

**MOUNT VERNON CITY SCHOOL DISTRICT
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MOUNT VERNON, NEW YORK 10553
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TO: All Bidders
FROM: Board of Education of the Mount Vernon City School District
DATE: **May 7, 2025**
RE: RFP # 24/25-05 Special Education and Related Services

ADDENDUM # 1

Attached please find Addendum No. 1 for your review and use

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

RFP # 24/25-05 Special Education and Related Services

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:

Statement/ Questions and Answer

Would the district consider proposals only for virtual (teletherapy) services for SLP, OT, School Psychologist, and Counseling services under this RFP?

Answer: Please refer to RFP requirements.

Would the district accept electronic signatures as part of the physical, hard-copy proposal submission?

Answer: Physical signatures required.

Does the district anticipate awarding more than one vendor for this RFP?

Answer: Yes.

If submitting as an agency, does the district require resumes of potential service providers upon submission, and if so, would the district consider blind resumes with full names and license numbers withheld?

Answer: No. Refer to the Proposal Evaluation Criteria

As a vendor practicing as a business corporation, to respond to item 3.j of the proposal format on page 9, can the vendor submit its DOS ID number if it currently does not have a registration number with the NYS Department of Education?

Answer: Yes.

Would the district provide its students the hardware (e.g., computer, webcam, headsets, etc.), test kits, supplies, and other materials needed for services?

Answer: Contractors should provide all necessary materials and equipment to perform work.

How does the district handle price adjustments after the initial one-year term if the vendor seeks a mutual price increase annually if the RFP is renewed?

Answer: The district expects the service provider to honor the rate agreed to in the RFP.

What are the current vendor names providing SLP, OT, School Psychologist, and Counseling services?

Answer: This can be foiled with the clerk of the board

Is the district satisfied with its current vendors, or have there been issues this past year?

Answer: The School District is soliciting proposals due to various shortages in certification areas.

In addition to hourly rates, would the district consider reviewing the vendor's other fee structures, such as flat rates per assessment?

Answer: Please refer to the RFP "Price Proposal".

Cost/Billing/Invoicing

Can you please provide a list of incumbent vendors and their billing Rates

Answer: This can FOIL for with the Clerk of the Board.

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

Answer: Not determined at this time.

Can we provide pricing ranges on select disciplines?

Answer: Can be FOIL with Clerk of the Board

Can the vendor bill separately for Clinical supervision required?

Answer: Yes

Prior Vendor

How long have the incumbent suppliers held this contract?

Answer: Varies

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

Answer: The School District is soliciting proposals due to various shortages in certification areas.

Shifts/Scheduling

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

Answer: No, Please refer to the RFP requirements.

Current Program Synopsis

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

Answer: Staff would report to Special Education Director and or Special Education Supervisor

What position provides clinical supervision within the district?

Answer: Varies. Please specify the clinician in questions.

Would you accept bids from a Staffing Agency?

Answer: Please refer to the RFP requirements.

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

Answer: Depending on the service, contractor should provide all necessary materials to complete the service.

Do you accept new graduates if the vendor provides mentorship?

Answer: Please refer to the RFP requirements.

Can you provide insight into why this RFP has been released for bid? Specifically, what are the key drivers or needs prompting this solicitation?

Answer: The School District is soliciting proposals due to various shortages in certification areas.

I wanted to confirm that this RFP was not “Fee per Service”? We charge an hourly rate that the school would approve on a weekly basis. An invoice is processed based on the billing cycle of the school district (NET 15, Net 30, etc.). I would love to hear your thoughts!

Answer: Please refer to the RFP under CONTRACT, 3.3 Services.

What is the budget that the district has for this?

Answer: Not determined at this time

Will you award multiple vendors, or do you plan to award the opportunity to one vendor?

Answer: Multiple vendors at an as needed basis

Please provide the service times for this program

Answer: Varies, depending on needs.

Please provide the frequency of the program.

Answer: Varies, depending on needs.

Please provide the student-Tutor Ratio.

Answer: Small group or 1:1 depending on needs

I have reviewed the recently released RFP and would like to know if Behavior Consultation, Behavior Intervention, Staff Training and/or Parent Training would be included under this RFP?

Answer: Please refer to the RFP Scope of Required Services.

We were partially awarded from your last RFP we had some back and forth with the supplemental parents bill of rights and my team was wondering if we would need to go after the RFP again or is our partial award from last time sufficient?

Answer: You are welcome to submit a proposal in response to this solicitation. Renewals of current or existing contracts happen on a yearly basis and are at the discretion of the Board, subject to the approval.

Upon reviewing the RFP, I noticed that under **Page 2, Point 1.3 – Scope of Requested Services**, Nursing Services are not included in the 2025–2026 request. kindly confirm whether a separate RFP for Nursing Services will be released

Answer: No. Please review the district’s RFP requirements.

As stated below and in the RFP:

For those providers practicing as a business corporation, identify the corporate name and the registration number on file with the NYS Department of Education;

Can you please advise where to go and register Linguanational with NYS Dept of Education? I assume it is under the Business Portal at nysed.gov but it is not clear. I appreciate your guidance.

Answer: No.