



**ROCKFORD BOARD OF EDUCATION
INVITATION FOR BID ON SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES
FOR SCHOOL DISTRICT NO. 205
ROCKFORD, ILLINOIS**

IFB No. **22-02 CNA/DSP/BT/RN Staffing Coverage**

DATE: **July 13, 2021**

RE: **ADDENDUM NO. 2**

To All Bidders:

Included are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

If you plan to hand deliver your IFB submission on the due date, please note you must check in on the 2nd floor prior to coming to the bid opening. Please allow time for this as late submission will not be accepted.

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Director of Purchasing by email at purchasingdeptstaff@rps205.com.

CLARIFICATIONS

This addendum includes requests for information (RFI) to date, corresponding answers, and a revised Bid Offer Form.

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood
Director of Purchasing

CLARIFICATIONS

Below are requests for information (RFI) to date and corresponding answers.

1. Would RPS accept electronic bid submissions via Bonfire?
 - a. Yes.
2. (Pg. 33) Can RPS please clarify what certification(s) of personnel are required with proposal submittal?
 - a. Personnel must be Certified Nursing Assistants or Registered Nurses.
3. Can RPS please confirm if performance bonds are required with submittal, and if so, what amount?
 - a. This question was addressed in Addendum One.
4. Would RPS accept other Special Education modalities and pricing with vendor submittal (e.g. special education teacher, school psychologist, SLP)?
 - a. No.
5. Will you do business with an out of state firm that will have in-state employees?
 - a. Yes.
6. What type of documentation would you want an out of state firm to provide?
 - a. All required documentation is addressed in the bid packet.
7. Do you intend to award more than one vendor?
 - a. This question was addressed in Addendum One.
8. Who are your current vendor(s)?
 - a. This question was addressed in Addendum One.
9. What were the billable hours for the past three (3) years?
 - a. Billable hours for CNAs were 12,889 in FY21, 30,601 for FY20, and 41,439 in FY19. Billable hours for RNs were 0 in FY21, 536 in FY20 and 636 in FY19.
10. How much did you pay per hour for the past 3 years?
 - a. This question was addressed in Addendum One.
11. Have you used a placement firm in the past?
 - a. This question was addressed in Addendum One.
12. What did the placement firm charge you?
 - a. This question was addressed in Addendum One.
13. How much is the performance bond?
 - a. This question was addressed in Addendum One.
14. What size performance bond was submitted?
 - a. A performance bond is submitted after the bid is awarded.

15. Why is the contract out for bid? Is it required to be put out for bid?
 - a. Our current contract for these services is expiring.
16. What are your current hourly bill rates by classification?
 - a. This question was addressed in Addendum One.
17. What were your hours of usage by each classification for the last three years?
 - a. Billable hours for CNAs were 12,889 in FY21, 30,601 for FY20, and 41,439 in FY19. Billable hours for RNs were 0 in FY21, 536 in FY20 and 636 in FY19.
18. Will the Board be awarding a single vendor or multiple vendors?
 - a. This question was addressed in Addendum One.
19. Page 2, General Conditions and Instructions for All Bids: Are vendors required to submit one copy of just the required signed forms, or one copy of the entire RFP (including the signed forms) in hardcopy and electronic format?
 - a. Vendors are required to submit one hard copy and one electronic copy of the required documents only. Bids submitted electronically through Bonfire do not require hard copies.
20. Page 7, Termination for Cause: Are we able to take exceptions and propose language to any of the terms and/or requirements – specifically, language regarding requirements from the vendor for direct hire placements and/or temp to perm options?
 - a. This question was addressed in Addendum One.
21. Page 11, Section 12, Scope of Work: What supplies are the vendor’s responsibility to provide?
 - a. The awarded vendor will not be responsible for any supplies.
22. Page 11, Section 13, Property Damage and Injury: Are we are responsible for ANY damages resulting from operations under the Contract or only damage caused by our THPs?
 - a. Only damages caused by contracted THPs.
23. Page 15, Section 32a and 32b: This section says bids will be evaluated determining the lowest base period price, and option year pricing is based on limits established in the “pricing” clause. What is the “pricing clause,” and with all else being equal, will the award go to the lowest priced bid(s)?
 - a. Any and all pricing submitted on the RFP Offer Form shall be held firm through June 30, 2020.
 - b. For any subsequent twelve (12) month period thereafter, and upon a minimum of sixty (60) days advance written notice to the District, Contractor may increase the price no more than the percentage change in the U.S. Department of Labor Consumer Price Index for All Urban Consumers, All Items (CPI-U), in effect during the previous twelve (12) month period or three (3) percent, whichever figure is less.
 - c. If no price changes are submitted the District will assume current prices are firm for the next twelve (12) months.
24. Page 16, Section 36: Will our NSOPW.GOV search through AssureHire meet the Statewide Sex Offender Database check requirement?
 - a. No.

25. Page 19, Required Forms/Documents: Must vendors submit Certificate of Insurance with the sealed bid or after award prior to starting work?
- a. A COI must be included in sealed bid.
26. Page 19, Required Forms/Documents: Must vendors submit a performance bond for this RFP? If so, when and for what amount?
- a. This question was addressed in Addendum One.
27. Page 22. What is meant by “lower-tier” participant with regard to this RFP?
- a. A lower-tier covered transaction is a purchase that is not governed by an existing federal procurement contract.
28. Can we upload all forms in one single PDF or do we have to upload all separately?
- a. No, forms must be individually submitted if doing so via Bonfire. This is to help us ensure that all uploaded bids will qualify for award.
29. If CNA will be working as a DSP then why do we have separate categories as CNA and DSP in the pricing form?
- a. The terms CNA and DSP can be used interchangeably, and a revised Bid Offer Form is included in this addendum to reflect this change.
30. We are an MBE nationally certified by National Minority Supplier Development Council – are we eligible to represent as a minority-owned business for the Minority, Women and Disabled-Owned Business Concern Representation form?
- a. As long as you meet the criteria outlined in the form, yes.
31. Do we need to submit the Hold Harmless Agreement with the proposal.
- a. No, this form is not required to submit a qualifying, bid, however the award bidder(s) will be expected to complete it prior to starting work.
32. What kind of certifications are to be submitted for personnel?
- a. Please see response to question 2 in this addendum.

BID OFFER FORM - REVISED

IFB 22-02 CNA/DSP/BT/RN Staffing Coverage

Rockford Public School District 205 (the District) will receive sealed bids from qualified firms or individuals to provide CNAs, DSPs, BTs and RNs in accordance with the terms and conditions outlined in this document. These specifications are not intended to limit the products or services offered by the Contractor. The contractor shall perform, as required, all services described herein and/or all other services offered by the Contractor in its proposal and accepted by the District.

<u>Item No.</u>	<u>Qty</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Unit of Measure</u>
1	25	Certified Nursing Assistant (CNA)	\$ _____	PER HOUR
2	4	Behavior Technician (BT)	\$ _____	PER HOUR
3	4	Registered Nurse (RN)	\$ _____	PER HOUR

BID OFFER FORM - REVISED

IFB 22-02 CNA/DSP/BT/RN Staffing Coverage

BID SUBMITTED BY:

Company Signature of Company Officer *(required)*

Address Typed Name & Title

City, State & Zip Code Date

Phone No. Fax No.

E-mail FEIN

REFERENCES:

Offeror to provide three references of similar type work that would qualify your firm for this project:

Company Name/Contact Person Phone Email

Nature and Size of Contract

Company Name/Contact Person Phone Email

Nature and Size of Contract

Company Name/Contact Person Phone Email

Nature and Size of Contract