



TO: All Bidders
FROM: Vivens Joachim, BOE Management Analyst/Purchasing Agent
CC: Ryan Fealey, Director of Finance; Jeanie Valentine, Buyer
DATE: January 9, 2023
RE: RFP 22-25 Registered Behavior Technician

ADDENDUM 2

VENDOR QUESTIONS & ANSWERS

- 1. The title of the RFP references Registered Behavior Technician (RBT) services; however, there is also reference to BCBA services (Section C, Part 2). Are you looking for BCBA services as well, or only RBT services?**
This RFP is only for RBT services. There is not an open BCBA RFP at this time.
- 2. Are we expected to hire staff under our own brand, or do we hire them on behalf of the school system (i.e., would potential staff apply to work for Springtide or for the Stamford public school system)?**
SPS will contract with vendors therefore contractors will need hire vendors directly.
- 3. This section (starting on page 18 of the RFP) is asking for verification for each employee who will be part of the bid. However, none of these employees are currently employed since we would hire them upon winning the contract. How do we respond to this section since these employees will be hired in the future?**
Any employees that contractors hire will need to meet the requirements of the RFP.
- 4. Why is the district utilizing a solicitation for the services requested in this bid?**
For a fair and equitable selection process.
- 5. Is the district satisfied with their current vendor(s)?**
Yes.
- 6. Will there be a pre-bid conference for interested vendors to attend?**
No.
- 7. What is the anticipated award date, and start date of services?**
Start dates will be based on student need.
- 8. How many vendors does the district expect to award a contract to for the services requested in this solicitation?**
Dependent on responses.
- 9. Can the district please provide incumbent information and current bill rates for contracts in place for similar services?**
NA.
- 10. How many students would need one on one RBT support?**

Students are currently receiving RBT support. This would be for future situations where RBT support is required.

11. What is the expected amount of full-time, vendor supplied RBTs for the remainder of the 22-23 SY?

To be determined - Students are currently receiving RBT support. This would be for future situations where RBT support is required.

12. If unknown based on student enrollment, can the district please provide the total amount of full-time, vendor supplied RBTs utilized during the current 2022-23 SY, and the previous 2021-22SY? The district has internal and external RBTs?

Seven.

13. Can the district please provide the total amount of billing, broken down by vendor for all vendor supplied RBTs utilized during the 2021-22 SY?

NA.

14. Pricing on page 13 requests an hourly rate for services and evaluations. Is the district looking for multiple rates/cost structures or just one all-inclusive hourly bill rate for services rendered?

Hourly rate for RBTs.

15. Can the district please describe the supplies and materials that contracted providers will have access to at the district? (wifi, computer access, testing material, office supplies, etc.)?

Wifi, computer access, testing material, office supplies.

16. Can the district please clarify what supplies and materials the contracted vendor is expected to provide?

None.

17. What would the average amount of supervision per student need to be?

Depends on student need.

18. Would supervision need to be provided by a BCBA or could another position provide that supervision?

BCBA.

19. How would you classify the majority of students our staff would support regarding their behavior/acuity? Mild, medium, severe?

Valuable.

20. Who would our supervision staff need to report to?

Building Administration.

21. Across how many campuses/sites would supervision staff need to travel?

Dependent on assignment and student needs.

22. Is the school implementing any specialized educational programming or assessment tools that supervision staff would need to be familiar with?

Rethink.

23. Is the district willing to accept deviations from the terms listed in this solicitation and/or the contract?

No.

24. Is the district willing to accept mutual indemnification?

Not at this time.

25. What are the education and certification requirements for staff who are currently working with the district and providing RBT services?

RBT certification issued by the BACB.

26. Will the district be responsible for seeking reimbursement and billing insurance companies?

Vendors are responsible.

27. What communication and support services are expected to be provided to the parents/caregivers by Maxim support staff? Where or how will these services be delivered? (e.g. in home, virtual, on campus, etc.?)

Typical professional communications.

28. If services are rendered at home by vendor supplied RBTs, will the vendor bill the district directly for these services?

Yes.

All other specification and requirements remain unchanged.