

## Request For Qualifications Addendum

### Addendum #1: RFQ Vendor Questions & Answers

Date: Tuesday, March 25, 2025

#### **RFQ 30-SPED-0625 Florida – Special Education Instructional & Related Services**

To: All Prospective Vendors

The following questions were sent in response to the referenced solicitation for further clarification. Questions and answers are listed below.

**Question 1:** If the vendor was awarded a contract for RFQ #32-SPED-0524, do you require the vendor to complete a new response?

**Answer:** If a vendor was awarded via RFQ #32-SPED-0524 a response to the current RFQ is not required. However, if there is a specific service that was not covered in the scope of work under the previously awarded solicitation, RFQ #32-SPED-0524, you can complete a new response for that specific service that was not awarded.

**Question 2:** If the vendor has an executed contract with the prior RFQ #32-SPED-0524, do you require the vendor to submit a new proposal if it wishes to update pricing for the upcoming school year?

**Answer:** No, if you were awarded via RFQ #32-SPED-0524 we don't require a new Statement of qualifications if the contract has not expired. If you wish to update your pricing for the upcoming school year for the previous awarded solicitation, please reach out to [contracts@ideapublicschools.org](mailto:contracts@ideapublicschools.org).

**Question 3:** Will the school create and manage the IHP?

**Answer:** Yes, the scholar's ARD committee will collaborate with regional nurses to ensure the individualized health plan (IHP) is updated with the doctor's current recommendations.

**Question 4:** Will the school provide supervision and oversight to the vendor's nurses?

**Answer:** Yes, by the campus administrator, special education case manager, and regional registered nurse.

**Question 5:** Will the school provide documentation for patient charting, or can the vendor provide this?

**Answer:** The vendor can use their own documentation as long as they fill out IDEA's required service logs.

**Question 6:** Are you able to let us know how many students are currently receiving 1:1 nursing services currently?

**Answer:** We are not able to disclose student information.

**Question 7:** Are you able to let us know how many students will need 1:1 nursing services for the 2025-2026 school year?

**Answer:** We will not have this information until nearer to the start of the new school year.

**Question 8:** Does the district allow students to be pulled out for OT/PT/SLP service delivery during any part of the academic day, for example, during elective classes?

**Answer:** Yes, scholars should be pulled out during elective classes. The next academic year IDEA will have an additional academic block for these services to be provided.

**Question 9:** If not, in the spirit of trying to minimize clinician turnover related to difficulties reaching utilization hours required by the IEP, would the district consider a discussion around guaranteed time?

**Answer:** The billable service time would be dependent on the caseload provided.

**Question 10:** Is the district satisfied with current service providers? Are they able to fulfill all referral requests?

**Answer:** It varies per region, per vendor, and per discipline. Once awarded, vendors can discuss pain points and successes with the Regional Special Education Leader.

**Question 11:** Are you able to provide an approximate number of students who are in need of physical therapy services, occupational therapy services, speech services, or counseling/social work services for the current year and/or the upcoming year? Or if not, the approximate number of service providers for each discipline that you are in need of?

**Answer:** Caseloads are provided upon request by the Regional Special Education Leader once awarded, as it varies per region, discipline, and need. It also depends on the 2025-2026 school year Special Education students.

**Question 12:** How many vendors are being awarded for this contract?

**Answer:** Multiple respondents will be awarded. Please reference the *Selection of Respondent(s)* section in *Part III – Statement of Qualification Requirements* of the RFQ.

**Question 13:** Can pricing proposals be submitted as a range of price for each position, rather than a fixed rate?

**Answer:** Yes, we accept a range of price for each position.

**Question 14:** On Attachment H for question #3, can you clarify what standard practices are used to calculate these values? For example, how many hours per day are worked? Is this for a full time position?

**Answer:** The Regional Special Education Leader will provide the caseload information for the quarter, and then you will use that information to return a 9-week (quarter) quote of services.

**Question 15:** Who are the incumbent vendors? Are there any pain points? Are there any pain points related to successful staffing across locations?

**Answer:** It varies per region, per vendor, and per discipline. Once awarded, vendors can discuss pain points and successes with the Regional Special Education Leader.

**Question 16:** Does IDEA charter school bill medicaid in any of the three states where you are operating? If so, how is this done?

**Answer:** Yes, two of our three states. Texas and Ohio currently bill Medicaid. Medicaid service tickets are submitted through an IEP platform such as Frontline or GoSolutions. Vendor service logs are required on IEP platforms only for tracking services and not Medicaid billing.

