



DESOTO INDEPENDENT SCHOOL DISTRICT

# ADDENDUM # 1

## Request for Proposal # 22-006

### Special Education Services

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**THE FOLLOWING POINTS OF CLARIFICATION PERTAIN TO:**

**22-006 Special Education Services**

1. Will overtime be billable? **Yes, however, the district does not anticipate overtime is needed. Overtime would need approval prior to billing.**
2. Should overtime be "blended" into the hourly bid rate? **No**
3. On our price list, can we provide ranges, or do we need a specific rate? **No. Prior to securing the specialist a specific rate will be required.**
4. Will vendor be required to bill Medicare/Medicaid or any third-party insurance? **Yes**
5. Is orientation billable? What are the dates for orientation? **Yes. No specific dates have been determined**
6. Do you have a current payroll provider? **Yes**
7. How many agencies are you using today? **Seven**

8. Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with? **Yes, we are currently satisfied.**
9. What is the main cause or reason to send this project to bid? **We have needs for additional personnel in specialized positions.**
10. What technology is currently being used to manage this program internally? **Frontline TEAMS**
11. Are shifts 12 hours? **No**
12. What is the expectation and frequency for on-call needs? **N/A**
13. What is expectation and frequency for replacing a candidate that is ill/calls off? **It is expected for the candidate provider to communicate with the appropriate coordinator and/or administrative assistant when out. An immediate replacement will not be required if the candidate will not be out for an extended period of time. If the candidate will be out for an extended period of time 2 weeks or more, a replacement will be required.**
14. Is there a minimum experience requirement for the personnel sent to your facility? **2+ years preferred**
15. What is the average length of assignment (12 months, 3 months, per diem)? **185+ days**
16. What is the current requisition process in place? **The Special Education administrative assistant submits a purchase order based on projected work. The invoice is submitted for payment once received. The district has 30 days to pay invoice.**
17. What timekeeping process/system will be utilized? For full time contractors/travelers? For registry/per diem? **Contractors are required to sign in and out at the district office each day.**
18. What is entailed in the current orientation process? **Review of district policies and procedures, training on the student management system, processes and procedures of the department**
19. Can you provide details as to projected volume and headcount for each discipline included in the scope of work? **Not at this time**
20. Are there any days in the school calendar that our clinicians cannot work? Ex: School holidays? - **Yes- school holidays and possibly state days**
21. Who is on the selection committee? What are their job titles? **Various personnel- Executive Director of Special Populations, Director of Special Education, Coordinator of Speech and Related Services, Evaluation and Compliance Coordinator, Instructional Coordinator, Coordinator of Specialized Services, Behavior Coordinator**

22. What is your current time to fill by discipline? **Prior to the beginning of the school year (July/August)**
23. Do you anticipate your current staffing volume to change in the next year or next 2 years? For example, do you have any significant projects coming up (EMR conversion, new facilities, etc.)? **Possibly**
24. Service Provider Responsibilities, # 11 states “Contractors must provide their own test kits, protocols, and any printed materials including handouts” Please clarify what test kit materials we will need to provide. Will taking exception to this requirement disqualify our response? **Test kits that are needed to evaluate scholars based on the discipline. No.**
25. Will we be expected to provide a laptop for our clinicians? **Yes**
26. Who at the district serves as Supervisor for clinicians onboarding to district policies, guiding to district requirements and answering daily operations questions/concerns? **Special Education director and the appropriate coordinator**
27. Who are the current vendors providing services? **Supplemental Health, Sunbelt, Amoxie Group, ABC Learning, Teaching and Learning, Kiner Speech and Il Inizio Consulting.**
28. What is the anticipated award date? **June 30<sup>th</sup>**
29. How will the vendors be notified of award? **Email Letter**
30. Do you anticipate awarding one or multiple vendors? **Multiple vendors**
31. What are the current hourly bill rates by vendor? **Varies depending on discipline and the vendor**
32. If we provide per eval rates, does the district require vendors to provide all of the assessments? **It depends on the type of evaluation**
33. How many billable hours are in a school day? **7.5 hours**
34. What is the anticipated # of full-time or # of part-time positions? **5 full-time, 1 part-time**
35. Is the vendor expected to have a clinic or local office? **A local office is not required**
36. Will services be provided on site or virtually or a hybrid of both for the 22/23 SY? **Onsite**
37. Do you require resumes of potential contracted candidates to be included in our submission? **Yes**

38. Do you require the candidates license verification to be included in our submission? **Yes**
39. Is it the school's expectation to hire the candidates we will include in our proposal if we get awarded? **Possibly, it will depend on the District's needs at the beginning of the school year.**
40. How many candidates/resumes will you need per discipline? **1 – 2**
41. Can pricing increase during the term of the contract? **No**
42. Do contractors have to travel between schools during the workday? If so, are they required to clock out during travel between schools OR are they able to stay clocked in during travel between schools? **Yes, contractors are allowed to remain clocked in during travel between campuses.**
43. Does the school district reimburse for mileage? **No**
44. Do you have a preference for how we bind our bids, i.e. 3-ring binder, binder clip, stapled, etc? **No preference**
45. Will the district consider proposals from companies that ONLY provide teletherapy in regards to this solicitation? **NO**

**Confirmation of Receipt of Addendum:**

SIGN below and submit confirmation of receipt of this addendum with your proposal.

Bidder's Acknowledgement: I, the undersigned, acknowledge receipt of this addendum.

\_\_\_\_\_

Company Name

\_\_\_\_\_

Date

\_\_\_\_\_

Name of Contact

\_\_\_\_\_

Signature