

Jun 10, 2025

TO: ALL OFFERORS
FROM: Kristine Peters, Ed.D., NCSP
Supervisor of Student Services, Appoquinimink School District

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: **ASD25002**
ASD School Psychologist Services

All other terms and conditions remain the same.

ADDENDUM # 1 The purpose of this addendum is to respond to questions asked during the Q&A period and updating the language found in Section B2- RFP Submissions on page 5.

“Vendors are directed to clearly print “BID ENCLOSED” and “CONTRACT NO. ASD2925001” on the outside of the bid submission package.” should read, “Vendors are directed to clearly print “BID ENCLOSED” and “CONTRACT NO. ASD25002” on the outside of the bid submission package.”

- Can the district please clarify the number of openings for the abovementioned solicitations? **Multiple awards will be given**
- Can the district please identify if materials are needed for vendor-supplied staff? If so, which ones? **TBD**
- Please clarify how needs for contractors will be distributed to vendors post-award?
Award letters will be sent
- How will vendors be scored against the evaluation criteria?
 - Please explain how points are allocated for pricing? (i.e. lowest bill rate receives maximum points, and next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined amount of points)? **Rubric established**
- Please provide name of all incumbent providers and their pricing for the services outlined in the RFP. **This will be not provided**
- Please can the district provide the following information around usage:
 - Historical usage by labor category
 - Contracted staff hours by year
 - Total spend by year
 - Current budget for this program
 - Anticipated volume of contract staff

- Typical workday hours for each labor category **This will not be provided**
- Resumes: Will district accept blind copies of candidate resumes as an example of our staffing capabilities. **Yes**
- May we submit exceptions to contract terms and conditions? **Yes**
- Will the District allow for further contract negotiations upon award? **TBD**
- Will Vendor be reimbursed for services rendered on a Net30 basis? **Yes**

Section II, paragraph 1, page 2-*“Services may include, but are not limited to:”*

- Are there specific schools within the district that will receive services under this RFP? **TBD**
- Will the psychologist be expected to provide both evaluation and counseling services, or can the proposal focus on evaluations? **Either model will be considered**

Section II, paragraph 2, page 2-*“Preference will be given to school psychologists providing in-person services”*

- Will the contract allow for reimbursement of travel expenses for in-person services? **No**

Section II, paragraph 3, page 2- *“Vendors should demonstrate expertise in delivering school psychological services within educational settings,....”*

- Does the district anticipate awarding to more than one vendor? **Yes**
- Would the district consider proposals from vendors whose licensed psychologists are available to conduct evaluations on a part-time basis rather than full-time? **Yes**
- Is there a certain number of psychologists a vendor must have to be considered for this RFP? **No**

Section IV (RFB Submission), paragraph 10, page 5- :To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with four paper copies. Please provide a separate electronic pricing and file for the rest of the RFP proposal responses.”

- Are vendors required to submit an electronic copy of the full proposal, or is only the electronic pricing file needed? **Only pricing**
- Can you clarify what is meant by the electronic file, would a flash drive with the requested contents be appropriate? **Yes**

Section V, paragraph 21 (General Contract Terms, G 1), page 16- *“It may be at the State of Delaware’s discretion as to the location of work for the contractual support personnel during the project period”*

- Is there a required orientation or onboarding process for contracted staff before beginning work in schools? **Yes**

Section V, paragraph 50 (General Contract Terms, G 14), page 22- *“The proposal costs shall include full compensation for all taxes that the selected vendor is required to pay.”*

- Is there a maximum or minimum budget or rate expectation for these services? **No**

Can you please provide a list of incumbent vendors and their bill rates? **No**

What is the total budget/expenditure allotted for this RFP? **Not disclosing**

Can we submit rates ranges (i.e. \$65-70) or does the district prefer a flat rate (\$70)? **Either**

How many billable hours are in a typical school day? **7.5 or less**

Please clarify the reporting structure for Supervision of contract staff within the district. **Points of contact are established**

What position provides clinical supervision within the district? **Lead psychologists and district level supervisors**

Can you provide the name and contact information for the individual who will coordinate these services at your district? **TBD**

Please clarify if the district or vendor provides any materials (i.e. assessments, protocols/scoring sheets, computers, etc.). **TBD**

Do you accept new graduates if the vendor provides mentorship? **Yes**