**Question 17:** Once the RFQ is awarded to a vendor what are the next steps for a vendor to receive work?

**Answer:** Vendors will be notified via email if awarded or rejected. IDEA will work with the vendor to obtain proper documentation to include but not limited to completing a vendor packet, certificate of insurance, risk management forms, and review/completion of IDEA's contract. Documents will be reviewed by IDEA's Board of Directors. If Board approved, the Regional Special Education Leaders will reach out for onboarding and communicate caseload information. The vendor will submit a quote based on caseload information, and IDEA will process the quote to issue a purchase order. Please note that Risk Management clearance and a PO are required prior to starting services.

**Question 18:** Does this RFQ include trainings or in-services for IDEA staff on topics related to special education?

**Answer:** Training would be on a case-by-case basis.

**Question 19:** I would like to inquire about the current openings within your district that need to be filled. Understanding these needs will allow my team and me to work more effectively in sourcing the most suitable candidates for your organization.

**Answer:** At this time, we are uncertain about the specific services required for each campus. If you are awarded, the Regional Special Education Leader will contact you to outline the services needed. However, the details will not be clear until we approach the start of the next school year.

**Question 20:** Will the district waive the owned auto policy if we do not have owned autos? We can provide hired and non-owned coverage.

**Answer:** Yes, the auto insurance can be waived. IDEA's Risk Management team will review the certificate of insurance submitted by the vendor to ensure the general liability, workers' compensation, and professional liability coverages are binded.

**Question 21:** Is the *Respondent(s)/Individual Profile* referring to key personnel and providers? ie: Resumes, certifications and licenses (if applicable)?

**Answer:** Yes, this refers to key personnel and providers that will be provided for each SPED service, including resumes, certifications, and licenses if applicable.

**Question 22:** Do references have to be from the state of TX

**Answer:** No, they don't need to be from Texas. Please see *Attachment E – Reference Sheet* of the RFQ.

**Question 23:** Does the *Approach to Services and Methodology* have specific requirements, or is this similar to a technical response / write up?

**Answer:** The Approach to Services and Methodology doesn't have specific requirements. It is similar to a technical response/write up.

**Question 24:** If we do not have staff readily available, can we submit sample resumes, or do we need active staff in order to bid on each specific certificate?

**Answer:** Resumes are not required for the Request for Qualification submission. If awarded and contacted by the Regional Special Education Leader for services, you may be asked to provide a resume.

**Question 25:** Is it appropriate to submit one RFP response or do you require one for each individual state?

**Answer:** We require a submission for each state. Texas, Florida, and Ohio each require their own separate submission.

**Question 26:** If this is a multivendor award, how will referrals be dispersed?

**Answer:** It depends on the need for services, geographic area, availability, and responsiveness from the vendor.

**Question 27:** Who are your current vendors, and can you share pay rates?

**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.

**Question 28:** Are you utilizing any other programming?

**Answer:** All the programming references are in the Request for Qualifications document.

**Question 29:** Who will the vendor work with directly?

**Answer:** The vendor will work with the Regional Special Education Leader for services, the Budget & Grant Manager for invoice information, and Accounts Payable for payment status.

**Question 30:** Will an Account manager be needed?

**Answer:** This is dependent on vendor. IDEA strongly encourages all service logs and invoices to be emailed to the Regional Special Education Leader, the Budget & Grant Manager, and the Accounts Payable team by the second business day of every month; as well as uploaded to district OneDrive.

**Question 31:** What is the usage by location per position?

**Answer:** It varies per region, per discipline, and per caseload.

**Question 32:** Will each school be billed separately?

**Answer:** Each school will not need to be invoiced separately, rather one invoice with all region's schools is preferred.

**Question 33:** What is the volume of each position?

**Answer:** At this time, the specific services required for each campus have not been determined. If you are awarded, the Regional Special Education Leader will contact you with details regarding the services needed. However, this information will not be finalized until we approach the start of the next school year .

**Question 34:** What is the timespan of each position needed?

**Answer:** It varies per region, per discipline, and per caseload.

**Question 35:** Does the district accept the payment term of net 30 days?

**Answer:** Yes, IDEA Public Schools has a net 30 payment terms.

**Question 36:** Will there be an opportunity to review and negotiate the terms of the contract post-award since no terms are included in the RFQ package?

