
August 4, 2022

ADDENDUM 2

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:

The following questions were submitted by the deadline but were inadvertently missed when all questions were compiled to address.

1. Question: We are currently awarded under RFP 2022-52 for Special Education Services, which includes a BCBA. Since this award is active is until School Year 2024-2025, are we required to submit for this RFP in order to remain an approved vendor?

Answer: Yes, this RFP is for a specific school and grant.

2. Question: Which vendors are currently providing the BCBA services requested in the RFP?
 - a. What rates are you paying each vendor by discipline?
 - 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?

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

3. Question: What funding source is being used for this contract?

Answer: Blueprint Concentration of Poverty Grant

4. Question: What is the total budget allotted for this contract?

Answer: There is no set budget for this contract.

5. Question: Will the District consider any redlines/deviations to the contract terms during the negotiation phase?

Answer: No, all vendors should bid to the same terms and conditions.

6. Question: Will the District provide laptops and necessary supplies to perform the scope of work?

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.

7. Question: Will the District provide assessments, protocols, and evaluation tools to perform the scope of work?

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

8. Question: What is the evaluation criteria and how many points are allotted for each of the criteria?

Answer: Please reference Section II, Number 9.

9. Question: How many students have been identified as needing services under this RFP?

Answer: That number has not been determined yet.

10. Question: How many BCaBAs and RBTs will the BCBA supervise?

Answer: Supervision would come from the principal. This person would provide programing direction to approximately two (2) staff.

11. Question: Is the BCBA expected to provide supervision to a BCaBA or RBT who is employed by the District or another company?

Answer: Supervision would come from the principal. This person would provide programing direction to approximately two (2) staff.

12. Question: Of the 25 hours the BCBA is anticipated to work, what is the expected breakdown of time spent on direct services, team meetings, and supervision?

Answer: That information is unknown at this time.

Sincerely,

Scott Bachtell

Scott Bachtell
Supervisor of Purchasing

cc: Billy Jackson, Coordinator of Student Services and Transition

This Addendum is two (2) pages