



School Board of the City of Richmond Public Schools
Division of Procurement and Property Management
2395 Hermitage Road, Votex Building
Richmond, Virginia 23220

MEMORANDUM for Record

Date: December 13, 2021

Subject: Pre-Proposal Conference, RFP 21-6996 Specialized Behavioral and Support Services

Pre-Proposal Meeting Minutes

21-6996-11 Specialized Behavioral and Support Services

A pre-proposal conference was held on December 13, 2021 at 11:00 AM.

Tracy DeBernard, Contract Officer for this solicitation, opened the meeting. The following individuals from Richmond Public Schools were included: Rossi Volley, Assoc Director Except Ed; Theresa Harris.

The following information was discussed:

- The meeting was not mandatory and attendees were asked to send an email to Tracy DeBernard with any questions.
- Proposals are due by January 11, 2022 2:00 PM.
- Questions are due by December 29, 2021.

These firms are known to have attended the meeting.

Mending Fences
Dominion Care
Invo Healthcare
CareStar. Inc

Rossi Volley provided a brief scope of needs for the RFP. She specifically noted that training was an important aspect of the RFP. She stated that behavioral aides should come to the job with the training in place and be ready to deliver quality services.

The following questions were asked and answered:

Q: Is this to be a multiple award?

A: Yes, we currently have 4 firms providing services that were awarded through an internal or cooperative contract. We expect this solicitation to be the same.

Q: Please clarify if additional assistance in toileting needs, tubes, etc. will be handled by the BA or nurse.

A: Basic toileting needs and regular daily activities will be assisted by the BA. Medical needs will be handled by a nurse.

Q: Data collection- Where should data be sent to...?

A: Data should be sent to each individual school.

The following questions were asked to be answered in writing:

Q: How will BA absences and substitutes be handled?

Q: Would we have our staffed housed in the school daily?

Q: What behavioral assessments and interventions plans are currently being used?

Q: Would the interaction during the school day be a 1:1 ratio, or higher?

Q: For Personal care needs assistance, do our staff members need to be certified STNA's?

Q: How many exceptional students does the school district have that need this care? Due to small case ratio's, how many staff are they predicting?

Q: Evidence of successful completion of autism training, per the requirements under Va. Code §22.298.3. 2. Will this be offered through the school district or is this something we would need to do on our own?

Q: Evidence of successful completion of a formal de-escalation and restraint training (MANDT Preferred). Is this offered through the school district or would we need to have this training completed prior to the grant starting.

With no additional questions, the meeting ended.

Questions will be answered and posted to eVA and Bonfire weekly. Material changes to the solicitation will be issued via addendum.

NOTES:

Nothing herein shall change the meaning or intent of the solicitation unless and until changed by formal addendum released by the Purchasing Agency.

This is the author's interpretation of the minutes. Corrections, additions, or changes should be addressed within three days of the above date.