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Request For Qualifications Addendum

Addendum #1: 6-SPED-0723 Instructional & Related Services: Vendor Questions

Date: 6/20/23

6-SPED-0723 Instructional & Related Services

To: All Prospective Vendors

1. **Question:** Our company was awarded last year via #1-RFP-SPED-2022 Instructional & Related Services. Do we need to respond to the new RFQ?

Answer: Renewals for awarded vendors through 1-RFP-SPED-2022 Instructional & Related Services are in the process of going to June Board. Current vendors under this RFQ do not need to respond to **6-SPED-0723**.

2. **Question:** I am currently seeking a position as an AI teacher or teacher of the Deaf in the Rio Grande Valley. I came across a request for qualifications (RFQ) #6 SPED - 0723 special education instructional and related services web page on the internet. If there are any opportunities in the Deaf and Hard of Hearing area, please let me know.

Answer: Please reference the Scope of Work within the RFQ. This solicitation is open to Texas, Louisiana, Florida, and Ohio. The RFQ may be found on IDEA's website: <https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/>

3. **Question:** I am having some difficulty accessing the RFP for the services outlines in the subjection line of this email (via RFPschoolwatch.com). Is there a way you might point me in the right direction for this information?



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Answer: You may access the RFQ on IDEA's website:

<https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/>

4. **Question:** My company is a publisher of psychological assessments used by your Educational Services teams consisting of rating scales for social, emotional, and academic behaviors. Would it be appropriate to respond to this bid?

Answer: Please reference the Scope of Work within the RFQ. This solicitation is open to Texas, Louisiana, Florida, and Ohio. The RFQ may be found on IDEA's website: <https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/>

5. **Question:** We would be interested in responding for all four states and I wanted to know if we would be able to submit a response for all states in one proposal or if we need to respond to each state individually.

Answer: We would require one submission per state as the services required for each state differ. All RFQs for Texas, Ohio, Louisiana, and Florida can be found on IDEA's website: <https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/>. Please ensure your company submits the correct RFQ for each state.

6. **Question:** To confirm, we can submit our bid via Public Purchase? If we submit electronically, we DO NOT need to send in a hard copy?

Answer: A hard copy is not required if submitting on Public Purchase.

7. **Question:** The RFQ documents for each region state that we can submit via Public Purchase. To confirm, if we submit electronically, do we still need to send in a hard paper copy?



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Answer: A paper copy does not need to be submitted if your company is submitting electronically on Public Purchase. Please ensure each RFQ that is submitted is specific to the state (i.e., Texas, Louisiana, Florida, and Ohio).

8. **Question:** Can I be both the Respondent and the Authorized Representative, when completing the paperwork or do those need to be separate individuals?

Answer: Yes.

9. **Question:** Will the district be willing to accept invoices on a monthly basis and provide the District with the invoices on the 1st Thursday following the last week of the month?

Answer: Invoices must be submitted to the district's account payable email, regional director and national budget manager and uploaded to OneDrive within the first 3 business days following the last day of the month.

10. **Question:** Are there incumbent vendors/agencies for these RFQs? If so, are you able to share their pricing?

Answer: We are not able to disclose vendor pricing. In the event you would like to request open records, we encourage you to visit our website at <https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/> and reference the Open Records Request section for further details.

11. **Question:** Are you only looking at Tampa and Jacksonville for staffing RBT/BCBA services?

Answer: Texas and Florida regions may need RBT/BCBA services.



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12. **Question:** How many RBTs and BCBA's are you looking for in each location?

Answer: Varies by state/region/identified needs.

13. **Question:** Who are your current vendors and what are their rates?

Answer: Please refer to the answer provided for Question 10 of this addendum.

14. **Question:** Apart from end of tenure, is there any other reason to release this solicitation?

Answer: Please reference the *General Intent* and *Scope of Work* section of the RFQ.

15. **Question:** Why is the district utilizing a solicitation for the services requested in this bid?

Answer: Please refer to the answer for Question 14 of this addendum.

16. **Question:** Can the district please clarify how needs for vendor supplied contractors will be disseminated to awardees post award? Will this be different in each state?

Answer: Each regional director will review awardees and the services they provided. Based on regional needs, regional directors will contact awardees and share potential caseloads. Awardees who can provide cleared therapists will be selected on a first-come, first-served basis.

17. **Question:** Can the district please provide evaluation criteria, with points or percentages for the determining areas of focus?



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Answer: Evaluation criteria and max points for each criterion can be found within the *Evaluation Criteria* section of the RFQ .

18. **Question:** When is the estimated contract award date, and how will the district communicate award status to vendors?

Answer: Please refer to the RFQ timeline within the RFQ. Selected vendors will tentatively be presented to IDEA's Board of Directors in July. All communication will be sent via email.

