



DATE: April 18, 2016

TO: All Offerors

FROM: Gaurang P. Pathak
 Manager of Financial Services/Internal Control

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CHR-2016-03

RFP for Elementary Counselors

ADDENDUM #1 Questions & Answers

Questions	Answers
1. Who won the RFP's last time it was issued?	Delaware Guidance Services; Positive Directions II LLC, and Delta Group Inc.
2. How many years has the current vendor been in place?	Three years
3. Are you happy with current vendor services?	Yes
4. How many vendors will be awarded the RFP	We will award number of contracts to assure capacity to serve based on our needs for this solicitation
5. How much was spent in the prior year on these services?	Approximately \$850,000.00
6. What were the bill rates for the prior awardees?	Delaware Guidance Services : \$56.00 per hour; Positive Directions II LLC: \$45.00 per hour and Delta Group Inc. LCSW-C \$48.00 per hour, LSW or LPC \$45.00 per hour and MSW \$37.00 per hour
7. How many hours are needs on a monthly basis?	6.5 hours per day per person
8. How many staff is needed for this position?	18
9. How many schools will the Counselors be serving	18

10. How many working hours per day? Days per school year?	6.5/hrs. 177/days
11. How many FTE (full-time equivalent) counselors are you looking to contract for the 2016/2017 school year?	18
12. Who are the current vendors for Elementary Counselors?	Delaware Guidance Services; Positive Directions II LLC, and Delta Group Inc.
13. How many contracts do you plan to award for this solicitation?	We will award number of contracts to assure capacity to serve based on our needs for this solicitation
14. What are the current billing rates for Elementary Counselors?	Delaware Guidance Services : \$56.00 per hour; Positive Directions II LLC: \$45.00 per hour and Delta Group Inc. LCSW-C \$48.00 per hour, LSW or LPC \$45.00 per hour and MSW \$37.00 per hour
15. In regards to billable hours: <ul style="list-style-type: none"> • Are IEP meetings billable? • Are orientation sessions, professional development and other district-sponsored meetings billable? • Are we allowed to bill for paperwork and documentation? • Are we allowed to bill for mileage and travel between school sites? • How many hours are in a typical school day? 	None of the items listed are billable because all duties will be performed during the regularly scheduled work 6.5 hrs. /per day. Two CSD professional development days will be included in the total amount of work days provided to each school. All additional professional development will be the responsibility of the contractor. If the school or district requests a counselor travel between two or more schools in the same work day, travel expenses may be billable.
16. Is there a specific format for Cost Methodology and price that vendors shall use?	No specific format, but the cost methodology and price must be descriptive, clear and all inclusive.
17. How will counselors document their work? Will the counselors use the District's system or WES' EMR system?	Counselors will utilize district reporting forms and processes to document their work. Each counselor will be responsible for the schools Guidance Plan.
18. Is there at least one office available in each school for a counselor?	An office will be provided in each school
19. Are there any counselors currently in the schools? If so, how many?	Yes. 18
20. Are there school psychologists in the district? If so, how many?	Unrelated question to this solicitation

21. Will the school counselors be working in any of the alternative schools?	No
22. Will any District schools be closing?	No
23. Are any new schools going to be opened in the fall of 2016?	No
24. Does the District have a written policy for managing students in crisis? If so, can we have a copy?	Yes, a written policy can be supplied to the selected vendors.
25. Does the District offer a new employee orientation? If so, will counselors attend? Can a representative from WES attend?	All new district employees attend an orientation. Only district employees are invited to this orientation.
26. What is the counselor's work week, will counselor have to shift between schools? Are you looking to keep to the current model or are you looking for new models of counseling services?	Counselors are required to work the hours indicated by the principal of the school they will be assigned. 6.5 hours/per day, five days per week. Each elementary school (18) will be assigned a counselor. We are currently looking to maintain our current model for elementary counselors.
27. If travel is required, is there mileage reimbursement for counselors?	If the school or district requests a counselor travel between two or more schools in the same work day, travel expenses may be billable.