

**MOUNT VERNON CITY SCHOOL DISTRICT
165 NORTH COLUMBUS AVENUE
MOUNT VERNON, NEW YORK 10553**

FROM: Board of Education of the Mount Vernon City School District
DATE: November 24, 2025
RE: RFP #25/26-08 Skilled Nursing Services

ADDENDUM # 1

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

PLEASE FAX OR EMAIL THIS COVER SHEET TOGETHER WITH YOUR COMPANY'S NAME TO OUR OFFICE. If via email to htompson@mtvernoncsd.org or if by fax to 914-665-3395 AS CONFIRMATION OF RECEIPT.

ADDENDUM NO. 1

This Addendum contains modifications/clarifications to the requirements of the contract and/or the District's Request for Proposals ("RFP") set forth therein. Such clarifications/modifications shall be incorporated into the contract/specification documents and shall apply with the same meaning and force as if they had been included in the original documents. Wherever this Addendum modifies a portion of a paragraph of the contract or any portion of the RFP, the remainder of the paragraph affected shall remain in full force and effect.

The School District received the following inquiries from prospective proposers and provides answers as follows:

Question No. 1: Is there a current incumbent providing these services? If so, could you please share the names of the current vendors and their respective pricing?

Answer No. 1: Proposers may request access to the District's records in accordance with the District's records access policy.

Question No. 2: What is the estimated volume for these positions?

Answer No. 2: Please refer to the scope of services set forth in the RFP. The skilled nursing services will be provided to the School District as described on an as-needed basis. The School District is not guaranteeing any particular volume of work.

Question No. 3: Are these positions per diem/substitute or long-term?

Answer No. 3: The School District is soliciting proposals for qualified individuals, firms or agencies to provide the services described in the RFP on an independent contractor basis.

Question No. 4: What are the typical shifts? How many hours per day and per week will they be working?

Answer No. 4: The School District is seeking qualified individuals, firms or agencies to provide skilled nursing services described in the RFP on an as needed basis. The School District intends to award a contract to the successful proposer or proposers meeting the requirements of the RFP. Successful proposers will be independent contractors not employees of the School District. The School District anticipates that the services will be rendered during the school day generally between the hours of 7:00 am and 4:00 pm depending on the school. The proposer is free to determine how to assign its staff.

Question No. 5: Does the District intend to award this contract to multiple vendors? If so, how many vendors will be potentially awarded?

Answer No. 5: This RFP may result in multiple contract awards in the best interest of the School District as determined by the Board of Education in its sole discretion.

Question No. 6: Will the District please provide the historical hours the nurses worked for school year 2024-2025?

Answer No. 6: For informational purposes only, the School District typically utilizes the skilled nurses during the school day generally between the hours of 7:00 am and 4:00 pm depending on the school.

Question No. 7: How many RNs will the district anticipate needing? How many LPNs?

Answer No. 7: The School District is soliciting the services outlined in the RFP on an as-needed basis. There is no guarantee of any quantity of work or revenue under the resultant contract.

Question No. 8: How long after award will we begin receiving orders?

Answer No. 8: Upon full execution of the Agreement, the successful proposer must be prepared to provide skilled nursing services to the School District.

Question No. 9: What was the total expenditure per vendor for school year 2024-2025?

Answer No. 9: Proposers may request access to the District's records in accordance with the District's records access policy.

Question No. 10: Is this a new contract, an existing contract, or a renewal? If it is an existing contract, please provide the names of the incumbent vendors.

Answer No. 10: This RFP is a solicitation for qualified individuals or firms to submit proposals for skilled nursing services as set forth in the RFP for the 2025-2026 school year.

Question No. 11: What have been the primary challenges experienced while working with vendors under this contract?

Answer No. 11: This RFP is a solicitation for qualified individuals or firms to submit proposals for skilled nursing services as set forth in the RFP for the current school year. A contract has not yet been awarded.

Question No. 12: What is the anticipated budget for this contract?

Answer No. 12: Proposers may request access to the District's records in accordance with the District's records access policy.

Question No. 13: What was the total prior expenditure associated with this contract?

Answer No. 13: Proposers may request access to the District's records in accordance with the District's records access policy.

Question No. 14: The RFP states that proposers must be licensed and qualified to perform the services. Could you please specify the required licenses and provide a detailed list?

