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ADDENDUM

April 22, 2022

ADDENDUM #1

RFP 22MISC11, Crisis Intervention Program

RFP Due Date: April 26, 2022, prior to and no later than 2:00 P.M. at:

<https://meet.google.com/xto-eprs-yge>

Dial-in: (US) +1 225-629-3082 PIN: 850 395 177#

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

1. This Addendum includes the following attachment(s):
 - a. Questions Received with Responses (2 pages)

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

Sincerely,

Kim Miskell

Kim Miskell, CSBO,
Assistant Purchasing Manager

KM/mg

cc: RFP File

Questions Received with Responses:

1. Can you please provide me with a working link for Regulation 400-44 Physical Restraint and Exclusion Practices? The link in the RFP documents does not seem to be working.

The correct link is <https://apps.fcps.org/legal/documents/400-44> -NOT :
<https://aaps.fcps.org/legal/documents/400-44> .

2. The RFP lists “Instructions in escort strategies” as a requirement. Will there be any need for physical strategies beyond escorts (i.e. immobilizations for those students who may not be able to be safely physically managed while moving in a standing position)?

We require instructions on proper use of physical restraint as outlined in <https://apps.fcps.org/legal/documents/400-44>.

3. Cost Proposal: While the RFP requests initial and annual cost per participant for the train-the-trainer model, would you like the cost per certification for the school district staff that will be trained by the new Instructors in the crisis management system you choose? If so, can you please provide me with an approximate number of school district staff that will be trained annually?

Yes, up to 20 trainers.

4. Do we need to provide samples of any training content?
 - a. 10. Samples - a (pg. 13)

Samples are not required; however, if you do have sample training content I would include it with your proposal submission.

5. If FCPS chooses to extend the terms and conditions of this solicitation to other agencies, is the pricing provided locked in for everyone or is it agreed upon on an agency-by-agency basis?
 - a. 22. Multi-Agency Participation - a (pg. 18)

The pricing would be locked in for everyone.

6. Can you provide a working link to Regulation 400-44 Physical Restraint and Exclusion Practices?
 - a. 1. Purpose - 2nd paragraph (pg. 28)

The correct link is <https://apps.fcps.org/legal/documents/400-44> -NOT :
<https://aaps.fcps.org/legal/documents/400-44>

7. Regarding the timeline provided, do all staff need to be trained by a specific date (ex. August 18th, the first day of school) or should training be spread out throughout the year?
 - a. 6. Timeline (pg. 30)

Please reference #7. Deliverables, a. Initial Training on page 30.

8. Is there any preference for how training is rolled out - do certain schools, groups or staff need to be prioritized?

The train the trainer would need to occur before the middle of July, up to 20 trainers.

9. Regarding the bullet point, "the contractor will provide up to five days of training throughout the fiscal year for topics determined by FCPS," does that refer to training just for the trainers or for all staff?
7. Deliverables - b. Ongoing and Re-Certification, 2nd bullet (pg. 30)

This is for the trainers.

10. Where can we find "Form of Proposal Part 2 - Pricing?" Is this a specific form that needs to be used when submitting the cost proposal?
9. Preparation of Proposal - d. Cost Proposal (pg. 32)

No, there is no standard Form of Proposal for pricing. Please reference #8. Cost Proposal on page 31. Please upload your Cost Proposal where Form of Proposal is indicated.

11. Are there any specific naming conventions or file types we need to use when submitting our proposal, or are there any size limits?

There is no specific naming convention; however, the file types should be in pdf format. Additionally, there are no size limits on the files.

12. Is there a specific format needed to be used for the Technical Proposal?

The Technical Proposal (curriculum outline and description of the program) should follow the elements as listed under #7. Deliverables on page 30.

13. In the acknowledgement, the bidder: "... acknowledges that all terms and conditions remain unchanged for any such extensions". Do "terms and conditions" include prices?
- Page 29- #3 Contract Period

Please reference #4. Pricing on page 29.

14. What Learning Management System does FCPS use?

Schoology and Unified Talent.

15. Ongoing and Recertification

- The RFP requests up to 5 days of training throughout the fiscal year for topics determined by FCPS. Should this be built into the overall cost per participant?

List this as a separate cost per participant.

16. Cost Proposal

- The RFP indicates refreshments/lunch for initial five -day training and two-day Recertification. Is this budget item for all participants or just our trainer?

This budget item should be for all participants.