



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. 3

Title I Services to Private Schools – Appoquinimink, Brandywine, Christina, Colonial, Red Clay Consolidated & Smyrna School District – RFP#5-13-40

Date of Addendum: April 17, 2013

OPENING DATE: April 18, 2013

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

To clarify administrative costs and the per pupil allocation as follows:

Administrative costs should not be included in the submitted per pupil cost.

In technical assistance today, DOE said that we must determine administrative costs off the top of the LEA grant. It is in addition to the private school set asides.

- In the past they charged us administrative salaries and cost out of instructional funds.
- As you see the new invoice, admin costs are totally taken off of the monthly calculations.
- We also took off any fees for their equipment because the intent of the law states it is fees the LEA incurs in renting space to house the Title I program when current facilities are insufficient.

If they want to submit an amount for us to support the partial salary of the Project Manager, we will entertain that submission. BUT, our administrative costs has been capped at 5% of the instructional setaside.....

- SALARY: If my set aside is \$30,000 for private school instruction, the most I can reserve for administrative oversight is \$1,500 in another part of my grant.
 1. If they want to take that "salary" and pay part of it to the project manager and then pay some toward their mortgage, that is on them.
 2. They must be ready to show a federal auditor that it was used for the purposes they submitted in their bid in the event that they are audited.
- RENTAL: They can't charge us for their Xerox machines and a percentage of their monthly morgages/rent.
- MATERIALS: Any materials (paper, pencils, portfolios, books) needed will be paid by the LEA through a requisition and shipped to the LEA rather than a continual monthly per pupil charge because these are instructional costs that we can pay up front or on an as needed basis.