



**Kent County Public Schools  
"Growing a Community of Leaders"  
5608 Boundary Avenue  
Rock Hall, MD 21661**

**ADDENDUM # 1  
Alternative Education Services RFP  
RFP No: 20-KC03-18  
April 2, 2020**

The purpose of this Addendum #1 is to provide clarifications on the RFP document, respond to vendor questions, and supply other relevant information on the project. Please acknowledge receipt of this Addendum by signing at the bottom and submitting with your proposal.

**1.0 Bid Due Date:**

1.1 The sealed bid due date is **April 30, 2020 at 2:00 PM Local Time** at Kent County Public Schools Central Office, 5608 Boundary Avenue, Rock Hall, Maryland 21661

**2.0 Last Day of Vendor Questions:**

2.1 The last day to receive vendor questions is **April 23, 2020**

**3.0 Changes to the Submission Process:**

3.1 Due to the rapidly changing circumstances surrounding COVID-19, KCPS is not allowing outside personnel in its buildings at this time. However, if any bidder wants to hand deliver their proposal it will be received outside of the building before 2:00 pm by Kreigh Kirby on April 30, 2020. Be wary if your intention is to send the proposal via mail as there is not a guarantee it will get to KCPS on time for the opening on April 30, 2020. The bid opening will be attended by KCPS staff

only to do our best to prevent any potential spread of this virus. Any direct questions regarding the RFP or the submission process should be directed to Kreigh Kirby's phone at 410-778-7121 or email at [kjkirby@kent.k12.md.us](mailto:kjkirby@kent.k12.md.us)

#### 4.0 Changes to RFP Documents

4.1 None

#### 5.0 Response to Vendor Questions:

5.1 **Question #1:** *Can you give an estimate of the number of students in the program at any given time?*

**Response:**

The program is capped at 15 students. Typically the program operates from between 8-13 students at any given time.

5.2 **Question #2:** *What are the staffing requirements?*

**Response:** Each KAP classroom shall be staffed by one teacher with a Maryland certificate and one full-time instructional assistant.

5.3 **Question #3:** *How should we prepare the budget?*

**Response:** The budget should be prepared based on what the cost would be to operate the program based on 15 students at all times.

5.4 **Question #4:** *What is the expected timeline regarding access to the building after a vendor is selected?*

**Response:** KCPS will allow entry into the space at the selected vendors request leading up to the school year in order to give them ample time to get their equipment and staff functioning properly. After setup, the program will operate on the same timeline as our school schedule with regards to when teachers report and when to expect students to enter the program.

**Respectfully Submitted,**

**Kreigh J. Kirby  
Accountant  
Kent County Public Schools**

**Vendors should complete, sign, and return a copy of this Addendum #1 with the project proposal. Failure to do so MAY be cause for your offer to be ruled non-responsive and not considered for award.**

**Vendor Response-**

**Name of Company:**

**Address:**

**Signature of Authorized Person:**

**Type/Print Name of Authorized Person:**