

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.: **ASD2925001**  
**ASD Therapeutic Classroom**

**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.

After participating in recruitment, training and supervise staff, when the staff are hired are they employees of the state of Delaware or the Vendor?

**Vendor**

Are vendors required to bill Medicaid, insurance, or any other third-party directly for any services rendered? **This can be discussed and determined**

Does the District envision these services to support all students (Tier 1, II, or III based on the MTSS), or are you seeking more intensive intervention at the Tier II or Tier III levels? **Targeted students**

Which school locations are services expected to be performed? **TBD**

What is the average number of students per classroom? **TBD**

What is the student-to-staff ratio? **TBD**

Can vendors suggest additional classroom support professionals for the team model, such as professionals with a specialization (not related service providers)? **TBD**

What level of staff assistance is expected in crisis situations, threat management, or behavioral de-escalation? **Collaborative, Multidisciplinary model**

In cases where staff need to restrain or physically intervene, what certifications does the District mandate? **We use Safety Care**

What state Department of Education certifications are necessary for District teachers? **Refer to DDOE**

Are the classrooms centralized on one site or spread across multiple locations? **Multiple locations**

What grade levels of students do these classrooms support? **Elementary and Secondary**

What level of support will teachers receive regarding instructional delivery? **Access to district professional learning and supports.**

Will administrators ensure access to all instructional materials available to district teachers? **Yes**

Would our staff be provided with district-assigned technology and access to on-campus resources and supplies? **Yes**

Will our team have direct communication and contact with families? **Yes**

Would our staff be involved in the placement process? **TBD**

Who would serve as the primary point of contact for the vendor? **Building and District level points of contact will be established**

Are there currently any restorative discipline practices or policies implemented to facilitate immediate redirection and deter disciplinary actions? **Yes**

Are there specific entrance and exit criteria for students to qualify for services? **Yes**

Is there an expectation for transitioning to the least restrictive environment? If so, how would you envision our teams supporting this transition? **Yes, collaborative approach**

- Will the District allow for further contract negotiations upon award? **TBD**
- Will Vendor be reimbursed for services rendered on a Net30 basis? **Yes**

- Regarding the Districts request for vendors to support the development, staffing, and implementation of a comprehensive therapeutic classroom program, can the District confirm that this program does not currently exist? **No**
- If there is an existing therapeutic classroom program, can the District please provide program details? **Yes**
- Is the District looking for a single vendor or multiple vendors? **Single vendor**
- Regarding supervision of clinicians, can the District identify what the clinical and administrative reporting structure will look like for contracted staff? **Building and District points of contact will be established**
- Can the district please clarify the number of openings for the abovementioned solicitations? **One**
- Can the district please identify who will be the direct point of contact for vendor-supplied staff for this solicitation? **TBD**
- Please clarify how needs for contractors will be distributed to vendors post-award? **Award letters will be sent with specifics**
- 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 is established**
- 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**
- Is there a current vendor providing these services? If so, are you able to disclose the vendor and the dollar amount of that contract? **Yes, and No**
- It appears that the scope of work was cut off at the bottom of page 45. Is there more that can be shared? **Not at this time**
- Please indicate how you would like pricing to be provided. Per hour per staff member, per classroom? **Flexible to format**
- How many students do you anticipate will be covered by the program? And how many total classrooms? **TBD**
- Will this be for elementary, middle, or high school—or more than one of these? **Elementary and Secondary**
- In terms of staffing, would you like vendors to provide each of the following for the classroom(s)?
  - Special Education Teacher
  - BCBA/BcaBA

- Social Worker/School Psych/Other Mental Health Professional
- Behavior Interventionist/Registered Behavior Technician/Paraprofessional

**Staffing may include these roles**