

**Green Dot Public Schools Washington
Special Education Student Support Services RFP #FY18-W001
Addendum 01 Response to Bidders' Questions**

1. Can you break down the estimated # of IEPs by type of service? This helps us estimate the number of FTE therapists needed.

A: Estimates for this year provided, with variation based on actual student need:

Type of Service	Estimated # of IEPs
Speech and Language Providers	25
School Psychologists	0
Nurse	0
School Social Workers	0
Audiologists	0
Occupational Therapists	9
Physical Therapists	0
Paraprofessional Support	1

2. Who are the current vendors providing services?

A: Our prior year service contracts have ended and no vendors are providing services at this time.

3. What are the current vendor rates?

A: Rates paid in 2016-2017 school year:

Services	Hourly Rate
School Psychologist	\$145
Physical Therapist	\$125
Occupational Therapist	\$125
Speech Language Pathologist	\$125
Paraprofessional Support	\$44.19
Nurse (RN)	\$75 - \$100

4. Do you require resumes of potential candidates to be submitted with our proposal?

A: No, resumes will be requested from selected proposer at the time of contract execution.

5. Do you require a Certificate of Insurance with our proposal submission?

A: Yes, see RFP, IV Proposal Requirements, Section 2, part e. Liability insurance Certificate is required for submission.

6. Will you accept Clinical Fellows?

A: Providers with credentials in compliance with state regulations for school-based services will be considered. Provider must provide supervision for Clinical Fellows when attending IEP meetings.

7. We are located in the state of Florida and we do not have an office in the State of Washington. Is it your preference for a company to have an office in the State of Washington?

A: Proposal requirements include experience in the education industry in Seattle, Tacoma, Kent, and the surrounding areas (see: see RFP, IV Proposal Requirements, Section 2, part a) and a Washington State business license. Providers with credentials in compliance with Washington state regulations will be considered.

8. Does the district intend to award to single or multiple vendors?

A: GDPSW may select one or more entities to provide these services.

9. How many OT, PT, SLP, RN, LPN, School Psychologist, School Social Workers, O&M Specialist, Audiologist, and Paraprofessionals (further mentioned as "above providers") do you foresee needing for the 2017-18 school year?

A: Exact FTE will be determined based on student need. Current projections are for 1 FTE Speech Language Pathologist, 1 FTE paraprofessional support, .5 FTE Nurse, .2 FTE Occupational Therapist, Physical Therapy as needed, and School Psychologist as needed.

10. Would you consider certified therapy assistants such as COTA, PTA, SLPA or CFY?

A: Providers with credentials in compliance with state regulations for school-based services will be considered. Provider must provide supervision for assistants. Supervisors will be required to attend IEP/evaluation meetings with assistant.

11. For what grades will the above providers provide services and what will be the caseload?

A: Grades 6th through 9th. Estimated caseload per grade, with anticipated variation based on actual student need.:

Grades Served at GDPSW in 2017-2018	Estimated Caseload in 2017-2018 (# IEPS)
6th	24
7th	21
8th	42
9th	6

12. How many working days will the above providers work during the school year (For Example: 180 days or less)?

A: Estimated number of working days is 198. 182 school days and up to 16 days for Extended School Year services during the summer as needed.

13. Are resumes required at the time of proposal submission or only upon award?

A: See above question #4.

14. Since our proposal can be submitted electronically, what size document can you receive via email (For Example: 5 MB, 10MB, etc.)?

A: We can receive emails up to 20MB.

15. If Green Dot Public Schools Washington (GDPSW) will find a permanent employee of the district and our services will no longer be needed, will the school provide the awarded vendor with a 30 day out termination written notice?

A: The contract awarded with this proposal can terminate 30 days after the date on which either Green Dot or Contractor gives written notice of termination to the other party.

16. Do you require vendors to guarantee the provision of therapy services, or is it understood that vendors will begin recruiting on a best efforts basis upon contract award?

A: Proposers are expected to ensure fulfillment of services upon execution of awarded contract and in accordance with each student's IEP requirements. Proposers shall provide an implementation plan as set forth in RFP, IV Proposal Requirements, Section 6, part c. The service provider awarded the contract must ensure that Green Dot meets federal, state, and local regulations regarding the provision of services as authorized on each child's IEP for the service contracted to deliver, under WAC 392-172A-03005.

17. Can we incur in any penalties or be liable for any damages for not having the above providers available upon your school's request in a timely manner OR would your school terminate the RFP contract with our company?

A: The awarded Contractor will ensure that GDPSW meets federal, state, and local regulations regarding the provision of services as authorized on each child's IEP for the service the Contractor is contracted to deliver. If unable to deliver services in compliance with federal, state, and local regulations, the awarded contract will be subject to termination.

18. What would be the payment terms of GDPSW (Net 30)?

A: GDPSW shall make payable any such compensation within thirty (30) days of receipt of an authorized and approved invoice.

19. To pay invoices, does the board meet monthly to release payment for the month? Do you remit payment only once a month? If so, do you have a calendar or specific time of month the board meets to approve payments?

A: No board meeting are required to pay invoices. Payments are made within thirty (30) days of receipt of an authorized and approved invoice.

20. Will your school provide laptops/computers and/or an email account to the contracted providers during their assignment?

A: No

21. Will therapists have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at GDPSW?

A: Internet access is available. The service provider is responsible for all supplies and equipment, including computers.

22. Who will be the representative from GDPSW to determine which materials/equipment are required for the Contracted Services?

A: Individual student IEPs will dictate which materials/equipment are needed from the service provider.

