

**Charleston County School District  
Request for Proposals**

**Solicitation Number: P2426**  
**Description: Special Education Providers**  
**Date: April 26, 2024**

**SUBMIT OFFER BY: May 6, 2024 BY 2:00 PM**

**QUESTIONS MUST BE RECEIVED BY: April 18, 2024 by 2:00 PM**

**NUMBER OF COPIES TO BE SUBMITTED: One (1) Original, Four (4) Hard Copies, and One (1) Electronic Copy (Flash Drive) (Total of 6 Copies) (See Page 2 for details)**

**PROCUREMENT OFFICIAL CONTACT:** Procurement Services  
**Attention: Robin McNeal, CPPO, CPPB**  
**3999 Bridge View Drive**  
**North Charleston, SC 29405**  
**Phone: 843-566-1809**  
**Email: [robin\\_mcneal@charleston.k12.sc.us](mailto:robin_mcneal@charleston.k12.sc.us)**

**The term “Offer” means your “Proposal”.**

**Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.**

You must submit a signed copy of this form with your offer. By submitting a proposal, You agree to be bound by the terms of the Solicitation. You agree to hold your offer open for a minimum of ninety (90) calendar days after the Opening date.

Print Name of Offeror (Full legal name of business submitting the offer)		Date Signed
Authorized Signature (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		Taxpayer Identification No.
Title (Business title of person signing above)		Telephone Number
Printed Name (of person signing above)		Facsimile Number
Company Address (Street, City, State & Zip Code)		
Contact Person(if different than authorized signature)		Email Address
Telephone Number	Facsimile Number	

Cover Page

**AWARDS & AMENDMENTS:** Awards will be posted at the Physical Address stated above. The award will be posted by 05/30/2024. The award, this solicitation, and any amendments will be posted at the following website URL: <https://www.ccsdschools.com/Page/432>

**ACKNOWLEDGEMENT OF AMENDMENTS:** Offerors: Acknowledges receipt of amendments by indicating amendment number and its date of issue. See “Amendments to Solicitation” in Section II Instructions to Offerors.

Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.
1	2	3	4	5	6	7
Initial	Initial	Initial	Initial	Initial	Initial	Initial

**AMENDMENTS TO SOLICITATION** (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <https://www.ccsdschools.com/Page/432> (b) Offerors shall acknowledge receipt of any Amendment to this solicitation (1) by signing and returning the Amendment, (2) by letter, or (3) by submitting a bid that indicates in some way that the bidder received the Amendment.

**Questions and Responses**

1. Will tele-therapy be considered in regards to this solicitation?

Response: No

2. What is the estimated number of positions needed (part-time vs. full-time)?

Response: 50 full-time

3. Will the district award more than 1 vendor?

Response: Yes

4. Is a local office required? Is there a preference for local vendors?

Response: No

5. Can we provide some but not all services being requested?

Response: Yes

6. When awarded the solicitation to provide services, who would be the contact within the district to inquire about open roles for professions related to the RFP?

Response: Human Resources

7. Who are your current providers and what are their bill rates for the requested services?

Response: Will respond in the next amendment

8. What is the maximum hourly bill rate the school district is budgeted to pay for the requested services? Is there a rate cap for the requested services?

Response: No cap is set.

9. On pg. 9, the document refers to fixed pricing for a term of 5 years not subject to price increases, but on pg 13 it outlines price increases must be received 90 days prior to date for requested date of increase following the CPI-U for previous 12 months. Will the district allow for price increases during the 5-year contract term?

Response: All request of any price increase must be approved by the district. The district reserves the right to deny or approve this request.

10. Term of the contract, pg 9, Given that the pricing in the response is firm and not subject to escalation for a period of five years, is the district open to companies submitting a rate range to account for variance in candidate experience and credential or do companies have to submit one flat rate?

Response: Yes

11. Is the district looking to award contracts to multiple vendors or a single vendor/managed service provider?

Response: Multiple Vendors

12. Pg. 19, item #2 – will the district allow companies to provide the TB test prior to the start of employment but after the district has considered the candidate and determined that they would like to extend an assignment to the candidate? For new employees, our company does not collect TB tests and such until the candidate is extended and accepts an offer for employment which often does not occur until after the district has considered the candidate and made a decision on if they would like to extend an assignment to them.

Response: Yes

13. Pg. 19, item #3 – will the district consider an electronic background check including statewide and national checks, sex offender, and DMV checks over the previous 7 years to be an acceptable criminal background investigation or are specific fingerprints required?

Response: We can; however, it needs to be over the previous 10 years.

14. Pg. 19, item #5 – are the terms around the conversion negotiable? If the contracted employee does not wish to convert to a district direct hire, will they have the option to remain a contracted employee? Is the length of time (90 days) negotiable?

Response: We do not require contracted employees to convert to a district direct hire, but this may be an option to consider at times. We would need the length of time to be at a minimum (90 days).

15. Can pricing for assistants be included? (SLPA, COTA, PTA, etc.)

Response: No

16. Who are the current vendors providing these services?

Response: Will respond in the next amendment

17. What are the current bill rates for services being provided?

Response: Will respond in the next amendment

18. Are you happy with the current vendors and services?

Response: Yes

19. Do you require resumes and licensure to be submitted with the proposal response?

Response: We do not require resumes and licensure to be submitted for agency recruitment and staffing. However, we do require resumes and licensures at the time the candidates are presented for consideration.

ALL OTHER SPECIFICATIONS REMAIN UNCHANGED