

The Purpose of this Addendum is for the Questions and Answers for RFP #2026-45 SPECIAL PROGRAMS SERVICES.

The information in this Addendum is hereby incorporated and made part of any contract awarded pursuant to this solicitation.

1. Is the vendor expected to provide a substitute nurse(s) when an assigned nurse is absent?  
**Yes, the vendor is required to provide a substitute nurse(s) in the event that an assigned nurse is absent.**
2. Is the contract nurse allowed to bill for at least 2 hours if an assigned student is absent without 24-hour notice?  
**No, contract nurses are permitted to bill only for hours worked.**
3. Does the contracted nurse (RN and/or LVN) work on teacher work days and professional development days?  
**Contracted nurses in long-term placements are required to attend teacher work days and professional development days. Nurses in short-term placements are not required to attend.**
4. Does the district provide PPE for contracted nurses?  
**Yes, the district will provide personal protective equipment (PPE) for contracted nurses.**
5. Does the district provide all medications, medical equipment, supplies, etc. for the students that are assigned nurses?  
**No, the provision of medications, medical equipment, and supplies is the responsibility of the parent/guardian unless otherwise stated in the student's Individualized Education Plan (IEP) or 504 Plan.**
6. Do all students served require RN support during transportation to and from school?  
**No, RN support during transportation is not required for all students and is determined based on each student's individual plan.**
7. Will the district accept rates for SLP-CF positions? If yes, will the district provide supervision?  
**Yes, the district will accept rates for SLP-CF positions; however, the vendor is responsible for providing the required supervision.**
8. If contractors have to travel between schools during the workday, are they able to stay clocked in during travel between schools?  
**Yes, contractors are permitted to remain clocked in during travel between schools, as long as the travel is directly related to work (e.g., between district buildings and not for personal activities such as lunch).**
9. Is the contracting agency able to bill for both direct and indirect treatment time (paperwork, meeting, teacher consultations, etc.)?  
**Yes, as long as the work is completed within the agreed upon hours.**
10. Are we required to provide any technology (i.e., laptops, printers, access to a teletherapy platform)?  
**Yes, vendors are responsible for providing all required technology devices, including but not limited to laptops, printers, and access to teletherapy platforms.**

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

No, therapists are required to obtain technology devices from the agency. However, they will have access to printing services at the campus and district.

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

Yes, assigned therapists shall have access to therapy materials, supplies, and equipment available at the schools. Vendors are responsible for providing evaluation kits and protocols.

13. How will vendors be notified of award?

Vendors selected for award will be notified through an announcement at the Board Meeting and via email correspondence.

14. What is the average caseload by discipline in your District?

The average caseload by discipline fluctuates throughout the year based on student enrollment and specific needs.

15. How many workdays are contracted therapists assigned for the school year?

Contracted therapists' workdays for the school year are determined based on the district's requirements for each discipline.

16. How many hours are in a typical school day (i.e., how many hours are therapists allowed to be on-site and billing)?

The typical school day allows therapists to bill for up to 8 hours based on actual hours worked. Weekly hours shall not exceed 40 without prior authorization.

17. Do you require that clinician resumes and/or licensure be submitted with the proposal, or is it acceptable to submit them after award?

Submission of clinician resumes and proof of licensure is acceptable following contract award.

18. Will the district accept a range of rates for each discipline?

Yes, a range of rates for each discipline is acceptable, provided that the district approves the rates prior to the commencement of services.

19. Is the district open to all service delivery models (i.e., in-person, virtual, hybrid)?

Acceptance of in-person, virtual, or hybrid service delivery models shall be determined based on the requirements of each discipline.

20. What are the most common challenges the district has faced with contract providers?

The district's most common challenge with contract providers has been maintaining stability in staffing.

21. What vendors are you currently working with? Information on current vendors is considered public record and must be requested through a Public Information Records request.

a. What disciplines do they provide? Instructional and Related Services

b. What are the rates for each discipline?

