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Addendum #1

School Psychologists FY21 – One Year Contract with Two Option Years

Issue Date: Wednesday, November 18, 2020

Bids Due: Tuesday, November 24, 2020 at 1:00PM

1. Please provide insurance requirements.

   We would need to have on file a Certificate of Liability Insurance for the contracted vendor(s).

2. We respectfully request clarification regarding items #2 and #9 of the RFP. Item #2, "Qualifications of the Hiring Agency," page 6, states the following: The vendor must demonstrate previous experience hiring and placing RIDE-certified PK-12 school psychologists AND/OR demonstrate previous experience hiring and placing school psychologists in public school districts of similar demographics to the Providence Public School District.

   However, item #9, "Evaluation of Proposals," page 11, states the following: Business is located in Rhode Island or greater New England area AND/OR demonstration of experience placing candidates in Rhode Island or the greater New England area (30 points).

   Is it a requirement for the vendor to be located in Rhode Island or the greater New England area or have experience placing candidates in Rhode Island or the greater New England area which seems to contradict item #2? Our company can meet the requirements of item #2 and has experience just outside of the New England area.

   Preference in evaluation of submissions may be given to vendors located in Rhode Island or the greater New England area and/or to vendors who can demonstrate they have placed candidates in Rhode Island or the greater New England area.

3. Does the District currently contract for these services?

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Yes, the district currently contracts to fill some of these vacancies.

4. How many vendors is the District currently using to fill these needs?

   The district is currently using two vendors to fill these needs.

5. How many vendors does the District expect to award a contract to for the services requested in this solicitation?

   The district does not have a set number of vendors it intends to award the contract to. Vendors will be selected based on the criteria outlined and multiple vendors will be awarded such that all vacancies could be filled.

6. What is the anticipated award date?

   The anticipated award date in mid December but is subject to change.

7. Can the District please clarify how needs for contractors will be disseminated to vendors post award?

   District will email contractors awarded the bid with existing vacancy information, with the expectation that contractors will provide resumes for potential candidates and assist with coordinating interviews between candidates and the hiring manager. When the district identifies a preferred candidate the district will inform the contractor and email the district contract for the vendor sign.

8. Once the bid is awarded, who will be the primary Point of Contact? What is their contact information?

   Dana L. Benton Johnson, Director of Student Services and Supports
   dana.bentonjohnson@ppsd.org

9. How many references does the District require?

   You are required to submit at least 3 references.

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10. Can the District please provide incumbent information, and current bill rates, for contracts in place for similar services?

    The current vendors are CBS Therapy and Sunbelt Staffing. The hourly rate for Sunbelt Staff for Psychology Services ranges from $72 to $78. The hourly rate for CBS Therapy varied by year of the contract; in 2019-202 the hourly rate for School Psychologists was $80.

11. What is the expected amount of FTE contract, vendor supplied School Psychologists to be utilized to fulfill 6 vacancies?

    The district does not budget for these services explicitly as we would ideally fill all vacancies with full-time staff. As such, the amount spent annually is based on the hourly rates submitted and awarded by this contract. To see the current rates of vendors, please reference the answer in question #10 of this document.

12. Can the District please provide the total amount of FTE contract, vendor supplied School Psychologists utilized during 2019-2020 school year?

    During the 2019-2020 school year the district had one FTE and one part time (by request) vendor supplied contracted psychologists, due to vendor inability to supply additional Psychologists.

13. 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.)?

    The contracted psychologist will have access to wi-fi, computer desktop or laptop depending upon availability, testing protocols, scoring software/subscriptions and office supplies i.e. paper, pens, stapler etc.

14. What travel between schools is expected for School Psychologists?

    Travel between schools depends on the vacancy being filled by the contractor. The current vacancies primarily consist of 2 school assignments reporting to one school per day.

15. Can the District please clarify what languages are considered “district’s major languages”?

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Under our DOJ agreement, major languages are languages that more than 100 families speak. Right now that includes: English, Spanish, Arabic, Swahili, Khmer, Creole, Portuguese, and Quiche.

