

**Charleston County School District
 Request for Proposals**

**Solicitation Number: P2426
 Amendment 3
 Description: Special Education Providers
 Date: May 9, 2024**

SUBMIT OFFER BY: May 16, 2024 BY 2:00 PM

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

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.

AMENDMENT 3

CHANGE: SUBMIT OFFER BY: MAY 16, 2024 BY 2:00 PM

P2426 Special Education Providers

Amendment 3

Questions

- Can the district please clarify how needs for vendor supplied contractors will be disseminated to awardees post award?
 Response: Human Resources will contact approved vendors with a list of current vacancies and staffing needs.
- When is the estimated contract award date, and how will the district communicate award status to vendors?
 Response: Per the solicitation
- How many vendors does the district expect to award a contract to for the services requested in this solicitation?
 Response: Multiple
- Can the district please provide incumbent information and current bill rates for contracts in place for similar services?
 Response: Current estimate rate ranges \$45 to \$85
- What is the expected amount of full-time, vendor supplied (SPED Teachers, SLPs, OTs, PTs, School Psychologists, SPED TAs, RNs, LPNs, CNAs, and SLIs) needed during the 2023-24 SY?
 Response: 50 full-time
- Can the district please provide the total amount of full-time, vendor supplied (SPED Teachers, SLPs, OTs, PTs, School Psychologists, SPED TAs, RNs, LPNs, CNAs, and SLIs) utilized during the 2022-23 SY?
 Response: Not at this time
- Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied (SPED Teachers, SLPs, OTs, PTs, School Psychologists, SPED TAs, RNs, LPNs, CNAs, and SLIs) utilized during the 2023-24 SY?
 Response: Not at this time

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

Response: Laptop, CCSD network, classroom and office supplies

9. What travel between schools is expected for these providers?

Response: SLPs, OTs, PTs, School Psychologists, Interpreters may be required to travel between schools.

10. Will the district review other SPED service classifications if submitted with the vendor proposal?

Response: If needed

11. What are the district expectations of contract providers to assist in Medicaid reimbursement documentation services?

Response: Providers are expected to complete Medicaid reimbursement documents in Accelify.

12. What is the average caseload for the providers requested in this solicitation?

Response: This varies by position.

13. Will the district accept Speech Language Pathologists during their Clinical Fellowship Year (CFY)?

Response: No

14. Can the district please clarify the maximum weekly allowable hours approved for providers requested in this solicitation?

Response: 37.5 full-time

15. Will the district accept digital proposal submissions?

Response: No

16. Is the district open to hearing from companies that provide staffing management services or MSP services at no cost to the district?

Response: Not part of this solicitation

17. Is the district interested in hearing about a vendor management system technology to help manage staffing, compliance, spend, forecasting, and more?

Response: Not part of this solicitation

18. How many special education contractors (TA, BT, Teachers, SLP, OT, PT, LPN, RN, etc.) does Charleston County currently outsource to agency providers?

Response: 42

19. How many contractors does the district need under this current solicitation or intend to need in the coming year?

Response: Approximately 50

20. Will the District accept electronic signatures on the required forms?

Response: Yes

21. Will assigned therapists have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools?

Response: Yes

22. Will assigned therapists have access to computers/ laptops and printers provided by your schools?

Response: Yes

23. Is the contracting agency able to bill for both direct and indirect treatment time (paperwork, meeting, teacher consultations, etc.)?

Response: Yes, up to the maximum number of hours per week allowed if a full-time employee - 37.5 hours/week

24. Do contractors have to travel between schools during the workday? If so, are they required to clock out during travel between schools OR are they able to stay clocked in during travel between schools?

Response: Travel will be dependent upon the position, and staff are paid during travel time between sites.

25. Does contracted staff work on teacher work days and/or professional development days?

Response: Yes

26. Are nursing service needs for School Nurses or 1:1 nursing, or both?

Response: Both

27. Do students require RN support during transportation to and from school?

Response: Yes

28. Does the school district provide all medications, equipment, materials, supplies, etc. for contracted nurses?

Response: Yes

29. Does the school district provide PPE for contracted nurses?

Response: Yes

30. Will the district allow nurses to bill for a minimum of 2 hours for coverage when a student is absent without 24-hour notice?

Response: Yes

31. Is the vendor expected to provide substitute nurse(s) when assigned nurse is absent?

Response: Yes

32. Per the enclosed SUBMITTING CONFIDENTIAL INFORMATION For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contend contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Section 11-35-410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act.

In lieu of marking pages as "Confidential," "Proprietary," "Trade Secret," etc., are we permitted to submit a redacted proposal to the district on the flash drive?

Response: Redacted copies are not required, but highly recommended. See page 2 of solicitation.