All rates submitted during the RFP process are confidential. After award, rates may be accessible through a Public Information Records request.

c. Are the vendors fulfilling all of your needs? Yes

22. How many positions of each discipline do you anticipate needing vendor support with filling?

The number of positions for each discipline will be determined on an “as needed” basis.

23. What positions are the most critical?

Although the urgency of positions depends on student and district needs, the most critical roles have historically been Speech-Language Pathologists, Speech-Language Assistants, and positions requiring bilingual skills.

24. What challenges is the district hoping to address through this RFP?

The district aims to fill vacant positions that are difficult to recruit and retain through this RFP.

25. What are the district’s top priorities for this contract?

The primary objective of this contract is to ensure that all vacant positions are filled with appropriately qualified candidates.

26. What was the historical spend from the last school year? Last five years?

Historical spending has fluctuated over the past five years, as positions were contracted on an “as needed” basis.

27. Can the District provide historical utilization data by discipline (e.g., SLP, OT, LSSP, etc.) from the prior contract?

Historical utilization data by discipline during the RFP process are confidential. After award, historical utilization may be available through a Public Information Records request.

28. What is the estimated annual volume by service category?

This RFP is issued on an “as-needed” basis; therefore, estimated annual volume by service category is not specified.

29. Are there priority roles or high-need disciplines the District anticipates for 2026–2027?

While specific needs will be determined by student and district requirements, the most critical disciplines for 2026–2027 are expected to include Speech-Language Pathologists, Speech-Language Assistants, and bilingual positions.

30. How will the District distribute assignments among awarded vendors?

The district will allocate assignments among awarded vendors according to each vendor’s demonstrated ability to provide qualified, high-quality candidates.

31. Will vendors be ranked or categorized (e.g., preferred vs secondary)?

The contract will be awarded to multiple vendors within each category, rather than through ranking or designation of preferred versus secondary vendors.

32. Can the District share the expected number of vendors to be awarded?

The expected number of awarded vendors is contingent upon the quantity and quality of responses to the RFP.

33. Will the school district be open to add the following clarifying language to the indemnification obligation? “Notwithstanding anything to the contrary in the contract, the contractor’s indemnity obligations shall not apply to the extent the liability arises out of or results from the negligent act or omission, willful misconduct, breach of this contract, or unlawful act of the school district or any of its agents or employees.”

No, the district will not permit modification of the indemnification clause to include the proposed language.

34. Will the school district be willing to remove the requirement that the insurance shall contain a provision that they shall not be cancelled or altered, nor the amount of coverage reduced, until at least thirty (30) days after notice of such cancellation, alteration, or reduction has been delivered to the District? This is not commercially available through the insurance carriers. Bidder can agree to provide 30 days written notice upon any cancellation or termination of the insurance policy.

No, the district will not agree to remove the stated insurance provision. Bidders may, however, provide 30 days’ written notice of any cancellation or termination of their insurance policy.

35. Will the bidder be negatively impacted if it submits exceptions and additional terms to the contract terms?

Submitted exceptions and additional terms may be reviewed during the evaluation process. Certain exceptions could adversely affect the district’s final award decision. Determinations will be provided only after completion of all evaluations.

36. Can the district if the contract is a 1 year term with option to renew 4 additional years, OR 3 year term with option to renew 2 additional years.

In accordance with the RFP, the contract shall have a term of three (3) years, with the option to renew for an additional two (2) years.

37. Is the BCBA position to be onsite and full time?

The determination of whether the BCBA position is full-time and onsite shall be based on the specific needs of the student(s) served.

38. Will the district create and manage the IHP for each student?

Yes, the district shall be responsible for creating and managing each student’s Individualized Health Plan (IHP) in collaboration with the provider.

39. Will the district provide their own documentation for charting or can the agency use their own?

The district shall provide access to necessary online and instructional platforms to ensure therapists can complete discipline-appropriate charting.

40. Will you accept rate ranges?

Yes, the district will accept rate ranges.

41. Do we need to submit candidate/key personnel resumes with the proposal? If yes, can these be sample/redacted resumes?