**Answer:** Yes, if awarded you can review and negotiate the terms of the contract.

**Question 37:** Will the bidder be negatively impacted if it submits exceptions and additional terms to the contract terms?

**Answer:** No, in terms of point deductions, it will not negatively impact a vendor, since it is not part of the evaluation criteria. Please see page 19 of *Part VI – Evaluation Criteria* of the RFQ.

**Question 38:** How are we billing/ being paid? Are we rendering services and then sending an invoice after?

**Answer:** A quote aligned with the Regional Special Education Leader’s request for services must be sent to the Regional Special Education Leader and Budget & Grant Manager in order to process an open/blanket purchase order (PO). Once a PO is issued and the vendor/therapist(s) has been cleared through IDEA’s Risk Management team, services may begin. The vendor will then submit invoices based on services rendered during the previous month. Invoices are due on the second business day of the subsequent month and paid out by the last Thursday of that subsequent month, if there are no discrepancies.

**Question 39:** Are nurses required to meet the child at home and ride the bus with them, or are they meeting them at the school?

**Answer:** Nurses meet scholar(s) at school.

**Question 40:** Are all nurses required to be RN's?

**Answer:** Not necessarily; it depends on the caseload. Please see *Part II – Background & Scope of Services* under *Qualifications to Perform Requested Services* for more information about Nursing.

**Question 41:** What happens when a nurse calls in and is not able to make it to the campus?

**Answer:** The nurse would not get paid for the day(s) called in. IDEA highly encourages vendors to provide a substitute nurse, if a substitute nurse is not available, the campus would have a backup plan as well.



**Question 42:** What happens when the child doesn't attend school? Does the nurse still get paid?

**Answer:** Absences are not billable.

**Question 43:** Does IDEA use time sheets?

**Answer:** No, IDEA Special Programs department requires service logs and invoices for payment.

**Question 44:** Can you provide 2023-2024 school year data for each region listing how many students are receiving nursing services, and how many are receiving therapy services (by discipline) to have a better understanding of how many nurses and therapists we would need to hire in each region.

**Answer:** We are not able to disclose data.

**Question 45:** We conduct our own background checks; would you all be conducting background checks as well?

**Answer:** Yes, IDEA's Risk Management department will be conducting background checks.

**Question 46:** How many therapy visits would each student be receiving weekly/monthly?

**Answer:** It varies based on the scholar's Individual Education Plan.

**Question 47:** How many of each provider type are needed as contract for the 25-26 school year?

**Answer:** It depends on the caseload requests.

**Question 48:** Does the District currently contract for these services? If so, with how many agencies?

**Answer:** Yes, IDEA currently contracts for all services based on need. This solicitation is to add vendors to our existing pool.

**Question 49:** What are the current rates for each service?

**Answer:** We are not able to disclose vendor rates. 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.

**Question 50:** Are you open to virtual services? If so, for which disciplines?

**Answer:** IDEA is requesting Special Education Instructional & Related Services for in-person services. If you can provide virtual services please notate it on *Attachment G- Geographic Coverage*. Please reference *Scope of Services in Part II – Background & Scope of Services* of the RFQ.

**Question 51:** Will more than one vendor be awarded?

**Answer:** Multiple respondents will be awarded. Please reference the *Selection of Respondent(s)* section in *Part III – Statement of Qualification Requirements* of the RFQ.

**Question 52:** Will these needs be full-time or part-time hours?

**Answer:** It depends on the caseload requests.

**Question 53:** What does your onboarding entail?

**Answer:** Onboarding entails attending a regional onboarding session to learn campus and regional processes, expectations, how to document and invoice services, and receive access to our playbook.

**Question 54:** Respondent(s) shall ensure they have qualified and available staff in place at the time the contract is implemented – we would need to know the needs, how much lead time is provided?

**Answer:** Once awarded, the vendor will participate in the regional onboarding session in July. During this time, potential caseloads will be provided, and quotes will be requested and processed to ensure services are ready to begin on the first day of school in August .

**Question 55:** What kind of equipment would be needed for Brailist? Do you provide a list of specific equipment that we would need to provide for each discipline?

**Answer:** If the student requires equipment, IDEA will provide the equipment by either purchasing or borrowing from the regional service center. Other specific equipment will be discussed during onboarding.