Answer No. 14: All individuals performing skilled nursing services must be licensed to perform such nursing services in the State of New York and in accordance with applicable law. Firms or agencies through whom the skilled nursing services will be provided must also be licensed and qualified to do business in the State of New York as required by applicable laws and regulations. Please refer to the RFP concerning Qualifications of Proposer.

Question No. 15: The RFP states that proof of licenses and qualifications must be included with each proposal. Can the District clarify exactly which licenses are required?

Answer No. 15: Please refer to the Qualifications of Proposer section and the Proposer Qualifications section on pages 4-5 for the submission requirements. Proposers must provide proof of all licensing and qualifications for each individual providing skilled nursing services under the resultant contract. If an agency or firm is submitting the proposal, the license and qualifications of the agency to do business and provide the skilled nursing services required by the School District must be submitted in addition to the licenses and qualifications of the

individuals who will be providing the services on behalf of the agency.

Question No. 16: The requirement to provide proof of licensing for skilled nursing services—does this apply to the proposing firm, the individual nurses, or both?

Answer No. 16: Both. Please refer to Answer No. 15.

Question No. 17: The requirement to provide proof of licensing to practice in the State of New York—does this apply to the candidates being proposed, the vendor/firm, or both?

Answer No. 17: Both. Please refer to Answer No. 15.

Question No. 18: Should pricing be submitted strictly in accordance with Cost Specifications (A, B, and C) outlined on Page 3 of the RFP?

Answer No. 18: Yes.

Question No. 19: Should the original proposal, two copies, and the USB drive be submitted together in one sealed envelope?

Answer No. 19: Yes.

Question No. 20: Under the Proposer Qualifications, item (c), should the required license specifically be a skilled nursing license?

Answer No. 20: For individuals, yes.

Question No. 21: May sample insurance documentation be submitted with the proposal, with original insurance documentation provided upon award?

Answer No. 21: Sample insurance certificates may be submitted with the proposal; however proof that the proposer has the required insurance coverage as set forth in the RFP must be submitted with the proposal. Sample insurance documentation will not satisfy the requirement to provide evidence of insurance.

Question No. 22: Should pricing be provided using the cost sheet located on Page 3 of the RFP For Cost Specification “A” on Page 3, are proposers required to submit résumés for each individual being proposed?

Answer No. 22: Yes. Please refer to Answer No. 15 and Answer No. 18.

Question No. 23: Should the résumés submitted be sample résumés or actual candidate résumés?

Answer No. 23: Please refer to Answer No. 15. Actual résumés must be submitted.

Question No. 24: Does the District currently use an online or paper-based timesheet system?

Answer No. 24: Successful proposers will be independent contractors not employees of the School District. The School District’s time sheet system is irrelevant to this solicitation.

Question No. 25: If an internal system is not required, will the District accept a vendor-provided online timesheet system?

Answer No. 25: Please refer to Answer No. 24.

Question No. 26: Are awarded vendors permitted to contact individual departments regarding staffing requests or marketing? If so, are there specific guidelines or communication protocols?

Answer No. 26: No. Services shall be coordinated with the Director of Special Education or other designee of the School District.

Question No. 27: How many vendors does the District anticipate awarding under this contract?

Answer No. 27: Please refer to Answer No. 5.

Question No. 28: Will the District utilize a ranking or tier structure (such as primary, secondary, and tertiary) for assignment of staffing requests?

Answer No. 29: The District has not made such determination.

Question No. 30: How will new staffing requests be communicated to awarded vendors (e.g., email, vendor management system, or other platform)?

Answer No. 30: Services shall be coordinated with the Director of Special Education or other designee of the School District.

Question No. 31: Will vendors be required to provide supplies?

Answer No. 31: Proposers should provide any all supplies necessary for them to provide the services required by the resultant contract.

Question No. 32: Why is the contract out for bid? Is it required to be put out for bid?

Answer No. 32: The School District is seeking qualified individuals, firms or agencies to provide skilled nursing services described in the RFP on an as needed basis.

Question No. 33: Will there be a requirement for nurses to deliver care in student/patient homes?

Answer No. 33: Please refer to the Scope of Services set forth in the RFP. There is no requirement for skilled nursing services to be rendered in students' homes.

Question No. 34: Who are your current incumbent vendors for these services?

Answer No. 34: Proposers may request access to the District's records in accordance with the District's records access policy.

Question No. 35: Are your current vendors meeting your staffing needs?

Answer No. 35: The School District is seeking qualified individuals, firms or agencies to provide skilled nursing services described in the RFP on an as needed basis.