Resumes for candidates or key personnel are not required with the proposal submission. The district may request resumes as necessary.

42. Can you provide the current or historical rates by skillset?

Historical rates by skillset are not fixed, as spending has fluctuated based on positions being contracted on an “as-needed” basis.

43. Can you provide an estimated budget for the contract?

The district’s estimated budget for this contract is determined by the number of vacant positions requiring contracted services.

44. Can you provide information on the incumbent vendor? Incumbent vendor information remains confidential during the RFP process. Such information can be accessed via a formal Public Records request. As this is a multi-award contract, multiple vendors are involved rather than a single incumbent.

45. Are you satisfied with the current incumbent and if no, what are the main issues?

Incumbent vendor information remains confidential during the RFP process. Such information can be accessed via a formal Public Records request. As this is a multi-award contract, multiple vendors are involved rather than a single incumbent.

46. Why is this solicitation out to bid?

This solicitation is issued to address evolving District needs and to obtain additional resources through a new RFP process.

47. Can you provide an approximate headcount for the required services?

The RFP is multi-award and services will be utilized on an as-needed basis; therefore, no specific headcount can be provided.

48. 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?

Upon award of the solicitation, vendors may contact Ashton Booth, Director of Special Education, and Dr. Elisa Clark, Director of Bilingual & Early Childhood, regarding open positions relevant to the RFP.

49. How many Hours in a day are billable?

The typical school day allows for billing up to 8 hours based on actual hours worked. Weekly billable hours shall not exceed 40 without prior district approval.

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

At this time, the district has not established a rate cap for any of the requested professions.

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

The number of anticipated openings for each profession is determined based on the needs of the district.

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

The total number of contractors provided by vendors is determined based on the needs of the district.

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

Information regarding current vendors and their bill rates remains confidential throughout the RFP process. Following contract award, such information may be accessed via a formal Public Information Records request.

54. Will you accept digital signatures on the forms or do you prefer wet signatures?

Yes, the district will accept digital signatures. The RFP provides a designated field for including digital signature information.

55. Where can we upload other required documents (besides Excel files), such as W-9, COI, etc.?

Guidance for submitting required documents beyond Excel files, including W-9 and COI, can be found in the Messages Tab under Public Notices.

56. Is confirmation of an active LEE Fast Pass and DPS FACT Clearinghouse subscription sufficient for billing and placement, or must vendors receive explicit clearance confirmation from the District prior to a candidate beginning work?

Confirmation of an active LEE Fast Pass and DPS FACT Clearinghouse subscription alone is not sufficient. Vendors must receive explicit clearance confirmation from the district prior to the candidate commencing work.

57. Will the District provide formal confirmation of fingerprint clearance (e.g., written attestation, email confirmation, or other documentation) that vendors can retain for compliance and audit purposes?

The district shall provide formal confirmation of fingerprint clearance through email, which vendors may retain for compliance and audit documentation.

58. Since vendors are required to initiate fingerprinting through the LEE Fast Pass system and maintain subscriptions with the DPS FACT Clearinghouse, but are not able to view the results, can the District clarify how clearance will be communicated to vendors?

The district shall communicate fingerprint clearance to vendors through email notification.

59. Hello, will you consider virtual services, or are you seeking onsite services only?

The district prefers onsite service delivery; however, virtual services may be considered based on the specific needs of the discipline.

**Please sign this addendum and submit along with your copies of the proposal. ALL OTHER PROVISIONS, AND OTHER TERMS AND CONDITIONS REMAIN UNCHANGED. BIDDERS ARE REQUIRED TO ACKNOWLEDGE AND RETURN/SUBMIT A COPY OF THIS ADDENDUM WITH THEIR PROPOSAL.**

Company Name:	_____	Submitter's Name/Title:	_____
Address:	_____	City, State and Zip Code:	_____
Email Address:	_____		_____
Submitter's Signature:	_____	Telephone No.	_____
Fax No.	_____	800 # (if available)	_____
Date:	_____		_____

END OF ADDENDUM