**Question 56:** Would you be able to process invoices by the 10<sup>th</sup> of the following month?

**Answer:** Invoices are due on the second business day of the month, and IDEA pays out in NET 30 days of invoice date.

**Question 57:** Which vendors currently provide the services requested in the RFP by discipline?

**Answer:** We are not able to disclose vendor information. 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.

**Question 58:** What rates are you paying each vendor by discipline?

**Answer:** We are not able to disclose vendor rates. 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.

**Question 59:** Are vendors required to bill Medicaid, insurance, or any other third-party directly for any services rendered?

**Answer:** Two of our three states, Texas and Ohio currently bill Medicaid. Medicaid service tickets are submitted through an IEP platform such as Frontline or GoSolutions. Vendor service logs are required on IEP platforms only for tracking services and not Medicaid billing.

**Question 60:** In what order will the District request candidates from awarded vendors (based on highest proposal score, all-call, etc.)?

**Answer:** The specific services required for each campus have not yet been determined. If you are awarded, the Regional Special Education Leader will contact you with details regarding the services needed. However, this information will not be finalized until we approach the start of the next school year.

**Question 61:** Can we submit for some but not all service disciplines? Would you prefer awarding a vendor that can provide all services listed in the Scope?

**Answer:** Vendors do not have to provide all disciplines to apply. We prefer responsive, quality vendors who can provide in-person services.

**Question 62:** Do you require resumes of potential contracted therapists/candidates to be included in our submission?

**Answer:** Resumes are not required for the Request for Qualification submission. If awarded and contacted by the Regional Special Education Leader for services, you may be asked to provide a resume.

**Question 63:** How many hours per day or per week in the billable work week?

**Answer:** It varies per region, per vendor, and per discipline.

**Question 64:** Do you require clinicians to travel between school sites? Will the District pay mileage for travel between locations?

**Answer:** It varies per region, per vendor, and per discipline. Please see *Attachment G – Geographic Coverage* for all the campus addresses. IDEA does not cover mileage for travel between campuses; mileage expenses are the responsibility of the company.

**Question 65:** How many students have been identified as needing services by discipline?

**Answer:** The specific services required for each campus have not yet been determined. If you are awarded, the Regional Special Education Leader will contact you with details regarding the services needed. However, this information will not be finalized until we approach the start of the next school year.

**Question 66:** What disciplines are you currently contracting with vendors for?

**Answer:** The disciplines we are contracting for are Adaptive Physical Education, Assistive Technology Evaluations (Autism), Auditory Impairment/Deaf Ed Teacher, Board Certified Behavior Analyst (BCBA), Brailist, Certified Occupational Therapist Assistant (COTA), Educational Diagnostician, Licensed Master Social Worker (LMSW), Nursing, Occupational Therapist, Orientation and Mobility Teacher, Physical Therapist, Registered Behavior Technicians, School Psychologist, Sensory Evaluations (Autism), Speech Language Pathologist, Speech Language Pathologist Assistant (SLPA), Special Education Teacher, Special Education Co-Teacher (Paraprofessional), and Visual Impairment Teacher. Please reference *Scope of Services in Part II – Background & Scope of Services* in the RFQ.

**Question 67:** Approximately how many hours of service do you anticipate will be needed weekly?

**Answer:** It varies per region, per vendor, and per discipline.

**Question 68:** What is the average caseload by discipline in your District?

**Answer:** It varies per region, per vendor, and per discipline.

**Question 69:** Is the District interested in professional development training that targets teacher retention efforts, and improving responses to student behaviors?

**Answer:** Professional development training is not part of this solicitation.

**Question 70:** We were an awarded vendor for RFP #32-SPED-0524 Special Education Instructional & Related Services-Texas, and according to our records, we have the ability to renew. Do we need to respond to this RFP?

**Answer:** If a vendor was awarded under RFQ #32-SPED-0524, a new response is not required. However, if there is a specific service not included in the scope of work under the previously awarded solicitation, you may submit a new response for that particular service.

**Question 71:** Since we are an awarded vendor for RFQ#32-SPED-0524 Special Education Instructional & Related Services-Texas, can we piggyback of our award of that RFP last year to provide services to both IDEA, OH and IDEA, FL locations?

**Answer:** Yes, you may piggyback on your RFQ from last year. But some of the requirements and forms have changed, so make sure that the Statement of Qualifications includes: I. Cover Letter, II. Table of Contents, III. Respondent(s)/Individual Profile, IV. Approach to Services and Methodology, V. References, VI. Required Forms. If you were an awarded vendor under RFQ #32-SPED-0524, a new response is not required. However, if there is a specific service not included in the scope of work under the previously awarded solicitation, you may submit a new response for that particular service.

