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## ADDENDUM

October 28, 2021

### ADDENDUM #1

#### **22MISC2, Contract Service Agencies for Special Education**

**DUE DATE:** November 3, 2021 prior to and no later than 11 A.M. at <https://secure.procurenw.com/portal/fcps>

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

The following is a list of questions received with responses from the respective entities:

1. Who are the current vendors providing services?  
**Response:** This information is available on the Frederick County Public Schools website, [www.fcps.org](http://www.fcps.org), under Do Business with FCPS, Solicitation and Awards, 18MISC11 and 18MISC12.
2. Are your current vendors meeting your needs?  
**Response:** Yes. The current contract was set to expire on June 30, 022; however, due to changes in FCPS requirements, the contract is no longer meeting our needs.
3. What is the anticipated award date?  
**Response:** Reference Bid Solicitation Cover Sheet
4. How will vendors be notified of award?  
**Response:** All vendors are notified of award or non-award via email within 48 hours of the Board of Education meeting date at which the award is made.
5. Do you anticipate awarding one or multiple vendors?  
**Response:** Refer to bid specifications, page 31, Evaluation Criteria and Award, #8.j.
6. What are the currently hourly bill rates by vendor?  
**Response:** This information is available on the Frederick County Public Schools website, [www.fcps.org](http://www.fcps.org), under Do Business with FCPS, Solicitation and Awards, 18MISC11 and 18MISC12.
7. How many billable hours are in a school day?  
**Response:** Refer to bid specification, page 29, Contract Terms #5.e.
8. What is the anticipated # of full-time or # of part-time positions?  
**Response:** Dependent upon vacancy needs.
9. Is the vendor expected to have a clinic or local office?  
**Response:** No
10. Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools?  
**Response:** Yes.

11. Will assigned candidates have access to computers/laptops and printers provided by your schools?  
Response: Yes.
12. Can pricing increase during the term of the contract?  
Response: Refer to bid specification, page 29, Pricing #4.a.
13. Do you require resumes of potential contracted candidates to be included in our submission?  
Response: No. refer to page 44 and 45, Technical Questionnaire, Part II, #1 and 2. As part of the submission, we are only requesting a resume for the person responsible for coordinating assignments. Should we contact an awarded bidder for a specific assignment, the proposed individual's resume may be requested as part of the staffing discussion.
14. Do you require the candidate license verification to be included in our submission?  
Response: No. Should we contact an awarded bidder for a specific assignment, the proposed individual's license verification may be requested as part of the staffing discussion.
15. How many candidates/resumes will you need per discipline?  
Response: Please see response to Question #13 above.
16. Does the district reimburse for mileage for travel between schools?  
Response: Refer to bid specification, page 29, Pricing #4.a., Page 31, #7.f.ii and Form of Proposal.
17. Will services be provided on site or virtually or a hybrid of both for the 21/22 SY?  
Response: Both.
18. Does the District plan to issue RFPs for other related services?  
Response: No. The solicitation covered Speech- Language Pathologists, Speech-Language Pathologist-Assistants, School Psychologists, School Therapists/Licensed Clinical Social Workers, Music Therapists, Art Therapists, Registered Behavior Technicians, Paraprofessionals, Occupational Therapists, Physical Therapists, Orientation & Mobility Specialists, Assitive Technology Specialists, Board Certified Behavior Analysts/Licensed Behavior Analysts, and Special Education Teachers (including Mainstream, Specialized/Self-Contained Programs, Deaf and Hard of Hearing teachers, Teachers of the Visually Impaired, Adapted Physical Education teachers, and substitute tele-practitioners)
19. For the Speech Language Pathologist and Speech Language Pathologist- Assistant positions, will you accept a teletherapy option?  
Response: We require both in person and virtual options, so there will be some need for the teletherapy option, but not solely.
20. Due to the detailed information requested in this solicitation, is the district willing to extend the due date of this RFP?  
Response: No
21. Apart from end of tenure, is there any other reason to release this solicitation?  
Response: The district is expanding the RFP to include new positions the office of special education seeks.
22. How many vendors does the district expect to award a contract to for the services requested in this solicitation?  
Response: It is our intention to qualify multiple providers in each of the categories in order to facilitate the varied needs of FCPS.
22. What is the expected amount of full-time, vendor supplied SLPs, SLPA's, Psychologists, RBTs, Paraprofessionals, OTs, PTs, O&Ms, Technology Specialists, BCBA's, LBA's, LCSW/School Therapist, and SPED Teachers needed for the remainder of the 2021-22 SY?  
Response: Dependent upon vacancy needs in those staff positions at the time of bid award and duration of the contract.