33. Approximately how many Paraprofessional vacancies does the district typically have in an academic year?

Response: 35-40

34. Approximately how many Special Education Teacher vacancies does the district typically have in an academic year?

Response: 40

35. Would the district be open to developing pathway and/or pipeline programs under a proven and strategically developed Grow-Your-Own model?

Response: The district already has these opportunities available to staff.

36. Just to confirm, the awarded vendor(s) will also be the employer of record for any employees, correct?

Response: Yes

37. Is this a new contract or a renewal of an existing contract?

Response: New contract—existing service

38. If there is an existing contract, could you please share the name(s) of the current vendor(s) and their pricing?

Response: No

39. Are there any local preferences?

Response: No

40. Could you please provide the district's hourly rates for each requested role?

Response: <https://www.ccsdschools.com/Page/261>

41. What is the total budget/expenditure allotted for this RFP?

Response: This will be determined based on the number of positions filled through agency employees. Up to \$2 million dollars in total for all approved vendors.

42. Can you confirm that the district will consider companies that only provide virtual (tele-therapy) services under this RFP?

Response: No

43. Would the district accept electronic signatures or scanned colored copies of authorized original signatures?

Response: Yes

44. If the Business Cost Proposal is sealed separately, can you confirm that the vendor must submit only one (1) Business Cost Proposal, or do you also require one (1) original, four (4) copies, and one (1) electronic copy of the Business Proposal sealed separately?

Response: One sealed separately Business Cost Proposal

45. Regarding the Information for Offerors to Submit on page 21:

1. Can you confirm that the Business Proposal only consists of all cost/price information?

Response: Business Cost Proposal

2. Do you require the proposals to be bound in any way (e.g., binding clip)?

Response: No

46. Regarding the requested resumes under "Offeror Project Manager and Project Personnel" on page 21:

1. Would the district consider bios and descriptions of related internal project staff in lieu of their resumes?

Response: No

2. Does the district require resumes of potential service providers within the proposal or can they be provided upon award?

Response: Provided upon award

3. If service provider resumes are required within the proposal, would the district consider blind resumes with their full names removed and license numbers partially redacted to protect their privacy?

Response: No

47. The "Response to Scope of Work Requirements" on page 21 mentions to "submit completed functional requirements spreadsheet" that was not labeled as an attachment within the RFP document.

Response: Not required

1. Can you clarify if this document is required?

2. If so, can you provide a copy of the required spreadsheet with further instructions?

48. To clarify within the Cost Proposal Form on page 22:

1. Do you require the vendor to list the cost per drug screen? If so, would the district cover the costs of the drug screenings listed on the form?

Response: No

2. Do you require the vendor to list the Pay Rate per profession, or can the vendor only list the Cost to CCSD and omit the Pay Rate and Mark-Up Rate?

Response: Include the pay rate and Market Rate

3. Would the district consider flat rates per assessment/evaluation, flat rates per screening, or other service fees separately in addition to hourly rates?

Response: No

4. If the costs associated with other services are outside the form's table categories, can the vendor add attachments to the form to outline those fees?

Response: No

5. Is there an hourly rate cap or budget for each requested service (e.g., SLP, OT, Psychologist, etc.)?

Response: See RFP

49. Would the district consider resumes, licenses, references, and/or pricing as confidential if clearly marked only on those specific sections?

Response: We share resume details with administrators; however, we would not share with other vendors.

50. What are the current vendor names and rates providing the requested special education provider services?

Response: See other questions

51. Can you please provide a list of incumbent vendors and their bill rates.

Response: See other questions.

52. What is the total budget/expenditure allotted for this RFP?

Response: This will be determined based on number of positions filled through agency employees. Up to \$2 million dollars in total for all approved vendors.

53. Can we provide pricing ranges on select disciplines?

Response: Yes

54. 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, if applicable? 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 applicable?

Response: The staff provided by the vendor will be required to document services in the district's documentation system.

55. Can the vendor bill separately for Clinical supervision if required?

Response: No, if CF candidates are proposed for placement, the rate should be discounted since the district will provide appropriate CF supervision. CF candidates should only be proposed if other candidates are not available. CF candidates will not be accepted for short-term or temporary placements.

56. How many billable hours are in a typical school day?

Response: The work day is 8 hours.

57. Are billing hours rounded to the 15 minute mark or billed as minute for minute? Do you have any rounding requirements?

Response: The hours/minutes worked are the hours paid.

58. Please clarify hours and meal breaks expectations. Will nurses clock in/out for lunch (i.e. 30 minute unpaid lunch?)

Response: No. Therapists will need to "clock out" if they take a lunch break or leave campus for non-work purposes. Working lunches are paid.

