



IDEA Headquarters
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RFP Addendum

Date: 04/25/2022

RFP: #1-RFP-SPED-2022 Instructional & Related Services

To: All Prospective Vendors:

Addendum: Provide video recording of the Pre-Proposal Meeting and Answer Vendor Questions

A video recording of the Pre-Proposal Meeting held April 20, 2022, can found in this link.

<https://web.microsoftstream.com/video/b32e167b-2a7b-416d-b839-3086b4fff0ae>

1. We are an online provider so before we deep dive into writing our proposal for the RFP, I see that vendors are awarded 10 points for in-person services. We don't want to waste anyone's time, so we would like to confirm if IDEA Public Schools are open to virtual services for the 2022-2023 school year?
 - a. Only as backup for urgent needed services that cannot be provided by an in-person provider.
2. Are teletherapy services an acceptable delivery model for this RFP?
 - a. Only as backup for urgent needed services that cannot be provided by an in-person provider.
3. Are electronic signatures, such as DocuSign, acceptable?
 - a. Yes
4. Who are the current vendors providing services?
 - a. Each region has a variety of providers they have secured.
5. Are your current vendors meeting your needs?
 - a. We find difficulty in low incidence services such as AI, VI, PT, etc. depending on region
6. How will vendors be notified of award?
 - a. Outlined in RFP.
7. Do you anticipate awarding one or multiple vendors?
 - a. Outlined in RFP
8. What are the current hourly bill rates by vendor?
 - a. Varies by region
9. If we provide per eval rates, does the district require vendors to provide all of the assessments?
 - a. Preferred

10. How many billable hours are in a school day?
a. Refer to Playbook snip-it below

Billable Services Coding
• DS= Direct Service
• ARD=ARD meeting held (Billable time is when ARD meeting officially began and ended, not while waiting for parent to arrive)
• D=Documentation/Report Writing/ARD Paperwork
• C=Consult (Only for consult services as stated in a student's IEP i.e., OT Consult)
• A=Student Absent (Every attempt will be made and documented to make up student absences)
• FL=Student is at a school field lesson (Every attempt will be made and documented to make up session)
• E=Evaluation/Re-Evaluation (Time spent with the student conducting an evaluation)
• PD=Professional Development/Tactical (IDEA PD Training/Meeting you are asked to attend)
• Obs.=Classroom Observation
• APE=Adapted P.E. Consult
• Prep Tx=Preparation of therapy materials/therapy planning
• PR=Progress report completion
• COSF=Childhood Outcome Summary Form completion
• O=Other campus meeting attendance (Calendar invite must be forwarded to your regional lead)
Full Time Contract Service Employees: Preparation of therapy should NOT exceed 1 hour per day. Documentation time should not exceed 5 hours per week. Additional billable time for documentation will require approval.

11. What is the anticipated # of full-time or # of part-time positions?
a. Varies by region depending on need that will be determined at beginning of school year.
12. Is the vendor expected to have a clinic or local office?
a. Not required
13. Will services be provided on site or virtually or a hybrid of both for the 22/23 SY?
a. Most all in person services required.
b. Only as backup for urgent needed services that cannot be provided by an in-person provider.
14. Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools?
a. Prefer vendors have their own materials, supplies, etc.
15. Will assigned candidates have access to computers/laptops and printers provided by your schools?
a. No, we will not provide computers/laptops and printers
16. Do you require resumes of potential contracted candidates to be included in our submission?
a. Not required, but may be requested
17. Do you require the candidates license verification to be included in our submission?
a. Not required, but may be requested
18. Is it the school's expectation to hire the candidates we will include in our proposal response if we get awarded?
a. Regional Director and Committee decision to make the hire.



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19. How many candidates/resumes will you need per discipline?
 - a. Need determined by Summer 2022
20. Can pricing increase during the term of the contract?
 - a. Outlined in RFP.
21. 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?
 - a. They clock in when they begin services, please refer to billable services
 - b. They clock out when services conclude
22. Does the school district reimburse for mileage?
 - a. We do not reimburse for mileage
23. you have a preference for how we bind our bids, i.e. 3-ring binder, binder clip, stapled, etc?
 - a. Outlined in the RFP please refer to 3.3 – 3.4.2
24. Can you provide the current usage of services for the 2021-2022 school year per region?
 - a. Varies by region dependent on the need.
25. Can you provide how many positions you anticipate will be needed for the 2022-2023 school year per region?
 - a. Varies by region depending on need that will be determined at beginning of school year.
26. Can you provide the incumbent vendors names and hourly rates for services?
 - a. Varies by region
27. Do you require resumes of potential candidates to be included in our submission?
 - a. Not required, but may be requested
28. is the rate defined hourly or is it a fee-for-service model?
 - a. Both, hourly and fee for service rates
29. We were unable to attend the pre-proposal, is there a recording of this meeting?
 - a. Pre-proposal meeting was recorded
 - b. Link to [Recorded Meeting](#)
30. What does "short term contract as needed" for speech pathologists and school psych mean? Can we pick and choose what states we are proposing services for or do we have to do all?
 - a. Staff may leave on leave, short term may be needed



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31. Do we have to provide/submit for services in all States?
 - a. Each region is forming committees and selecting vendors based on regions they can serve
32. Should we submit for teletherapy?
 - a. We want to provide in-person services for the 22-23 school year. Currently, we are not providing virtual school for 22-23 school year. Therefore, the services we want to secure would be in-person. We don't want to rule out teletherapy completely, because we have had a need in the past in some regions, however it is preferred to provide in-person services.
33. Can a physical copy of the RFP documents be submitted to IDEA Public School Headquarters or is the attachment via Tyler Munis the only option for submission? **No, a physical copy can be submitted. It just needs to be received prior to 3:00 pm on the 4th of May and must follow the instructions provided in the RFP.**
34. Hello sir, we attended the meeting for the RFP that is currently open. We are current vendors for your schools. Do we need to apply to the RFP again? **Yes, please. We must establish a new agreement for the upcoming school year.**