



## Data Service Center

168 S. Dupont Highway  
New Castle, DE 19720  
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Phone: (302) 504-7200  
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### CENTRAL BIDDING DEPARTMENT

#### ADDENDUM No. 2

#### Substitute Teacher & Paraprofessional Services – RFP #2-13-48 **Red Clay Consolidated School District**

Date of Addendum: May 15, 2013

OPENING DATE: **May 16, 2013 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 questions:**

1. May we review the contract that is currently in place? If so, how do we do this?

Yes, you may request to receive copy of the current RFP from the Data Service Center or schedule a time to come to the Data Service Center to view the document here.

2. What are bid tabulations?

They are for ITB's not RFP's and are a tally of all submitted prices from all vendors who submitted a bid response.

3. How much time do substitute teachers and paraprofessionals take for lunch? Is this unpaid time?

They each get 30 mins for lunch – the daily rate covers that. Teachers get a 45 minute plan time; paras get some 15 breaks.

4. Do they ever have lunch duty and/or recess duty? If so, is it paid?

Yes, teachers may have duties as describe, they are part of the paid day.

5. Since the daily and half day rates are stipulated, are we bound by prevailing rates?

You must pay the stipulated rates by law. What you bidding on is the administrative costs you will charge to provide the services above that rate.



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6. Under materials would you explain what this statement means: 3. Provide with your bid a description of customer services for teachers who need live availability and/or assistance from vendor employees?

Describe how your company handles requests to speak with an actual person rather than an automated system.

7. I understand that the Proposal Form must be used for providing rates and signatures. Is there a special format you want the additional information to be in?

No, you can use a format of your choice but please try to clearly label each section for easier evaluating.

8. To make sure that we are able to present the most fair pricing, we would really need to know what % of the absences filled are Para's.

About 8.3% of the District's absences are filled by paras.