



CAESAR RODNEY SCHOOL DISTRICT

District Office

Telephone: (302) 698-4800

Fax: (302) 697-3406

E-mail: Kevin.Thompson@cr.k12.de.us

7 Front Street, Wyoming, Delaware 19934

Kevin R. Thompson
Director of Student Services

April 5, 2016

Pathways of Delaware
Attn: Mr. Jonathan McAllister
101 Rogers Road – Suite 102
Wilmington, DE 19801

Mr. Rogers,

This letter serves as notice of the selection of your organization – Pathways of Delaware, as the vendor for the Kent County Discipline Alternative Program. The board reached this decision on April 4, 2016, at regularly scheduled meeting of the KCDAP Board. The award is for one year beginning on July 1, 2016. The board reserved the right for two, one-year extensions of this contract. Please accept my thanks on behalf of the Board for your past and continued service to the school districts and students of Kent County. I look forward to working with you. Please do not hesitate to contact me should you have any questions.

Regards,
Signature on File


Kevin R. Thompson

WHERE EDUCATIONAL EXCELLENCE IS A TRADITION

Caesar Rodney School District does not discriminate in employment or educational programs, services or activities based on race, color, religion, national origin, sex, age or disability in accordance with state and federal laws.

Insert Agency Logo

STATE OF DELAWARE
Insert Agency Info
(Dept / Division)

Insert date

ISSUED BY: Kevin Thompson
Director - CRSD
302.698.4800

SUBJECT: **AWARD NOTICE**
CONTRACT NO. SRS16-01-KCDASP
Alternative Program for Severely Disruptive/Expelled Students

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KEY CONTRACT INFORMATION

1. CONTRACT PERIOD

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Each contractor's contract shall be valid for a one (1) year (with two one-year options) period from July 1, 2016. Each contract may be renewed for two (2) one (1) year periods through negotiation between the contractor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

2. VENDORS

Pathways of Delaware
101 Rogers Road – Suite 102
Wilmington, DE 19801

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3. SHIPPING TERMS

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N/A

4. DELIVERY AND PICKUP

N/A

5. PRICING

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Prices will remain firm for the term of the contract year.

ADDITIONAL TERMS AND CONDITIONS

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6. BILLING

The successful vendor is required to bill the Kent County Discipline Alternative Consortium – fiscal agent Caesar Rodney School District. Monthly invoices must be received in a timely manner to avoid processing delays.

7. PAYMENT

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

8. PRODUCT SUBSTITUTION

N/A

9. ORDERING PROCEDURE

N/A

10. PURCHASE ORDERS

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number **SRS16-01-KCDASP** on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

11. REQUIREMENTS

For a complete list of contract specifications please refer to the original bid solicitation document(s). Any contract specific documentation will be accessible through the hyperlink(s) provided on this contract's details page.

12. HOLD HARMLESS

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

13. NON-PERFORMANCE

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may terminate the contract and seek the services from other vendors. Any difference in cost between the contract prices herein and the price of open market services shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market services can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

14. FORCE MAJEURE

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

15. AGENCY'S RESPONSIBILITIES

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.
- c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the services received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.

Award Notice
Contract No.

- d. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.
- e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible. <http://gss.omb.delaware.gov/divisionwide/forms.shtml>.

16. If required, identify additional key items and conditions – or – delete this line entry

Note to Agency: If any of the language in this template conflicts with the language in the contract, the language in this template may be edited as required.