Question No. 36: What are your current hourly bill rates by classification?

Answer No. 36: Proposers may request access to the District's records in accordance with the District's records access policy.

Question No. 37: What were your hours of usage by each classification for the last 12 months?

Answer No. 37: The District's usage varies by need.

Question No. 38: What was the annual spend for this contract over the last 24 months?

Answer No. 38: Proposers may request access to the District's records in accordance with the District's records access policy.

Question No. 39: Do we need to store or transport any supplies? If yes, what needs to be transported and what supplies are needed?

Answer No. 39: The School District leaves the matter of the handling of supplies to the proposers' discretion. Notwithstanding, the successful proposer(s) will be responsible for providing the services required by the resultant contract.

Question No. 40: How will vendors be notified of award?

Answer No. 40: The successful proposer(s) will be notified of award upon adoption of a Board resolution.

Question No. 41: Will references be contacted via email or phone?

Answer No. 41: The School District reserves the right to contact references by either means.

Question No. 42: Can vendors take exceptions or suggest changes to any language or contract requirements?

Answer No. 42: Conditions, exceptions or changes to the terms of the RFP or the contract requirements may result in disqualification of the proposal.

Question No. 43: Can the District please provide clarification on what types of "Out of District" services may be requested?

Answer No. 43: By way of example, skilled nursing services may be required to be provided to students attending a private school or BOCES located out-of-District.

Question No. 44: Are there any supplier diversity requirements or goals for this RFP?

Answer No. 44: The School District is committed to equal opportunity.

Question No. 45: If contract changes or exceptions are requested, will they impact our score or possibility of being awarded?

Answer No. 45: Please refer to Answer No. 42.

Question No. 46: In addition to as-needed staffing, would the District consider direct or permanent hires?

Answer No. 46: The School District is soliciting proposals for qualified individuals, firms or agencies to provide the services described in the RFP as-needed on an independent contractor basis. This RFP is not an employment solicitation.

Question No. 47: Will you be issuing payment vouchers for the individuals needing SAFE Fingerprints through IdentoGO or will we be responsible for covering this cost for our staff?

Answer No. 47: No.

Question No. 48: When utilizing IdentoGO for fingerprinting, will applicants utilize the "Certification [14ZGQT]" or "Employee [14ZGR7]" IdentoGO codes?

Answer No. 48: This RFP is not an employment solicitation. The manner in which the successful proposer(s) and or their staff obtain fingerprinting clearance is left to the proposer. Individuals shall not hold themselves out as employees of the School District.

Question No. 49: Will vendors be required to transmit or store Personally Identifiable Information

on their own technology platform?

Answer No. 49: The successful proposer(s) will be required to comply with HIPAA, FERPA and New York Education Law section 2-d as applicable.

Question No. 50: Are vendors required to provide a Certificate of Insurance with their RFP response, or after award?

Answer No. 50: Proposers are required to provide evidence of insurance in accordance with the RFP. Please refer to the submission requirements.

Question No. 51: What are your standard payment terms?

Answer No. 51: Payment will be made in accordance with the resultant contract.

Question No. 52: What timekeeping method is being used by the District?

Answer No. 52: Please refer to Answer No. 24.

Question: No. 53 Will federal funds be used in this contract?

Answer No. 53: Yes.

Question No. 54: Could you share the reason that the preceding RFP, "RFP #25/26-06: SPECIAL EDUCATION AND RELATED SERVICES" was canceled?

Answer No. 54: The Board of Education reserves the right to reject any and all proposals or to award a contract in the best interest of the School District. This inquiry is irrelevant to the current RFP for Skilled Nursing Services.

Question No. 55: I am following up on his question below to make sure that it will be considered as a question to answer for RFP #25/26-08 Skilled Nursing Services. It is important for us to understand why all proposals for RFP #25/26-06 - Special Education and Related Services were rejected so we know if we need to revise our bid. If we are not able to get an answer on that, then our bid would stay the same (and the question becomes whether you can just include our already completed bid in this round, or if we have to re-do everything and re-mail all which is an additional cost)? Also, we are trying to understand whether it would be prudent to bid since our first complete bid was rejected? Hoping we can understand reasons why.

Answer No. 55: The Board of Education reserves the right to reject any and all proposals or to award a contract in the best interest of the School District. Any prior solicitation process is closed and any previous submissions are ineligible for consideration. Inquiries concerning contracts or solicitations other than the instant RFP for Skilled Nursing Services are irrelevant and inapplicable.