59. Will the issued PO be staff/ discipline specific or will it be a lump sum amount? The PO will be issued following the same process we have been following

60. Are all hours worked are billable including overtime, lunches, daily hours, meetings, and orientation.

Response: Yes, although overtime would need to be approved prior to working. Overtime is only considered beyond 40 worked hours within a week.

61. What is the invoicing frequency?

Response: Monthly

62. Do you have a dispute window?

Response: Question not clear

63. What are the time capture requirements?

Response: Question not clear

64. How do you receive your invoices?

Response: Mail, Fax, Email, etc...

65. Can we get a copy of your invoice with all of the data reporting and format?

Response: N/A

66. Do you have any rounding requirements?

Response: No

67. When does your work week start?

Response: Monday

68. Can you please provide a sample copy or example of what the remittance looks like for ACH payments?

Response: No

69. How long have the incumbent suppliers held this contract?

Response: No contract

70. Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with?

Response: Lack of qualified candidates, Shifts/Scheduling

71. What is the expectation and frequency for on-call needs?

Response: N/A

72. What is expectation and frequency for replacing a candidate that is ill/calls off?

Response: We have an internal process for coverage.

73. Does the district fingerprint and badge? How long once confirmed does the process take for the clinician to start?

Response: All clearance happens through the vendor; however, they are required to attend an orientation session with the district Department of Security. Current Program Synopsis

74. Please clarify the reporting structure for Supervision of contract staff within the district?

Response: The agency employee reports to the building supervisor or appropriate central staff supervisor.

75. What position provides clinical supervision within the district?

Response: We have Central Office staff who can provide this supervision.

76. Does the district provide student logs, documentation forms, etc?

Response: Yes

75. 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?

Response: Upon award

76. Would you accept bids from a Staffing Agency?

Response: Yes

77. Please clarify if the district or vendor provides any materials (i.e. medical supplies, assessments, protocols/scoring sheets, computers, printers, PPE, etc.).

Response: Supplies are district provided.

78. Do you accept new graduates if the vendor provides mentorship?

Response: No

79. Which vendors are currently providing the services requested in the RFP by discipline?

Response: None

a. What rates are you paying each vendor by discipline?

Response: Not at this time

b. Have your current vendors been able to meet all of your existing service needs? If not, which of your needs are not being met?

Response: Yes—but often lack of qualified providers

80. Will the District consider any redlines/deviations to the contract terms during the negotiation phase?

Response: TBD

81. Will the District provide laptops and necessary supplies to perform the scope of work?

Response: Yes

82. Will the District provide assessments, protocols, and evaluation tools to perform the scope of work?

Response: Yes

83. In what order will the District request candidates from awarded vendors (based on highest proposal score, all-call, etc.)?

Response: TBD

84. Do you require resumes of potential contracted therapists/candidates to be included in our submission? We typically include samples as we cannot guarantee the same candidates will be interested if awarded.

Response: No—but require upon award.

85. Page 13 reads: “Contractor agrees to accept payment by the District Purchasing Card for no extra charge. The Purchasing Card is issued by Visa. The purchasing card allows state agencies to make authorized purchases from a vendor without the requirement to issue a purchase order.”

a. Are alternative payment methods such as Electronic Funds Transfer (EFT)/Automated Clearing House (ACH) or check available? Transactions via these methods will help in avoiding the additional fees typically associated with credit card transactions.

Response: Other methods are available

86. In the financial breakdown, the pay rate and bill rate are requested. Could you advise on the best method to indicate included benefits that are not subject to markup? We aim to ensure transparency in how these costs, such as background screening, insurance, professional development, etc. are represented in our proposal.

Response: Attach any additional information to your proposal.

87. Page 19 reads: The District will have the right to convert the contracted teacher after a minimum of 90 days.

a. Does this apply to all positions, or only the teachers?

Response: All

b. Will the District accept monetary buy-out clauses in the proposal?

Response: No

88. How many hours per day or per week in the billable workweek?

Response: 40

89. Will contracted staff have paid orientation and training?

Response: Yes

90. Are contracted staff able to work all teacher days or just student days?

Response: Teacher workdays

91. Are contracted staff able to work preplanning or post planning days?

Response: They may work the academic calendar for their position type

92. How many students have been identified as needing services by discipline?

Response: TBD based on vacancies at the beginning of the school year

93. What is the average caseload by discipline in your District?

Response: It depends

94. How many part-time and full-time positions are needed per discipline?

Response: TBD based on vacancies

95. Page 19 references FBAs and BIPs, but these are typically conducted by BCBAs. Can you please clarify which types of clinicians requested in the proposal are expected to perform these tasks?

Response: School psychologists

ALL OTHER SPECIFICATIONS REMAIN UNCHANGED