

## Addendum #2 RFP 22/23-8 SPECIAL EDUCATION SUPPORT SERVICES

1. What is the total budget/expenditure allotted for this RFP? **Expenditure is based on staffing need and not on total budgeted amount.**
2. Is there a specific pricing structure we must adhere to or can the vendor submit their own? Are rate ranges acceptable? **Vendor may submit their own pricing structure and ranges are acceptable.**
3. Please clarify Medicare/Medicaid Billing: Will the vendor be required to bill Medicaid with direct reimbursement going to the vendor through the vendors Medicaid billing number? Or will the vendor be required to enter Medicaid billing through the districts billing documents for the district to be reimbursed directly by Medicaid? **If staff are able to bill for Medicaid reimbursement, they will need to complete the district's billing procedures.**
4. Are orientation and meetings billable? **Yes, with prior approval from Special Education Director.**
5. Can the vendor bill separately for Clinical supervision if required? **Yes, with prior approval from Special Education Director.**
6. How many billable hours are in a typical school day? **Typically between 7 and 7.5 hours.**
7. How is billing time for contract FTE vs. substitutes captured today? Is the principal signature validation the clinician worked the hours? or is this by special education director? **Contracted employees submit their time which is approved by the Special Education Director.**
8. How long have the incumbent suppliers held this contract? **Five years.**
9. Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with? **Yes, we are satisfied but are open to new vendors as well.**
10. What is the expectation and frequency for on-call needs? **There is no on-call need.**
11. What is expectation and frequency for replacing a candidate that is ill/calls off? **The district would like for the school/classroom to be notified at least two hours prior to the start of the school day if possible.**
12. Does the district fingerprint and badge? How long once confirmed does the process take for the clinician to start? **Yes, the district is able to fingerprint and badge. The process usually takes less than a week. The district passes along the fingerprinting fee to the vendor or staff member.**
13. 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 (vaccination, screening, new programs, grants, ESSR/III positions, etc.)? **We do not anticipate volume changes in staffing needs in the near future.**
14. Are IEP and 504 documents, plan documents, and students' records kept in an online system or hard copy at the district? What system? **Special education documentation is an online system called IEP online.**
15. Does the district provide student logs, documentation forms, etc.? **The district will provide any required forms.**
16. Are the medical personnel's license, CPR card, resume and proof of references/background checks required upon submission of bid or upon award? **If required on bid is an excel document acceptable? Staff licenses, etc., would be required upon placement for a particular position.**
17. Do you accept new graduates if the vendor provides mentorship? **Yes**
18. Are Exceptions/Deviations to the specified terms accepted for this opportunity? **All bids submitted will be evaluated**
19. On page 7 of the RFP, under Proposal Submission, one of the bullets listed as a requirement is "Response to Questions." Can you please confirm that we are to upload any Addendum regarding Q&A released from HPS as opposed to specific questions the vendor is to respond to within the technical proposal? **Response to attachment E.**
20. On page 8 of the RFP, under Submission and Preparation of RFP, it states our plan must address, at a minimum, terms and conditions. Can you please clarify what HPS is looking for regarding specific terms and conditions? If we supply a sample contract, would that satisfy this requirement? **Response to section three of the RFP**
21. How many references are required with our submission? **This is optional dependent on agency vetting**