23. Would the district pay for mileage travelling between school campuses on the same day? If so, what will be the district IRS Standard Rate?

A: No, the service provider is responsible for covering mileage.

24. Besides a Washington State License and background check, are there any additional Required Documents for the contracted providers to start working at GDPSW? For Example: TB Test or any other specific immunizations or Certifications.

A: Agencies agree that all staff assigned to work in a GDPSW school shall obtain a criminal background check per RCW 28A.400.303 and RCW 43.43.80-834.

25. Will GDPSW consider a Price Range depending on the candidates' level of experience OR does GDPSW only want a fixed flat rate?

A: Yes. See RFP Attachment A: If pricing structure is different from below chart, please attach an additional pricing menu to proposal.

26. Can you provide the current incumbent vendor(s) providing services? What is the incumbent vendor(s) current fee rate(s)? Has your current vendor(s) been able to satisfy your service needs?

A: Seneca Family of Agencies and Puget Sound Educational Service District for nursing; see response to question #3; yes.

27. How many positions or therapy hours do you anticipate will need to be filled under this contract, for OT, SLP, PT and School Psychologists services?

A: See above, question #9. Will be determined based on student need.

28. What was the typical duration of contracted services in the last school year?

A: Contracted services lasted one school year.

29. What are the total weekly work hours for therapists in the district?

A: Total weekly work hours will be determined by student IEP minute matrix and number of evaluations due within the school year.

30. What are the contracted bill rates for these services under the current contract?

A: See above, question #3.

31. Has the district considered teletherapy as an option under this contract? Has the district used teletherapy in the past?

A: No, GDPSW is not considering teletherapy in this proposal.

32. Will the district accept Clinical Fellows under this contract?

A: A: Providers with credentials in compliance with state regulations for school-based services will be considered. Provider must provide supervision for Clinical Fellows. Supervisors must participate with Clinical Fellows when attending IEP/Evaluation meetings.

33. Does the district provide protocols and assessments for speech and language therapy?

A: No, the provider is responsible to provide protocols and assessments for speech/language therapy

34. We are interested in bidding on RFP# FY18-W001; however, we want to first confirm whether teletherapy bids will be accepted?

A: No.

35. How many students are in attendance at your charter school?

A: Estimated attendance for 2017-2018:

School Name	Estimated # Students
Destiny Middle School	400
Excel Public Charter School	250
Rainier Valley Leadership Academy	150

36. Have your charter campuses experienced growth in student attendance over the last 3 years?

A: Yes

37. Do you anticipate growth in the next 3 years?

a. If yes, please provide additional insight.

A: Yes. Destiny Middle School is estimated to grow to 600 students within the next 3 years, Excel will add 3 additional high school grades in the next 3 years, and Rainier Valley Leadership Academy will add two additional grades in the next 3 years.

38. What special populations do you service at the charter schools?

a. Are there any specialized skill sets you are looking for?

A: As a public school, we serve all students. See RFP III. Scope of Services for proposer requirements. Skills desired include, but are not limited to: IEP development, electronic special education data input; understanding and compliance with the Individuals with Disabilities Education Improvement Act of 2004, and Section 504 of the Rehabilitation Act of 1973.

39. How many of the following currently work in your 3 campuses, at how many hours per week?

- a. SLP
- b. OT
- c. PT
- d. School Psychology

A: We currently employ 1 FTE School Psychologist at 40 hours/week.

40. What is the approximate student caseload for the following?

- a. SLP
- b. OT

- c. PT
- d. School Psychology

A: See response to question #1

41. Do you currently utilize contract staff for SLP, OT, PT, and/or School Psychology services?

- a. If yes, please list your current vendors, the number of staff they are currently providing, and the hourly rate for each service.

A: There is not an active contract at this time. See incumbent information above.

42. Have you been satisfied with the services provided by your current vendors?

A: Yes

43. How many of the following do you anticipate needing for the 2017-2018 school year for your 3 campuses?

- a. SLP
- b. OT
- c. PT
- d. School Psychology

A: See question #9 above.

44. What are your school hours?

A: School hours vary by location and day; typical hours are 8:00 AM - 3:30 PM PST.

45. What is the work schedule for assigned staff at each campus?

A: Providers work during the student day 8-3:30p either partial or full days, to provide services in accordance with student IEPs.

46. Will assigned staff have access to computers/ laptops and printers provided by the charter schools?

A: No, the service provider is responsible for all supplies and equipment, including computers.

47. Do you plan to award this RFP to multiple companies/ providers?

A: GDPSW may select one or more entities to provide these services.

48. Please clarify #9 under Proposer Responsibilities – Proposer shall provide professional development as designated by GDPSW for all employees of Proposer.

A: The service provider is responsible to provide its staff with on-going professional development or training in compliance with GDPSW policy, state, local, and/or federal regulations to ensure professional standards are maintained.

49. Please clarify #2a under Company Overview, if prior experience in the Seattle, Tacoma, Kent areas are a requirement of the Proposer. If a Proposer is without this prior local experience, would the Proposer be disqualified from consideration or just points deducted for this section?

A: Proposal requirements include experience in the education industry and in Seattle, Tacoma, Kent, and the surrounding areas.

50. Please clarify #2c under Company Overview, if Proposer must provide a copy of a business license in the state of Washington with the proposal submission or if this can be provided at the time of Award, if awarded?

A: Copies of Licenses and Certifications (including, but not limited to, license to conduct business in the state of Washington) are proposal requirements.

51. On attachment B, page 8 are you wanting to know how many clients and number of employees we have in Washington state or nationally?

A: Please provide number of clients and employees in Washington State.