**Question 72:** Are vendors required to bill Medicaid, insurance, or any other third-party directly for any services rendered?

**Answer:** Two of our three states, Texas and Ohio currently bill Medicaid. Medicaid service tickets are submitted through an IEP platform such as Frontline or GoSolutions. Vendor service logs are required on IEP platforms only for tracking services and not Medicaid billing.

**Question 73:** What is the expectation of clinician placement within IDEA schools after a request for service has been made to the awarded vendor?

**Answer:** The vendor will submit a quote based on caseload information, and IDEA will process the quote to issue a purchase order. Please note that Risk Management clearance and a PO are required in order to start services. This process may take anywhere from 10 to 30 business days.

**Question 74:** Approximately how many hours of service do you anticipate will be needed weekly?

**Answer:** It varies per region, per vendor, and per discipline.

**Question 75:** With regard to Attachment H, Question 2, We would ensure the worker has the necessary laptop to complete their duties, but we would like to discuss the possibility of splitting the cost for testing kits, protocols, and other equipment. Since the school would retain ownership of the materials, we wanted to see if there's a way to share the expense while the materials remain available for future use. Please advise on this approach.

**Answer:** IDEA is not interested in this approach at this time.

**Question 76:** Apart from end of tenure, is there any other reason to release this solicitation?

**Answer:** IDEA released this solicitation to increase our pool of vendors that provide special education and related services.

**Question 77:** Can the district please clarify how needs for vendor supplied contractors will be disseminated to awardees post award?

**Answer:** Caseloads will be provided upon need by the Regional Special Education Leaders once awarded. Services are dependent on the need for services, geographic area, availability, and responsiveness from the vendor.

**Question 78:** Can the district please provide a detailed explanation for how points will be awarded for the pricing section of this solicitation (i.e. lowest bill rate receives maximum points, and next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined amount of points)?

**Answer:** Pricing does not impact the awarded points. The point breakdown can be found in *Part VI – Evaluation Criteria* of the RFQ.

**Question 79:** When is the estimated contract award date, and how will the district communicate award status to vendors?

**Answer:** The estimated contract award date is late June. Once the evaluation committee completes its review, IDEA will send the vendor(s) a notice of intent to award via email if the vendor is selected as an intended awardee. Please reference the *Request for Qualification Timeline* in *Part I – General Information and Instructions* of the RFQ.

**Question 80:** Can the district please provide incumbent information and current bill rates for contracts in place for similar services?



**Answer:** We are not able to disclose vendor information and 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.

**Question 81:** What is the expected amount of full-time, vendor supplied (APE, AT Evaluations, BCBA, AI/DHH Teacher, COTA, Braillist, Education Diagnostician, LMSW, LPN,RN, OT, PT, RBT, School Psych, SLP, SLP, Sped Teacher, Sped Ed Co teacher, VI Teacher) needed during the 2025-26 SY?

**Answer:** It varies per caseload, per region, per vendor availability, and per discipline. IDEA will not know until closer to the first day of school.

**Question 82:** Can the district please provide the total amount of full-time, vendor supplied (APE, AT Evaluations, BCBA, AI/DHH Teacher, COTA, Braillist, Education Diagnostician, LMSW, LPN,RN, OT, PT, RBT, School Psych, SLP, SLP, Sped Teacher, Sped Ed Co teacher, VI Teacher) utilized during the 2024-25 SY?

**Answer:** We are unable to disclose vendor information. In the event you would like more information vendors can 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.

**Question 83:** Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied (APE, AT Evaluations, BCBA, AI/DHH Teacher, COTA, Braillist, Education Diagnostician, LMSW, LPN,RN, OT, PT, RBT, School Psych, SLP, SLP, Sped Teacher, Sped Ed Co teacher, VI Teacher) utilized during the 2024-25 SY?

**Answer:** We are unable to disclose vendor information. In the event you would like more information vendors can 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.

**Question 84:** What travel between schools is expected for these providers?

**Answer:** It varies per region, per vendor, and per discipline. Please see *Attachment G – Geographic Coverage* for all the campus addresses.

**Question 85:** Will the district review other service classifications if submitted with the vendor proposal?

**Answer:** No, IDEA will only award for services found in *Requested Services in Part II – Background & Scope of Services* of the RFQ.

**Question 86:** What are the district expectations of contract providers to assist in Medicaid reimbursement documentation services?