19. **Question:** How many vendors does the district expect to award a contract to for the services requested in this solicitation?

Answer: Varies by state/region/identified needs.

20. **Question:** What is the expected amount of full-time, vendor supplied SPED Teachers, School Psychologists, Social Workers, SLP's, OT's, PT's, RN's, LPN's and SLI's needed during the 2023-24 SY?

Answer: Varies by region, depending on need identified at the beginning of the school year and throughout the school year.

21. **Question:** Can the district please describe the supplies and materials that contracted providers will have access to at the district? (Wi-Fi, computer access, testing material, office supplies, etc.)?

Answer: 1) Caseloads provided by regional directors. 2) Frontline to enter service notes. 3) Regional Director will grant access to OneDrive folder to upload monthly invoices.



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22. **Question:** What travel between schools is expected for these providers?

Answer: Travel between schools is expected. The amount of travel is dependent on services needed for each region.

23. **Question:** Will the district review other SPED service classifications if submitted with the vendor proposal?

Answer: All services that will be evaluated through this RFQ can be found in the *Scope of Work* section of the RFQ.

24. **Question:** What are the district expectations of contract providers to assist in Medicaid reimbursement documentation services?

Answer: Contract service providers are required to document sessions under SHARS Medicaid documentation for Speech Therapy only. Other disciplines will not submit SHARS Medicaid documentation.

25. **Question:** What is the caseload size for the providers requested in this solicitation?

Answer: The caseload size varies by region, depending on the need identified at the beginning of the school year and throughout the school year.

26. **Question:** Can the district please clarify the maximum weekly allowable hours approved for providers requested in this solicitation?

Answer: Hours vary by region, depending on the need identified at the beginning of the school year and throughout the school year.



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27. **Question:** Can the district please clarify who will provide oversight/supervision of contracted clinical/therapy personnel?

Answer: Supervision will not be provided by district personnel. For example, a contract Speech Therapy Assistant will need to provide their own supervision from the vendor.

28. **Question:** Are any of the nursing services in a 1:1 capacity?

Answer: All services along with their requirements/specifications can be found in the *Scope of Work* section of the RFQ.

29. **Question:** Can the district confirm that updated medical orders will be provided for all students requiring clinical support?

Answer: Yes, district process will be followed.

30. **Question:** Is nursing support on transportation required for any students requiring 1:1 clinical care? If yes, can the district please confirm that transportation protocol and safety procedures will be provided to vendor?

Answer: If applicable, this training will be provided to the vendor.

31. **Question:** Is the district willing to accept mutual indemnification?

Answer: Mutual indemnification may be proposed. If awarded, the proposed mutual indemnification is required to be reviewed and accepted by IDEA's legal department.



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32. **Question:** Will any deviations or changes to the terms be accepted? If yes, where should responding vendor list those requests in the response?

Answer: Any deviations or changes outside of the terms of the normal agreement must be stated on a separate document and submitted with the statement of qualifications for review.

33. **Question:** What is the anticipated number of full-time and part-time positions?

Answer: Full-time and part-time positions vary by region, depending on need identified at the beginning of the school year and throughout the school year.

34. **Question:** Who are the current vendors providing services?

Answer: Please refer to the answer provided for Question 10 of this addendum.

35. **Question:** Are your current vendors meeting your needs?

Answer: The intent of this RFQ is to increase IDEA's vendor pool. Please refer to the *General Intent* and *Scope of Work* section of the RFQ.

36. **Question:** How long have the incumbent suppliers held this contract?

Answer: We are not able to disclose vendor details/pricing. In the event you would like to request open records, we encourage you to visit our website at <https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/> and reference the Open Records Request section for further details.

37. **Question:** What are the current hourly bill rates for vendors providing similar services?



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Answer: We are not able to disclose vendor details/pricing. In the event you would like to request open records, we encourage you to visit our website at <https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/> and reference the Open Records Request section for further details.

38. **Question:** Will the district accept a rate range or a flat rate (i.e. - \$75-80/hr. versus \$75/hr.)?

Answer: Rate range is acceptable. If awarded, a caseload will be shared with vendor, vendor will then need to provide a quote of potential services with the identified rate (rate within that range and rationale of selected rate).

39. **Question:** Do you require resumes and license verifications of potential contracted candidates to be included in our submission? If so, can we provide sample resumes with personal information redacted?

Answer: Yes, resumes and/or certifications must be submitted with each statement of qualification. Samples are not available at this time. Please refer to the *Scope of Work* section within the RFQ to reference the requirements of each discipline.

40. **Question:** How will the vendors be notified of an award?

Answer: All communication will be sent via email. Please ensure you provide your email address with your submission.

41. **Question:** Do you anticipate awarding one or multiple vendors?



