

**MOUNT VERNON CITY SCHOOL DISTRICT**  
**165 NORTH COLUMBUS AVENUE**  
**MOUNT VERNON, NEW YORK 10553**  
**E-MAIL: HTHOMPSON@MTVERNONCSD.ORG, Fax: (914)665-3395**

**TO:** All Bidders  
**FROM:** Board of Education of the Mount Vernon City School District  
**DATE:** **August 9, 2024**  
**RE:** RFP # 24/25-02 Special Education and Related Services

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**ADDENDUM # 2**

Attached please find Addendum No. 2 for your review and use

PLEASE E-MAIL THIS COVER SHEET TOGETHER WITH YOUR COMPANY'S NAME TO OUR OFFICE AS CONFIRMATION OF RECEIPT.

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**RFP # 2024/25-02 Special Education and Related Services**

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165 NORTH COLUMBUS AVENUE  
MOUNT VERNON, NEW YORK 10553**

**ADDENDUM NO. 2**

This Addendum contains clarifications and/or changes to the requirements of the contract and/or rfp specifications. Such clarifications/changes shall be incorporated into the contract/ rfp documents and shall apply with the same meaning and force as if they had been included in the original documents.

The conditions of the contract shall govern all work and services described in this Addendum. Wherever the conditions of the work and the quality or quantity of materials/services are not fully described in this Addendum, the conditions of the work, etc. included in the original contract and/or rfp specifications for similar items of work shall apply to the work described in this Addendum.

The conditions of the contract, as enumerated in the contract documents and/or the bid specifications apply to all work described in this Addendum.

The following changes shall be and are hereby made:

**Question:** Has Mount Vernon City Schools ever issued a bid request similar to this contract? If so, can we see pricing for awarded bids?

**Answer:** Yes, you may FOIL it with the Board of Education Clerk's office.

**Question:** The bid specifies a number of services, but are Mount Vernon Schools seeking the specific positions of Special Educators and Paraprofessionals as well?

**Answer:** No. Please refer to RFP Requirements.

**Question:** Will vendors outside of New York be considered and if so is a foreign business license to conduct business in NY required prior to submitting the bid or can this be obtained once the contract is awarded?

**Answer:** Yes, but your licensing and certification must be in NY State.

**Question:** The table references the number of students needed to be serviced in each field, but what number of openings for each role are Mount Vernon Schools in need of at this time?

**Answer:** It varies currently.

**Question:** If an employee is split between locations during the day, is travel reimbursed?

**Answer:** No, it must be included in your pricing proposal. Please refer to RFP.

**Question:** Will this bid be awarded to one contractor or multiple?

**Answer:** Multiple

**Question:** Section 1.4.d states that the firm selected will be expected to attend Board of Education meetings on weekday evenings as may be necessary. If selected, as a small business with our office located outside of NY, will it be possible to attend Board of Education meetings virtually if necessary?

**Answer:** Yes, upon request.

**Question:** If selected, is a kickoff meeting with the involved parties from the county and our firm possible?

**Answer:** Yes, a meeting would be scheduled prior to work commencement.

**Question:** What are the net days for invoice processing and payment?

**Answer:** 30 days upon receipt of the Invoice.

**Question:** Is there a late fee allowed to be applied for overdue invoices?

**Answer:** No

**Question:** Section 3.3 stated that invoices for services rendered should be sent on a monthly basis. Is it acceptable to send on a biweekly basis to follow our pay periods?

**Answer:** No.

**Question:** Section 5.2.3.j.i states to provide the license number of each owner registered with the NYS Department of Education. If we are an out of state business and not registered with the Department of Education yet, does this need to be done prior to award of the bid?

**Answer:** Yes.

**Question:** We have an education services manager who would be responsible for managing and supervising any practice, however, they are not local to the state. Is this acceptable for our employees to be managed virtually from another state and not in person?

**Answer:** Yes.

**Question:** For Professional Errors and Omissions Insurance, would \$1,000,000 per occurrence and \$3,000,000 aggregate be acceptable?

**Answer:** Please refer to the RFP Requirements.