
August 1, 2022

ADDENDUM 1

To: All Prospective Offerors
From: Scott Bachtell, Supervisor of Purchasing
Reference: RFP 2023-07 Board Certified Behavior Analyst

Proposal Due Date & Time: August 9, 2022 by 11:00 AM EST

This addendum is being issued to provide additions, corrections, clarifications and answers to certain questions raised referencing the original RFP packages and any resultant contracts for the above bid.

Questions:

1. Question: Who are the current vendors providing services?

Answer: This is the first time this service has been bid by WCPS.

2. Question: Are your current vendors meeting your needs?

Answer: This is the first time this service has been bid by WCPS.

3. Question: How will vendors be notified of award?

Answer: Please reference Section I, Number 9, Letter b.

4. Question: Do you anticipate awarding one or multiple vendors?

Answer: Please reference Section II, Number 10.

5. Question: What are the current hourly bill rates by vendor?

Answer: This is the first time this service has been bid by WCPS.

6. Question: If we provide per evaluation rates, does the district require vendors to provide all of the assessments materials/protocols?

Answer: The Price Proposal requests an Hourly Rate, vendors who are interested in this bid must submit an Hourly Rate.

7. Question: How many billable hours are in a school day?

Answer: The max number of hours would be 7.5 hours per day. The total number of hours will be based student needs and the hourly rate that is awarded.

8. Question: Is the vendor expected to have a clinic or local office?

Answer: No.

9. Question: Will services be provided on site or virtually or a hybrid of both for the 22/23 SY?

10.

Answer: On-Site. The vendor will follow the work schedule of teachers. If school closes for extended period of time, the vendor will work with the school principal to determine what services are needed for the school.

11. Question: Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools?

Answer: Assigned candidates will have access to materials, supplies, equipment, evaluation kits and protocols in which the school principal determines to be appropriate.

12. Question: Will assigned candidates have access to computers/laptops and printers provided by your schools?

Answer: The assigned candidate would need to provide their own computer/laptop. They will have access to print materials and the guest Wifi at the school.

13. Question: Do you require resumes of potential contracted candidates to be included in our submission?

Answer: Yes, Please reference Section II, Number 7, Proposal, Letter b, Number 1.

14. Question: Do you require the candidates license verification to be included in our submission?

Answer: Yes.

15. Question: Is it the school's expectation to hire the candidates we will include in our proposal response if we get awarded?

Answer: Yes, Please reference Section II, Number 7, Proposal, Letter b, Number 1.

16. Question: How many candidates/resumes will you need per discipline?

Answer: This RFP is only for Board Certified Behavior Analyst

17. Question: Can pricing increase during the term of the contract?

Answer: Please reference Section II, Number 4, Letter a.

18. Question: Do contractors have to travel between schools during the workday? If so, are they required to clock out during travel between schools OR are they able to stay clocked in during travel between schools?

Answer: Services are only be scheduled to work at Bester Elementary.

19. Question: Does the District plan to issue RFPs for other related services?

Answer: WCPS may issue Bids/RFPs as needed for services.

20. Question: Do you have a preference for how we bind our bids, i.e. 3-ring binder, binder clip, stapled, etc?

Answer: Binder Clip

21. Question: Will we know the school sites services are being requested for? Or will the candidate need to cover a specific school site within the district?

Answer: Please reference Section I, Number 1.

22. Question: Will the providers need CPI Training? If it's required, can we bill for the training?

23. **Answer: This is a preference but not a requirement.**

24. Question: What is the severity, age range, any specific behaviors?

Answer: The age range is pre-kindergarten through grade 5. Behaviors range from elopement to hitting and kicking.

25. Question: What certifications are needed or required prior to the candidate start?

Answer: Please review Section III, Number 2.

26. Question: What are the COVID Protocols? Are there vaccine or testing requirements?

Answer: The COVID protocol is, that if provider does not feel well, they should stay home and confirm that they are COVID-free before coming to school. Vaccines and testing are not required. The requirements are subject to change E based on changes in State and/or Federal laws and/or WCPS Policies and Regulations.

27. Question: Are there any PPE requirements that the vendor will be responsible for?

Answer: The vendor will be provided with PPE equipment necessary to perform the normal functions of the position based on the approval of the school principal.

28. Question: Is toileting or diapering required for these positions? If so, will there be district support?

Answer: There is no toileting or diapering at this time but if required in the future, the vendor would be responsible to support. The district would provide support for these students.

29. Question: What is the anticipated number of hours per week the candidate will work?

Answer: Please reference Section III, Number 5, Letter b.

30. Question: Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

Answer: This is the first time this service has been bid by WCPS.

31. Question: Can you please let us know the previous spending of this contract?

Answer: This is the first time this service has been bid by WCPS.

32. Question: Please confirm if we can get the proposals or pricing of the incumbent(s).

Answer: This is the first time this service has been bid by WCPS.

33. Question: Are there any pain points or issues with the current vendor(s)?

Answer: No

34. Question: Please confirm the anticipated number of awards.

Answer: Award(s) will be based on what is in the best interest of WCPS.

Sincerely,

Scott Bachtell

Scott Bachtell
Supervisor of Purchasing

cc: Billy Jackson, Coordinator of Student Services and Transition

This Addendum is three (3) pages