



White Plains Public Schools

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ADDENDUM #1 RFP- SOUND SHORE CONSORTIUM SPECIAL EDUCATION AND RELATED SERVICES

The following questions were received from proposers with the response in red:

1. Once the RFP is completed do you want the original sent to White Plains and one electronic copy emailed to tonirusso@wpcsd.k12.ny.us?
Yes.
2. Regarding Appendix 1: Notice of Interest. The form includes both a mailing address and email address. Does the Notice of Interest need to be mailed as a hard copy delivery, emailed to the provided address, or both (like the formal response to the RFP)?
The form can be emailed to Toni Russo and the original submitted with the proposal on 2/15/24 by 11am.
3. We offer many more additional services to our clients that are not listed on the RFP quote form. Can I include a rate schedule which includes these additional clinical and non-clinical services with the submission of the RFP?
All rates for services must be included on the quote sheet and submitted with the proposal. All additional services with rates not on the quote form can be submitted as an attachment to the quote form.
4. Does the district have a preference for pricing structure for services; hourly vs flat fee.
Refer to the quote sheet for pricing structure.
5. The Sample Contract in the RFP only indemnifies the district, it is common business practice to indemnify each organization (district & vendor), or can the indemnification be removed in its entirety?
The sample contract included in the proposal is White Plains City School District's sample contract which only indemnifies the district and cannot be removed.
6. We have a No- Hire Clause in all of our contracts. Where should I include the No- Hire Clause in the RFP?
Please note it in the notes/clarification section on the quote form.

7. We have a four (4) hour minimum for services and a 12/ hour cancellation policy listed in all our rate schedules and contracts. Where would I include this in the RFP?
Please note it in the notes/clarification section on the quote form.
8. Will the district consider proposals from companies that ONLY provide teletherapy?
No, teletherapy.
9. What is the estimated number of positions needed (part-time vs. full-time)?
White Plains doesn't need any part-time or full-time tele-therapists.
10. Will the district (cooperative) award more than 1 vendor?
Yes.
11. Is a local office required? Is there a preference for local vendors?
No and no.
12. Are there any obstacles to using Zoom in your district?
We use zoom but will prefer services to be performed in person.
13. On page 35 of the RFP, it references "Parent Placed." Can you please define what "Parent Placed" is?
Parents who place their children in private schools.
14. How many 1:1 nurses for students in the 2024 and 2025 school year do you anticipate needing?
White Plains anticipates needing about 3 to 4 1:1 nurses, but we do not know how many will be needed by the other districts in the cooperative.
15. How many 1:1 nursing needs for students in the 2023 and 2024 school year have you seen?
For White Plains same as above.
16. Is there a particular company that you recommend reaching out to for malpractice insurance? As far as malpractice goes, is this something that has to be completed and set up prior to the submission process or if chosen, is this something that we can have before beginning services?
We cannot recommend insurance companies for malpractice insurance. All insurance must be in place and verified prior to receiving a contract from the district that is contracting services.
17. We work with independent contractors; vehicle liability is not something that we typically ask for. Is this something that an individual will need if they are working on behalf of a company of independent contractors versus an employee of the district?
Any person who will be providing services and will be driving/parking on our property must provide verification that they have auto liability coverage. It can be either from the company or the individual.
18. As an agency, all of our providers are 1099 independent contractors, so we do not provide Workman's Compensation. How do your other agencies navigate this process?
Your company can get an exemption from Workman's Compensation on form CE-200. Please refer to the instructions in the proposal.

19. Form on page 69 – NYSED Clearances – do we need to fill out and include this form with our proposal or only if we are awarded?

Every form must be filled out, initialized, and returned as part of the proposal submission. You can state on paper upon district award you will furnish all social security information. Prior to award of services, the district must receive a completed list of personnel and social security numbers who will perform services so the district can verify NYSED compliance. You should list the names of your personnel only and supply their social security numbers prior to award.

20. If vendors do not anticipate needing third-party suppliers or subcontractors to provide services to the district(s), are vendors still required to document good faith efforts and/or subcontract any amount of the awarded business to an MWBE?

No.

If you have any questions regarding this addendum, please email me at:

tonirusso@wpcsd.k12.ny.us

Thank you,

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