

ADDENDUM NO. 1

RFP 2020-SSO-130 - Diagnostician
RFP 2020-SSO-131 - Audiologist
RFP 2020-SSO-132 - School Psychologist
RFP 2020-SSO-133 – OT / COTA

Central Consolidated School is issuing this addendum to Request for Proposal No. **RFP 2020-SSO-130, 131, 132, 133** for the purpose of Answering Questions and additional information required for RFP. Document must be signed and included in responses.

FOR ALL RFPs listed:

1. To confirm, does the district intend to award to a single vendor for each RFP or to multiple vendors for each RFP?
Answer: The district will award to multiple vendors.
2. How many Diagnosticians, School Psychologists, Occupational Therapists, and Certified Occupational Therapy Assistants (FTEs) do you currently foresee needing?
Answer: It depends on the district needs for the school year.
3. Would CCSD consider online tele-therapy for the occupational therapy services?
Answer: The district prefers an on-site occupational therapist, but might consider tele-therapy for occupational therapy.
4. Per pg. 11 regarding "Proposal Organization and Indexing", are there any specific formatting requirements for the final bid submitted with the listed required Tabs? Ex: preferred binding (binder, binding clips, etc.) or preferred tabs (index tabs, dividers, etc.).
Answer: Dividers may be used, as long as listed items are in tabbed order as indicated.
5. Since the proposals should be submitted in separate sealed envelopes, is it acceptable for the vendor to submit the separate sealed envelopes in the same package OR do you prefer the separate submittals not packaged together?
Answer: Preferably separate packaging to ensure tracking for correct response to RFP Name & Number. Otherwise, same package use for all RFPs is acceptable, as long as RFP Name(s) & Number(s) are indicated on box to time stamp.
6. Per the "Termination" section beginning on pg. 7 of the RFP, it states that CCSD would issue a ten (10) day written notice to contractors for convenience and for cause. Would the district consider providing the awarded vendor with a thirty (30) day written notice for convenience as was accepted by the district for past awarded RFPs?
Answer: We will honor the 30 days.
7. Per Tab 6 "Response to Technical Specifications" on pg. 13 under "Personnel", do you require the vendor organization to provide contractor resumes at the time of proposal submission or only upon award? If so, would you accept contractors who's NM State License and/or NMPED Certification pending at the time of submission?

Answer: The district would like to review possible candidates resumes, if any, or a sample of potential candidates. Resumes will be reviewed at time of contractor selection, after award. Please refer to page 13, Scope of Work, "contractor will have 45 days to submit."

8. Per Tab 6 "Response to Technical Specifications" on pg. 13 under "Personnel", it is understood that the offeror must provide copies of background checks for all contracted employees. Can you confirm that the copies of the background check are not required upon proposal submission as they would be provided after a contracted provider has been selected to work but prior to the contracted provider starting?

Answer: The district will not require background checks upon proposal submission, but will require background checks by the district after candidate is selected to provide services. The background must be completed and the candidate must be cleared before they are able to provide services within the district.

9. Per Tab 6 "Response to Technical Specifications" on pg. 13, the section titled "Personnel" requests information on any continuing education measures to improve qualifications of personnel. However, the Proposal Evaluation Criteria on pg. 15 writes that the information on Continued Education is scored alongside the "Support" section. Can you confirm that you require information regarding continuing education under the "Personnel" section OR under the "Support" section of the Technical Specifications?

Answer: Please answer under Support section.

10. If awarded, what is the amount of lead time for the vendor to submit candidates for interview and placement with the district? For Example: Require a provider within two (2) weeks after award or contact with a need.

Answer: Contract commences until July 1, 2020, see page 2, Scope of Procurement. Candidates are on an as needed basis, lead times may vary, depending on needs of the district.

11. Can the vendor incur in any penalties or be liable for any damages for not having a contracted provider available upon your school's request in a timely manner or would your school terminate the RFP contract(s) with the vendor?

Answer: No.

12. To complete the provision of contracted services, are testing/evaluation materials provided by CCSD OR the Vendor?

Answer: The vendor will provide the testing/evaluation materials for tele-therapist. CCSD will provide testing /evaluation materials for the on-site evaluators.