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Answer: Please refer to the *Scope of Work* section within the RFQ. "Qualified Respondent will be placed on a list of qualified vendors available for campus/departmental use."

42. **Question:** Is the vendor expected to have a clinic or local office?

Answer: No.

43. **Question:** Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools?

Answer: Awarded vendors should have their own materials, supplies, equipment, equipment, evaluation kits, and protocols.

44. **Question:** Will assigned candidates have access to computers/laptops and printers?

Answer: No, the district will not provide computers/laptops and printers.

45. **Question:** Will the district reimburse for mileage traveled between school campuses on the same day?

Answer: No.

46. **Question:** Are clinicians required to directly bill Medicaid for reimbursement?

Answer: Yes, via district's platform, Frontline.

47. **Question:** Is the district open to utilizing Clinical Fellows? If so, are we required to provide supervision?



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Answer: Clinical Fellows are acceptable, but supervision will need to be provided by the awarded vendor.

48. **Question:** Will the district accept and consider submissions from staffing agencies?

Answer: Yes.

49. **Question:** Is the district open to using teletherapy?

Answer: Teletherapy may be provided only as backup for urgently needed services that cannot be provided by an in-person provider.

50. **Question:** Will you consider virtual therapy options as part of the proposal?

Answer: Virtual therapy options may be provided only as backup for urgently needed services that cannot be provided by an in-person provider.

51. **Question:** Is this RFP specifically targeting individual providers, or are companies/organizations also eligible to apply?

Answer: Please refer to the *General Intent* and *Scope of Work* sections of the RFQ. If an individual and/or company meets the criteria of the specifications within the RFQ, they are welcome to participate.

52. **Question:** Regarding the requirement to submit clinician bios and certifications, will only the providers listed at the time of the RFP submission be eligible for use if awarded, or are you also interested in learning about our clinical supervisors and examples of the providers we typically hire?



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Answer: All providers will need to be cleared through the district's Risk Management team prior to starting services. This process will be reviewed during the onboarding process, if awarded.

53. **Question:** After completing and mailing the RFQ do we need to complete the Tyler registration or wait for further instruction before moving forward?

Answer: In the event a vendor is awarded, a member of IDEA's Procurement Department will be reaching out via email to request additional information to add the vendor to our Tyler Munis database.

54. **Question:** What is the estimated contract value?

Answer: Varies by services identified/needed and regions serviced.

55. **Question:** What is the annual spend in the past fiscal/calendar year?

Answer: We are not able to disclose vendor details/pricing. In the event you would like to request open records, we encourage you to visit our website at <https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/> and reference the Open Records Request section for further details.

56. **Question:** Who are the incumbents for this contract?

Answer: We are not able to disclose vendor details/pricing. In the event you would like to request open records, we encourage you to visit our website at <https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/> and reference the Open Records Request section for further details.

57. **Question:** What are the incumbents' rates?



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Answer: We are not able to disclose vendor details/pricing. In the event you would like to request open records, we encourage you to visit our website at <https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/> and reference the Open Records Request section for further details.

58. **Question:** Do you accept electronic signatures?

Answer: Yes.

59. **Question:** What is the projected timeline for notifying the vendor of needs, interviewing candidates, and scheduling services?

Answer: Please refer to the RFQ Timeline within the RFQ. All communication will be via email.

60. **Question:** With multiple facilities in the various areas/cites, will the providers needed be assigned to one facility, or will providers be floated between facilities?

Answer: Providers do not have to be assigned to a facility, just under one awarded vendor/company.

61. **Question:** How long does the average temporary engagement last?

Answer: Varies by region, depending on need identified at beginning of school year and throughout the school year.

62. **Question:** For the Statement of Qualifications we can provide licenses, certifications, resumes for employees that may or may not be assigned to this specific RFQ. For items such as profile, approach to services and methodology are you seeking these from an employee perspective or the company?



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Answer: Employee Perspective preferred.

63. **Question:** The last day to submit the bids for speech therapy would be 6/27/2023? If so, all the information needed to be submitted is on the Website under the open solicitations for SPED, is that correct, or would I need to go into the office for additional information?

Answer: Please refer to the *RFQ Timeline* within the RFQ document. For clarification on how to submit a bid and the requirements for submission, please refer to *Part II- Statement of Qualifications Response* within the RFQ document.

64. **Question:** We were having trouble finding the RFQ/Bid on the public purchasing site. I wasn't sure if we were maybe typing in the wrong thing, but wanted to check and see if there were any tips/direction on the best route to find it.

Answer: Here is the link to Public Purchase:
<https://www.publicpurchase.com/gems/browse/home>. If you are not registered, you must register to respond to bid opportunities on Public Purchase.

End of Addendum