

Addendum #2

Autism Specialist/ Behavior Analyst FY21 – One Year Contract with Two Option Years

Issue Date: Tuesday, July 14, 2020

Bids Due: Wednesday, July 22, 2020 at 1PM EST

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

- The Providence Public School District solicits a request for proposals to meet the needs of services which we are unable to provide with existing staff.

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

- There will not be a pre-bid meeting.

What is the anticipated award date?

- The anticipated award date will be August 31, 2020 but is subject to change.

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

- The district intended to award a contract to one vendor.

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

- The district currently contracts with one vendor.

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

- Following award, the awarded contractors will receive a purchase order and then will work directly with the staff in Specialized Instruction and staff in schools to coordinate provision of services.

How many references does the district require?

- The district requires 3-5 references.

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

- The district currently contracts with Cell Staff . The rate is \$65.00 per hour.

What is the expected amount of FTE contract, vendor supplied Autism Specialist/Behavior Analysts to be utilized during the 2020-21 SY?

- The vendor will be expected to provide one FTE.

Can the district please provide the total amount of FTE contract, vendor supplied Autism Specialist /Behavior Analysts utilized during the 2019-20 SY?

- The vendor provided one FTE for the 2019-2020 school year.

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.)?

- Providence Public School District will provide access to internet capabilities, computers/laptops/iPads, office supplies, and fax/copy machine. The Providence Public School District will provide testing and evaluation materials

What travel between schools is expected for these providers?

- The district may be expected to travel between all 44 schools.

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

- N/A amendment provided.

Is it a requirement that the contracted employee be fluent in all major languages?

- N/A amendment provided.

Can the district please clarify if the Autism Specialist /Behavior Analyst position is a year-round position, as it appears that there are responsibilities over the summer months?

- The position is a 180 school day position with extended school year program requirements,

Can the district please clarify the Certificate of Insurance expectations stated as “in a form and in an amount satisfactory to Providence Public Schools”?

- The certificate should provide verification on types and limits of coverage, insurance company, policy number, named insured, and the policies’ effective periods.

Can the district please clarify expectations around “ongoing technical assistance”, required in the detailed project plan?

- Ongoing technical assistance would be to provide ongoing assistance when the district identifies a problem and is in need of further action. Technical assistance may include human relations assistance, training for staff members, and /or communication.

Which vendors are currently providing the services requested in the RFP? a. What rates are you paying each vendor? 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?

- The district currently contracts with Cell Staff . The rate is \$65.00 per hour.The vendor has met all requirements per contract.

Is there a budget available for this project?

- The budget is up to 99,000.

How many students have been identified as needing services?

- The number of students has not been identified. The number will be determined based on enrollment and student need.

Approximately how many hours of service do you anticipate will be needed weekly/annually by discipline? a. If you are unable to provide an approximate amount, can you please provide the historical usage?

- The hours of service will be 6.5 hours a day X 5 days a week.

Are vendors required to bill Medicaid directly for any services rendered?

- Vendors will be expected to bill for Medicaid eligible services using PPSD internal system called Easy Track.

Would the district consider a mutual indemnification clause in any resulting contract?

- No

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

- The primary contact will be Edda.Carmadello@ppsd.org

Will the District provide laptops and all necessary supplies to perform the scope of work or will the vendor be responsible for providing these to staff?

- The district will provide laptop and all necessary supplies to perform scope of work.

Providence currently has 3 separate RFPs open for 3 different services. Are we able to submit 1 proposal to respond to all 3?

- Proposals should be submitted separately.

How many of PTs are needed for the 20-21 school year? How many Behavior Specialist?

- The district will contract for one FTE Autism Specialist / Behavior Analyst.

Does the District currently contract for these services? yes

a) If so, with how many agencies? one

b) If so, are the current agencies able to meet the District's needs? yes

c) What are the current rates for each service? \$65.00

Are you open to negotiations after the award?

- The district is not open to negotiations once the bid has been awarded.

Who are the current vendors providing OT, PT, and BEH Analyst services?

- The current vendor is Cell Staff.

What are the current billing rates?

- The current rates are \$65.00

How many OTs, PTs, and BEH Analysts do you anticipate needing for the upcoming school year?

- We anticipate contracting services for one FTE.

Will the open positions be full-time or part-time?

- The position will be full time.

Do you require candidate resumes to be submitted with the proposal?

- Resumes should be submitted if available.

The instructions state that we need to email the Purchasing schedule a time to drop off the package. We use Fedex, and they typically provide a drop off by 10:30 or by 3:00. How can we arrange delivery if we aren't exactly sure when Fedex will drop off the package.

- With the mailing of packages via any service, the best route is to schedule delivery for a day before the deadline. If the package is set to be delivered between 10:30 and 3:00 PM on the date of the opening, the Purchasing Department is not responsible for late packages due to the carrier's timeline.

Will the clinicians have access to computers/laptops and printers provided by your schools?

- Clinicians will have access to computers/laptops and printers.

Will the clinicians have access to materials, supplies, evaluations kits, and protocols provided by your schools?

- Clinicians will have access to materials, supplies, evaluation kits, and protocols.

It looks like in order for a candidate to be considered there is a minimum requirement of 8 years schools experience. I was wondering whether or not there are any circumstances where your district would be willing to consider a candidate with less experience?

- The district may consider circumstances and experiences.