13. Will your school provide laptops/computers and/or an email account to the contracted providers during their assignment?

Answer: On site service providers will be allowed to check out a laptop. All contracted providers will be assigned an email account.

14. Who will be the representative from CCSD to determine which materials/equipment are required for the contracted services?

Answer: The Student Support Service office will determine which materials/equipment are required.

15. Will the contracted provider have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at CCSD?

Answer: On site service providers will have access to internet, computers, laptops, and copy machine.

16. To confirm, would the district pay for mileage travelling between school campuses on the same day? If so, what will be the district IRS Standard Rate?

Answer: Mileage will be determined based on site location that the services are provided at. The rate will be \$0.46 per mile if the district approves mileage.

17. Will CCSD consider an all-inclusive hourly price rate range depending on the candidates' level of experience **OR** does the district only want a fixed flat hourly rate for each service?

Answer: Fixed Flat Rate.

Questions for RFP 2020-SSO-132 School Psychologist

1. Which vendors are currently providing the School Psychologist Services requested in the RFP?

a. What rates is Central Consolidated School District (CCSD) paying each vendor for the current School Psychologist services?

Answer:

Sunbelt Staffing	\$60-75
Soliant	\$70-80
Ardor Health Solutions	\$72
Therapia Staffing	\$70
My Therapy Company	\$70

b. How many FTEs (full time equivalents) are currently being used by each vendor for this project?

Answer: Currently, no contracted employees.

c. How many contracted hours of School Psychologist services were utilized last contract/ school year?

Answer: 0

d. Have your current vendors been able to meet all of your current School Psychologist service need?

Answer: No

e. How many School Psychologists does the district have on staff?

Answer: 3

2. Of the 6,000 students in the district, how many of these students have been identified as needing students?

Answer: There are 910 SWD within district.

3. What is the typical caseload on each School Psychologist?

Answer:

4. Is Medicaid billing a requirement under this RFP?

Answer: Yes, Medicaid billing is required.

5. Is the district interested in School Psychologists with specialized skill sets? a. If yes, what specific skill sets?

Answer: No.

6. Is the district interested in bilingual School Psychologists? a. If yes, what languages?

Answer: Navajo and Spanish

Questions for RFP 2020-SSO-133 OT /COTA

1. Which vendors are currently providing the Occupational Therapists (OT) and/or Certified Occupational Therapy Assistants (COTA) requested in the RFP?

a. What rates is Central Consolidated School District (CCSD) paying each vendor for the current OT/COTA services?

Answer: EASi Therapy Services OT: \$68/hr COTA: \$68 w/\$30/hr travel after 30

Ardor Health Solutions: OT: \$72/hr COTA \$55/hr

My Therapy Company: OT \$67/hr COTA \$57/hr

Soliant: OT \$67-\$70/hr COTA: \$68/hr

Sunbelt: OT \$68/hr COTA \$68/hr

Therapia Staffing: OT \$67/hr COTA \$66/hr

Advanced School Staffing: OT \$70-\$75/hr COTA \$65/hr

b. How many FTEs (full time equivalents) are currently being used by each vendor for this project?

Answer: Therapia Staffing – COTA: 1; OT; 1

c. How many contracted hours of OT/COTA services were utilized last contract/ school year?

Answer: 185 days at 7.5 hr/ day

d. Have your current vendors been able to meet all of your current OT/COTA services need?

Answer: Yes, the current vendors have met our current needs.

e. How many OT/COTAs does the district have on staff?

Answer: OT-2, COTA - 3

2. Of the 6,000 students in the district, how many of these students have been identified as needing students?

Answer: There are 914 SWD within the district.

3. What is the typical caseload on each therapist?

Answer: There are 65-70 on the caseload, with OT and COTA providing services.

4. Is Medicaid billing a requirement under this RFP?

Answer: Yes, Medicaid billing is required.

5. Is the district interested in OT/COTAs with specialized skill sets? a. If yes, what specific skill sets?

Answer: No.

6. Is the district interested in bilingual OT/COTAs? a. If yes, what languages?

Answer: In Navajo and Spanish.

ACKNOWLEDGE ADDENDUM WITH RFP Proposal:

Company/Firm/Independent Contractor Name

Signature

Date