23. Can the district please provide the total amount of full-time, vendor supplied SLPs, SLPAs, Psychologists, RBTs, Paraprofessionals, OTs, PTs, O&Ms, Technology Specialists, BCBAs, LBAs, LCSW/School Therapist, and SPED Teachers utilized during the 2020-21 SY?

Response: As of 10/27/21

Special Education Teachers:15

Speech-Language Pathologists: 19

Music Therapy: 2

Art Therapy: 2

Psychologist: 1

LBA: 1

24. Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied SLPs, SLPAs, Psychologists, RBTs, Paraprofessionals, OTs, PTs, O&Ms, Technology Specialists, BCBAs, LBAs, LCSW/School Therapist, and SPED Teachers utilized during the 2020-21 SY?

Response:

2020-2021 Office of Special Education Vendor Supplied Position Expenses as of 6/30/21									
Positions	VENDORS								
	Soliant	Stepping Stones	EBS	Strides Speech Therapy	Noteable Progressions	Sonata	Melissa Scherr-Phillips	Heidi Dilliberto	Cobb Pediatric Therapy
Speech-Language Pathologists	\$330,000	\$107,000	\$107,000	\$185,000					
Music Therapy					\$83,000	\$126,000			
Art Therapy							\$48,000	\$4,900	
RBTs (6/2021-7/2021)									\$9,400

25. What travel between schools is expected for these providers?

Response: Unknown at this time. This information would be provided to the agency as part of the request to fill an actual contract position.

26. What are the district expectations of contract providers to assist in Medicaid reimbursement documentation services?

Response: We will require Medicaid reimbursement documentation in the format of FCPS requirements and will train in this documentation.

27. What is the caseload size for the providers requested in this solicitation?

Response: Varies depending on current staff and vacancies at the time.

28. In respect to the SLPs, will the district accept Clinical Fellows?

Response: The district will accept clinical fellows and will provide CF supervision if the district has adequate staffing to provide the supervision. The district will also accept CFs when the vendor is able to provide the CF supervision.

29. If yes, can the district confirm that they will provide supervision for the CFs?

Response: See above.

30. Is the district willing to accept changes to the terms of this RFP?

Response: Any exception to the RFP terms and conditions must be clearly outlined in a vendor's proposal. Exceptions that are not in the best interest of FCPS may be grounds for rejection of a proposal

31. Is this district willing to accept mutual indemnification?

Response: No.

32. Regarding Page 33, Section 10.g.: Can the district confirm that vendor must require personnel to obtain their own insurance policies to comply with the agreement; or we need to ensure that Vendor personnel is covered under its policies?

Response: Confirmed.

33. Regarding Page 33, Section 10.i. Is the district willing to limit the additional insured to general liability and auto liability only?

Response: No.

34. Is it required that responding agencies provide pricing for all services listed in this solicitation?

Response: No. A bidder may submit an offer for only 1 or 2 services. It is acknowledged that some agencies may specialize in providing staffing for speech therapy or psychologists and therapists, while other staffing agencies are full service for all healthcare services.

35. Who, from the district, is responsible for supervising contracted staff?

Response: School based staff supervises, but evaluation processes are not implemented by FCPS. The clause of contract indicates that if a contract staff is not working out staff can be terminated with proper notice.

36. What, if any, are the supervision expectations for the contracted agency?

Response: Day to day supervision will be provided by FCPS staff. However, under some circumstances it may be requested that certain positions receive supervision hours by the contracted agency (i.e.- Registered Behavior Technician receiving supervision from Licensed Behavior Analyst or Speech- Clinical Fellow supervision from a Speech-Language Pathologist).

37. What, if any, supplies/equipment/materials is the Vendor expected to provide?

Response: FCPS shall be responsible to provide each individual with reasonably maintained and usual and customary equipment and supplies. Art and music therapists are expected to provide their own materials. The cost of these will not be reimbursed.

38. Can the district clarify the use of Tele-practitioners?

Is it a requirement that responding vendors provide tele-services?

Response: In some instances, we will allow providers to implement services in a virtual model. When these positions are needed we will state that the position is virtual. FCPS has the appropriate telehealth platforms for specific providers when these services are needed.

39. Is the district willing to omit the Liquidated Damages, per the table of contents?

Response: No.

40. Can the district please clarify if testing and evaluation samples are required for responding vendors, or only for independent contractors?

Since many Vendors will be submitting pricing for multiple modalities, is it acceptable for Vendors to submit testing and evaluation samples for prospective personnel, upon award?

Response: This requirement is not applicable for this solicitation.

41. Can the district please clarify if it is required that a Standard pre-screening checklist be provided for each modality requested?

Response: If the screening criteria differs for each modality you are bidding, please provide a pre-screening checklist for each modality.

