

RFP 3722

Alternative Education for Disruptive Youth Addendum I

Q: The RFP states that Buehrle Academy will be leased at no additional cost to the contractor, but also notes that cost proposals should take into account rent due to SDoL. Please clarify whether proposers should include any facility lease cost in their budget, and if so, how that cost is calculated.

A: Buehrle Academy will be leased at no additional cost to the contractor. The rent-related language was an oversight and should have been omitted.

Q: The RFP states that “a certified principal will be assigned to the program and on-site full-time.” To ensure alignment with District leadership priorities and continuity of instructional oversight, would the District consider a staffing model in which a currently employed School District of Lancaster certified principal also serves in a supervisory or shared leadership role for the Alternative Education for Disruptive Youth (AEDY) program, provided that all required duties, oversight responsibilities, and on-site expectations are fully met? If such a shared or dual-role model is permissible, please advise on any parameters or conditions the District would require (e.g., minimum on-site presence, reporting structure, or contractual considerations).

A: The Pennsylvania certified school principal is provided by the contractor. The district can share the job description for the principal roles for alignment purposes. In addition, the contractor’s certified principal will be invited to attend ongoing professional development and training sessions specific to the role of the principal and instructional leadership.

Q: The RFP specifies that any replacement of the certified principal would occur in consultation with, and require final approval from, the School District of Lancaster. Beyond the principal role, please clarify whether the District requires consultation and/or prior approval for staffing decisions related to other program positions (e.g., teachers, instructional assistants, counselors, or administrative leadership roles), or whether those staffing decisions rest solely with the contracted vendor, provided all qualifications and compliance requirements are met?

A: No. Beyond the certified principal role, the District does not require consultation or prior approval for staffing decisions related to other program positions, as long as all personnel meet the required qualifications and compliance standards specified in the RFP and applicable regulations.

Q: What is the anticipated number of students the program is expected to serve?

A: Maximum of 85 students

Q: What technology will the district provide in the classrooms, and what technology is the awarded vendor expected to provide?

A: The district provides staff laptops, a device per student, and a CreateBoards in each learning space. The contractor is responsible for the damage to any technology (iPads, Chromebooks, CreateBoards, phones, etc).

Q: Will the district be assigning one of its principals to the program, or should we anticipate hiring for that role?

A: The Pennsylvania certified principal is hired by the contractor. The district can provide a representative to participate in the hiring of a certified principal.

Q: Will the SDoL be providing their own related services (OT, PT, ST) or should we be including this in the submission?

A: This should be included in the submission.

Q: Will the SDoL be providing furniture (desks, chairs) or curriculum for the classroom?

A: Yes. The district will provide all furniture and curriculum.

Q: Can SDoL provide guidance on the rental cost for use of Buehrle Academy?

A: See the previous answer.

Q: While it is understandable that the number of students will fluctuate throughout the year, for the purposes of planning the number of staff, how many classrooms does the current AEDY provider operate?

A: The current AEDY provider operates 8 classrooms. The current contractor has 8 teachers, 3 behavior staff, a principal, an administrative assistant, an instructional coach, and a director of student services with a mental health background.

Q: Can SDoL provide information on why these services are being put out through RFP? Have there been challenges with the current provider?

A: The contract is coming to an end on June 30, 2026. The district has a responsibility to its students and taxpayers to ensure our students receive the best available services while staying cost-effective. The district is exercising its procedural routines.

Q: Is the RFP only soliciting proposals for Buehrle Academy services, or does it include both Phoenix Academy and Buehrle Academy services?

A: At this time, the RFP is solely for Buehrle Academy Services

Q: Will you accept digital notary and signatures on all required forms, or must documents be signed in ink?

A: Digital notarial seals and signatures are permissible, provided they are approved by the state in which they were issued.

Q: The RFP indicates that School Board approval may occur in March, with program operations beginning at the start of the 2026–27 school year in August. Could the District please clarify when the approved contractor may begin invoicing for services? Specifically: Would invoicing be permitted beginning immediately following Board approval (e.g., March 2026) for allowable startup activities such as staffing recruitment, onboarding, training, planning, and operational setup? Or would invoicing begin only upon the start of student instruction in August 2026?

A: No invoicing may occur until the start of the 2026-2027 fiscal year, beginning on July 1, 2026. Invoicing will be based on the total contract amount for the year, divided into 12 equal installments, unless other arrangements are agreed to by both parties in the formation of a contract.

Q: The RFP references alignment of the AEDY program's instruction with the School District of Lancaster curriculum and instructional standards. Could the District please clarify: How will the selected contractor be granted access to SDoL curriculum materials, pacing guides, and instructional platforms? Who within SDoL will serve as the primary point of contact to support curriculum alignment and ongoing instructional coordination? Will contractor instructional staff be provided access to District instructional systems (e.g. assessment platforms, curriculum repositories) for purposes of alignment and reporting?

A: The selected contractor will receive the SDoL curriculum materials through the yearly district Central Orders procedure. The Curriculum and Instruction Guides are available at the Curriculum Resource Hub on the district intranet or through direct links to Schoology and the Google Drive. All instructional platforms are available through the Classlink application on the district intranet.

The Assistant Director of Curriculum, Instruction, and Assessment, as well as the specific Content Supervisors.

Yes, the contractor's instructional staff will have access to District instructional systems.