



Public Schools of the Tarrytowns

200 N Broadway, Sleepy Hollow, NY 10591 Ph: 914-332-4262

TO: All Proposers

FROM: Board of Education, Public Schools of the Tarrytowns

DATE: March 26, 2026

RE: Public Schools of the Tarrytowns RFP 2026-06 Special Education and Related Services 2026-2027
Proposals must be submitted by: Tuesday, April 21, 2026, at 3:00 PM

ADDENDUM # 1

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

PLEASE REPLY TO THIS EMAIL AS CONFIRMATION OF RECEIPT.



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BOARD OF EDUCATION

PUBLIC SCHOOLS OF THE TARRYTOWNS

**Public Schools of the Tarrytowns RFP 2026-06 Special Education and Related
Services 2026-2027
ADDENDUM NO. 1**

This Addendum contains clarifications and/or changes to the requirements of the contract and/or proposal specifications. Such clarifications/changes shall be incorporated into the contract/proposal 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 proposal documents, the remainder of the paragraph affected shall remain in force.

Q & A

Q1. First, could you please clarify the role of the sign language interpreter? Specifically, are these services intended for occasional assignments such as student/parent meetings or special education meetings, or are they intended for ongoing classroom support, where the interpreter would accompany students during classes throughout the week?

A1. Both may apply

Q2. Second, regarding the interpretation categories, interpretation rates are not typically structured according to categories such as in-district, out-of-district, summer, bilingual in-district, etc. In most cases, pricing is generally based on factors such as the language requested and whether the service is provided virtually or in person.

A2. The request is for hourly rates in each of those scenarios. Please propose hourly rates for each circumstance you list.

Q3. With that in mind, would it be acceptable for us to present our pricing in our own table format so that we can explain our rates more clearly and align them more closely with how interpretation services are actually structured and delivered?



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A3. You may but the District will need to be able to compare with other proposals for the same services.

Q4. Would you consider proposals for only virtual (teletherapy) services under this RFP for speech-language therapists, occupational therapists, school psychologists, licensed clinical social workers/mental health professionals?

A4. Yes a proposal will be considered by the committee.

Q5. Would the district accept electronic signatures and/or printed color copies of original signatures on the proposal forms as part of the hard-copy/physical submission?

A5. No Original signatures are required.

Q6. Do you require the proposals to be bound in any way (e.g., binding clip, binder with divider tab, etc.)?

A6. No.

Q7. Does the district anticipate awarding more than one vendor for this RFP or per service?

A7. This is a possibility.

Q8. Do you require resumes of potential service providers upon proposal submission under "Proposer Qualifications", and if so, would you accept blind resumes with full names and license numbers withheld?

A8, License numbers may be redacted.

Q9. Would you accept bios or descriptions of the key corporate staff tied to the RFP in lieu of the vendor's primary point of contact's resume for the RFP?

A9. No.

Q10. Can the vendor attach additional pages to the Appendix 3 - Form of Proposal to provide further details regarding the proposed rates?



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A10. Yes

Q11. Can the vendor attach additional pages to the Appendix 3 - Form of Proposal to provide further details regarding any additional fees charged separately from the proposed rates?

A11. Yes.

Q12. In addition to the hourly rates required on Appendix 3 - Form of Proposal, would the district consider other fee structures, such as flat rates per evaluation or service?

A12. Yes.

Q13. If the vendor offers multiple service models on an hourly basis, can the vendor provide multiple hourly rates per service, with the district retaining the ability to choose one or more models whenever services are requested to best meet its needs?

A13. Yes. As long as at least one of the models meets the form of proposal for the purposes of tallying.

Q14. Would the district provide its students with the hardware (e.g., computer, webcam, headsets, etc.), test kits, supplies, and other materials they needed for services?

A14. Yes.

Q15. What are your current vendor names and rates for Speech/Language Therapy, Speech/Language Evaluations, Occupational Therapy/Occupational Therapists, Psychological Evaluations/School Psychologists, Behavioral Intervention Services, and Clinical Social Worker services (monolingual and bilingual)?

A15. As there is no comprehensive list readily available the District cannot provide this at this time.



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Q16. Are you satisfied with your current vendors, or have you experienced any issues in the past year?

A16. Yes

Q17. Are the School Psychologists primarily conducting psychoeducational evaluations, or will they also be expected to provide mental health counseling and behavioral services?

A17. The District is seeking to contract for as many services as possible to comply with the District policy for contracting services under Purchasing

Q18. Can the vendor offer Licensed Clinical Social Workers to provide only mental health counseling and behavioral services?

A18. Yes.

Q19. May the completed proposal be delivered via e-mail?

A19. No, proposals must be delivered in a sealed envelope as per the RFP instructions.

Q20. Past Vendors and Rates: Could you provide a list of previous vendors and the hourly rates paid for each discipline involved in the contract?

A20 Please refer to A15.

Q21. Service Coordinator Contact: Who is the designated individual coordinating the services for the various disciplines within the district, and could you share their contact information?

A21. The Assistant Superintendent for Pupil Personnel Services. The only contact and correspondence regarding this RFP must be in writing and only with the Purchasing Agent until the due date of the proposal.

Q22. School Day Hours: How many hours constitute a school day for the purposes of this contract?



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A22. Seven

Q23. School Year Duration: How many school days are scheduled per year?

A23. Please see attached School Calendar for the 2026-2027 school year.

Q24. Additional Disciplines: Are vendors permitted to bid on special education disciplines not explicitly listed in the RFP?

A24. Yes.

Q25. Award Timeline: What is the anticipated award date for this RFP?

A25. Est May 2026

Q26. Teletherapy Option: Is the district open to the use of teletherapy for service delivery?

A26. Yes

Q27. Electronic Signatures: Are electronic signatures acceptable for signing the bid documents?

A27. No.

Q28. Resume Requirements: Does the district require resumes to be included as part of the bid submission?

A28. Yes

Q29. After reviewing the Public Schools of the Tarrytowns' RFP for Special Education and Related Services, we are wondering if the district is interested in reviewing proposals from organizations who provide virtual tutoring in reading and math for grades K-8.

A29. Yes



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Q30. Can you provide detail about the job responsibilities for the RN/LPN/Aide? Specifically, the Aide? Any additional detail would be appreciated.

A30. This would be on a case by case basis depending on the services needed..

Q31. Is this a multi-award bid?

A31. See A7.

Q32. When awarded the solicitation to provide services, who would be the contact within the district to inquire about open roles for professions related to the RFP?

A32. See A 21

Q33. How many Hours in a day are billable?

A33. Up to seven typically.

Q34. Is there a rate cap for each of the requested professions? If so, could the district please share the applicable rates

A34. N/A

Q35. What is the anticipated number of openings by profession for services related to this bid?

A35. All services under this contract are awarded on an "as needed" basis.

Q36. Can the district please provide the total amount of vendor-supplied contractors provided to the district for the services requested in this bid?

A36. See A 15.

Q37. Who are the current vendors, and what are their bill rates for requested services?



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A37. See A 15.

Q38. For audiological services I can only provide evaluations and participating in meetings. At this time I don't have in person time to provide fm fittings and troubleshooting unless they can be done with the district SLPs virtually

A38. This is just for Tarrytown, but we would need someone who can manage our FMs on site

Please sign below to confirm receipt and include a copy of this in your bid proposal:

Signature

Print Name