16. Can the District please clarify if the School Psychologist positions are year round and whether or not there are any required extended school year program requirements?

    The School Psychologists positions are 10 month positions. There is no requirement to work in the extended school year program.

17. How many School days are in a School year?

    There are 180 school days in a school year.

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

    One vendor has been able to provide one FTE and one part time contract School Psychologist, while the other has been unable to provide any candidates.

19. What is the annual budget for this project?

    The district does not budget for these services explicitly as we would ideally fill all vacancies with full-time staff. As such, the amount spent annually is based on the hourly rates submitted and awarded by this contract. To see the current rates of vendors, please reference the answer in question #10 of this document.

20. Is the District willing to consider an FTE model where vendor staff are on salary and planning to return in upcoming years to build capacity?

    The district is not willing to consider an FTE model where vendor staff are on salary. The district does welcome vendor staff to apply for district vacancies which are salaried positions, if the vendor company does not have restrictions for doing so.

21. Is the District seeking vendors to provide resumes of qualified candidates for placement OR only seeking to ensure that vendors have resources necessary to perform?

    In requesting vendors submit resumes of qualified candidates, the district is seeking to evaluate the types of candidates that might be available and also the ability of the hiring agency to quickly provide candidates to the district after award.

22. Can we submit resumes for “interested candidates” with no commitment?

    The district does not expect that resumes of candidates submitted in the bid process are binding for either the district or the hiring agency.

23. Is the District seeking consistency in pricing for the initial one year option contract and two one-year options (FY22-FY23)?

    The district is open to pricing that is consistent or that changes in the option years. In evaluating the bids for award, the district will examine the cost across the initial year and the option years.

24. What Criminal Background Checks does the District require for School Psychologists?

    The district requires submission of the results of a recent State of Rhode Island Bureau of Criminal Identification Investigation. We encourage vendors, especially those hiring candidates nationwide, to complete a more extensive background check, as the vendor endorsing of candidate eligibility for the position.

25. Please clarify the District’s requirement as it relates to vendors providing the background check report(s) upon request. Are you willing to accept a summary of background check and that employee has met vendors hiring requirements or do you require full report?

    The district will accept a summary of background check and that employee has met vendors hiring requirements; in addition to a copy of their Rhode Island Department of Education School Psychologist Certification and the results of a State of Rhode Bureau of Criminal Identification Investigation.

26. Who are the current vendors providing psych services?

    The current vendors are CBS Therapy and Sunbelt Staffing.

27. What are the hourly bill rates?

    The current vendors are CBS Therapy and Sunbelt Staffing. The hourly rate for Sunbelt Staff for Psychology Services ranges from $72 to $78. The hourly rate for CBS Therapy varied by year of the contract; in 2019-202 the hourly rate for School Psychologists was $80.

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28. What is the anticipated award date?

    The anticipated award date in mid December 2020, but is subject to change.

29. How will vendors be notified of the award?

    The vendor will receive a letter in the mail in addition to an email notification from the district.

30. Are your current vendors meeting your needs?

    One of our current vendors has been able to provide 1 FTE and 1 part time employee. The other vendor has not been able to provide any contract psychologists during the 2019-2020 school year or thus far during the 2020-2021 school year.

31. Do you anticipate awarding one or multiple vendors?

    The district will award to multiple vendors in an effort to fill all vacancies. Vendors will be selected based on the criteria outlined and

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

    School Psychologists will have access to office supplies i.e. pen, paper, stapler etc., evaluation kits, protocols and scoring subscriptions. There may be some therapy materials available based on the school site; however, providers are expected to use their own therapy materials to supplement.

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

    Yes assigned Psychologist will have access to computer or laptop and printer at assigned school.

34. Can pricing increase during the term of the contract?

    Pricing must remain the same for the first year of the contract. The district is open to pricing that is consistent or that changes in the option years. In evaluating the bids for award, the district will examine the cost across the initial year and the option years.

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35. Will each psychologist be working the same amount of hours on a weekly basis?

    Yes, unless there is no school due to i.e. district professional development day, snow day, observed holiday, vacation etc.