42. Can the district please clarify if the district or the Vendors are responsible for completing the yearly evaluation of contracted staff?

Response: The performance evaluation of contracted staff is the responsibility of the agency.

43. Is the District willing to accept BTs instead of RBTs, since there is no state law requiring this position to be an RBT?

If not, is the district willing/able to provide and track the 5% supervision for the RBTs.

Response: The district will accept BTs and RBTs and will work with agencies to track the 5% supervision for the RBTs.

44. For the BCBA openings, can the district clarify the total number of weekly hours requested for this position?

Response: Full time-35 hours.

45. Can the district please clarify the education requirements for Paraprofessionals? Is it mandatory that they have a minimum of 48 college credits, AA degree or pass the ParaPro Assessment Test?  
**Response: Yes.**
46. Can you please share the range of historical pricing for the positions you are looking to fill?  
**Response: This information is available on the Frederick County Public Schools website, [www.fcps.org](http://www.fcps.org), under Do Business with FCPS, Solicitation and Awards, 18MISC11 and 18MISC12.**
47. Can the references be a mix of school districts and private schools/childcare centers where we have provided services you are seeking?  
**Response: Yes, but school districts are preferable.**
48. Given that Invoices must contain purchase order numbers (General Terms and Conditions, Section 1 Number 24), how quickly will FCPS dispatch the purchase order so that invoicing is not delayed?  
**Response: Once a summary agreement has been created and signed by all parties, FCPS will issue a purchase order. A purchase orders can be issued in a matter of hours; however, typically I would allow 3-5 days for processing.**
49. Would FCPS consider fewer miles for the contractor to live from the district (currently 200 miles) for in-person fingerprinting (General Terms and Conditions, Section 1 Number 31b)? FCPS is not open for fingerprinting on the weekends and this distance could be up to 8-hours round trip.  
**Response: Yes, FCPS HR Department will consider this on a case-by-case basis.**
50. As stated in Specific Terms and Conditions, Section 2, number 5g, it is FCPS's expectation of a criminal background check prior to offering individuals. Would FCPS allow background checking after job acceptance as individuals are not hired prior to the presentation of a resume?  
**Response: Staff being considered for hire cannot work with students until background checks and fingerprinting are completed.**
51. FCPS states in Specific Terms and Conditions, Section 2 Number 5l that the agency is expected to furnish an individual with an orientation regarding school-based services prior to their first day of work. Could you elaborate on what specifically you would like the orientation to include?  
**Response: Prior to beginning we want to ensure that the staff member has completed their background check, is aware of their daily work schedule, location, and who their FCPS contacts will be. The rest will be worked out with their FCPS supervisor contact.**
52. If an offer is accepted for an independent contractor who is an individual and not an agency (versus an employee of the awarded agency), would the contract requirements of Worker's Compensation and Employers Liability Insurance still apply to that individual? (Specific Terms and Conditions, Section 2 Number 10a and 10b)  
**Response: No.**
53. Our agency has a comprehensive automotive liability policy (Specific Terms and Conditions, Section 2 Number 10f), however, would an individual's personal automobile policy be sufficient if they are an independent contractor and not an employee of the awarded agency?  
**Response: Refer to page 34, #11 e. and page 45, Section III**
54. For those that are hired as virtual service providers, does the insurance requirement of Comprehensive Automobile Liability still apply (Specific Terms and Conditions, Section 2 Number 10f)?  
**Response: Refer to page 34, #11 e. and page 45, Section III**
55. In the Technical Questionnaire, Section 2, number 9, the bidders are to supply the language of non-compete clauses. Are there certain exclusions or requirements that FCPS is looking for?  
**Response: No, if you require your consultants to sign a non-compete clause, please provide the language.**
56. Will you accept a teletherapy solution?  
**Response: FCPS requires in person and virtual services, so teletherapy is acceptable in some circumstances, but in person options also must be available.**

57. Who are the current vendors for the items mentioned in the RFP?

**Response: Please reference Question #1 response.**

58. What is the current rates that are payed to vendors for the items mentioned in the RFP?

**Response: Please reference Question #6 response.**

59. Is the FORM OF PROPOSAL payment structured as guaranteed rate or fee for service?

**Response: Refer to bid specification, page 29, Pricing #4.a.**

60. What is the process for getting S/W/MBE certified by the Fredrick County Public Schools?

**Response: FCPS does not have a process for certifying S/W/MBE's.**

61. Are we required to have a business license in the state of Maryland to bid for this?

**Response: Yes, you are required to be a registered business in good standing in the State of Maryland.**

Thank you for your interest in bidding with Frederick County Public Schools.

Sincerely,

***Kim Miskell***

Kim Miskell, CSBO  
Assistant Purchasing Manager

KM/sg

cc: RFP File