by the successful vendor.

Award Notice

Contract No. **DOE2017-13 \_Parents as Teachers Addendum #2**

## **ADDITIONAL TERMS AND CONDITIONS**

### **5. ADDITIONAL TERMS AND CONDITIONS**

[\(Return to Table of Contents\)](#)

All other terms and conditions may be found in the RFP.