36. Who is/are your current vendor(s)?

    The current vendors are CBS Therapy and Sunbelt Staffing.

37. Are you satisfied with the performance of your current vendors?

    Yes, however, the current vendors have not been able to fill the district's School Psychologist vacancy needs.

38. What is your estimated spend for this project?

    The district does not budget for these services explicitly as we would ideally fill all vacancies with full-time staff. As such, the amount spent annually is based on the hourly rates submitted and awarded by this contract. To see the current rates of vendors, please reference the answer in question #10 of this document.

39. What are your current bill rates and pay rates for these services?

    The current vendors are CBS Therapy and Sunbelt Staffing. The hourly rate for Sunbelt Staff for Psychology Services ranges from $72 to $78. The hourly rate for CBS Therapy varied by year of the contract; in 2019-202 the hourly rate for School Psychologists was $80.

40. How many vendors do you anticipate awarding?

    The district does not have a set number of vendors it intends to award the contract to. Vendors will be selected based on the criteria outlined and multiple vendors will be awarded such that all vacancies could be filled.

41. With respect to the ever-changing situation with the COVID-19 related school schedule changes, will the district accept electronic delivery of these proposals?

No

42. If not, can the district confirm that someone from the district will be on-site to receive bid packages?

    Someone will be on site to receive bid packages. Please note that the packages must be in the Purchasing Department at the date and time of bid opening.

43. Why is the district utilizing a solicitation for the services requested in this bid?

    The district is utilizing a solicitation to fill vacancies in these positions that cannot be filled via the traditional hiring process conducted by Human Resources.

44. Will there be a pre-bid meeting for interested vendors to attend?

    No

45. Can the district confirm the expectation of 6 FTE contract, vendor supplied, School Psychologists needed for the remainder of the 20-21SY?

    Yes

46. Since the district is requesting resumes for specific staff who will be willing/able to start upon award, can the district please clarify the anticipated award date and anticipated start date?

    The anticipated award date is mid December 2020, but is subject to change. The anticipated state date for candidates is January 1, 2021.

47. How many vendors does the district expect to award a contract to for the services requested in this solicitation?

48. How many vendors is the district currently using to fill these needs?

    Two

49. Can the district please clarify how needs for contractors will be disseminated to vendors post-award?

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District will email contractors awarded the bid with existing vacancy information, with the expectation that contractors will provide resumes for potential candidates and assist with coordinating interviews between candidates and the hiring manager. When the district identifies a preferred candidate the district will inform the contractor and email the district contract for the vendor sign.

50. How many client references does the district require?

    The district requires submission of at least three client references.

51. Can the district please provide incumbent information, and current bill rates, for contracts in place for similar services?

    The current vendors are CBS Therapy and Sunbelt Staffing. The hourly rate for Sunbelt Staff for Psychology Services ranges from $72 to $78. The hourly rate for CBS Therapy varied by year of the contract; in 2019-202 the hourly rate for School Psychologists was $80.

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

    The contracted psychologist will have access to wi-fi, computer desktop or laptop depending upon availability, testing protocols, scoring software/subscriptions and office supplies i.e. paper, pens, stapler etc.

53. Approximately how much travel between schools is expected for these providers?

    Travel between schools depends on the vacancy being filled by the contractor. The current vacancies primarily consist of 2 school assignments reporting to one school per day.

54. Whether companies from Outside USA can apply for this? (like,from India or Canada)

    Preference will be given to companies located inside the United States of America.

55. Whether we need to come over there for meetings?

    We coordinate vendor services through virtual video platform or telephone.

56. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

    No, the district expects that contracted School Psychologists will provide in person services, when the district is in in-person learning. The district also expects that contracted School Psychologists have the capacity to provide services remotely if or when in-person learning is suspended, due COVID-19.

57. Can we submit the proposals via email?

    No

58. Is the district accepting bids for Telehealth services?

    No, the district expects that contracted School Psychologists will provide in person services, when the district is in in-person learning. The district also expects that contracted School Psychologists have the capacity to provide services remotely if or when in-person learning is suspended, due COVID-19.

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