

DEPARTMENT OF EDUCATION  
OFFICE OF CURRICULUM, INSTRUCTION AND STUDENT SUPPORT  
STUDENT SUPPORT SERVICES BRANCH

October 4, 2007

ADDENDUM A

TO  
REQUEST FOR PROPOSALS  
No. RFP F08-021  
PROVISION OF EDUCATIONAL SERVICES AT RESIDENTIAL TREATMENT FACILITIES

**ORIENTATION QUESTIONS**

**An orientation meeting for the above referenced RFP was conducted on Wednesday, September 26, 2007. The questions raised during the meeting are listed below. The following answers are hereby provided:**

1. How is funding paid to the providers? Is it done on a monthly basis from an actual invoice that the provider supplies or is it 1/12<sup>th</sup> of the total award per month?

The payment schedule will be generally as follows:

The first payment may be made upon execution of this contract and receipt of an original invoice in the amount not to exceed two (2) months of personnel costs plus one-half of the budgeted amounts for educational supplies and materials. Thereafter, payments shall be made quarterly, upon receipt of an original invoice.

2. If it is done on actual expenses, then is it billed by each individual, their actual salary and benefit expense and so on, or by the % that DOE is reimbursing the Provider for education salaries + benefits?

The invoices reflect cost categories, i.e., Personnel Costs, Educational Materials and Supplies, and are no more specific.