**Answer:** Two of our three states, Texas and Ohio currently bill Medicaid. Medicaid service tickets are submitted through an IEP platform such as Frontline or GoSolutions. Vendor service logs are required on IEP platforms only for tracking services and not Medicaid billing.

**Question 87:** What is the average caseload for the providers requested in this solicitation?

**Answer:** It varies per region, per vendor availability, and per discipline.

**Question 88:** Will the district accept Speech Language Pathologists during their Clinical Fellowship Year (CFY)?

**Answer:** Yes.

**Question 89:** Can the district please clarify the maximum weekly allowable hours approved for providers requested in this solicitation?

**Answer:** It varies per caseload, per region, per vendor availability, and per discipline.

**Question 90:** Can the district please specify the required testing kits and equipment for each modality?

**Answer:** Please see the images below.

## SLP Assessments

Language	Articulation & Fluency	Shared Assessments (per region)
Preschool Language Scales-5 English (PLS-5 English)	Goldman Fristoe Test of Articulation-3 English (GFTA-3)	Test of Pragmatic Language-2(TOPL-2)
Preschool Language Scales-5 Spanish* (PLS-5 Spanish)	Goldman Fristoe Test of Articulation-3 Spanish* (GFTA-3)	Bilingual English-Spanish Assessment (BESA)
Clinical Evaluation of Language Fundamentals-2 Preschool English (CELF-2 Preschool English)	Khan Lewis Phonological Assessment-3	Expressive One Word Picture Vocabulary Test-4 English(EOWPVT-4)
Clinical Evaluation of Language Fundamentals-2 Preschool Spanish* (CELF-2 Preschool Spanish)	Stuttering Severity Instrument-4 (SSI-4)	Expressive One Word Picture Vocabulary Test-4 Spanish(EOWPVT-4)
Oral and Written Language Scales-II (OWLS II)	Overall Assessment of Speaker's Experience with Stuttering (OASES)	Receptive One Word Picture Vocabulary Test-4 English (ROWPVT-4)
Comprehensive Assessment of Spoken Language-2 (CASL-2)		Receptive One Word Picture Vocabulary Test-4 Spanish (ROWPVT-4)
Functional Communication Profile		REEL-2

## OT Assessments

Standardized Evaluations, Assessments, & Checklists
The Beery-Buktenica Developmental Test of Visual-Motor Integration (VMI)-6 <sup>th</sup> Edition (Standardized)
Easy OT Educational Assessment of School Youth for Occupational therapists (Assessment/Checklist)
Peabody Developmental Motor Scales 2 <sup>nd</sup> Edition (PDMS-2) Kit (Standardized)
Sensory Processing Measure- Preschool (SPM) (Rating scale)
Sensory Processing Measure (SPM) (Rating Scale)
Test of Handwriting Skills- Revised (THS-R) (Standardized)
Bruininks-Oseretsky Test of Motor Proficiency- Fine Motor Kit- Second Edition (BOT-2) (Standardized)

## LSSP/Ed. Diag. Assessments

LSSP and Ed. Diag.	LSSP Only
Woodcock Johnson Tests of Cognitive Abilities-IV	Gilliam Autism Rating Scale-III*
Woodcock Johnson Tests of Oral Abilities-IV	Comprehensive Test of Phonological Processing-II
Woodcock Johnson Tests of Achievement- IV	Children's Depression Inventory-II
Wechsler Individual Achievement Test-III	Conners-III
Kaufman Assessment Battery for Children-II	Multidimensional Anxiety Scale for Children-II
Kaufman Test of Educational Achievement-III	Beck Youth Inventories-II
Adaptive Behavior Assessment System – III	Autism Diagnostic Observation Schedule-II*
Wechsler Intelligence Scale for Children-IV*	Childhood Autism Rating Scale-II
Wechsler Preschool and Primary Scale of Intelligence-IV*	Behavior Assessment System for Children-III
	Autism Spectrum Rating Scales*

**Question 91:** Can the district provide the anticipated number of positions for each modality to ensure an accurate quote?

**Answer:** The specific services required for each campus have not yet been determined. If you are awarded, the Regional Special Education Leader will contact you with details regarding the services needed. However, this information will not be finalized until we approach the start of the next school year.

**Question 92:** Can the district please clarify the vendor's responsibilities regarding logs and invoices, as referenced in page 5, section D, number 3?

**Answer:** Each therapist is responsible for maintaining a service log per scholar. Logs will be submitted along with monthly invoices for tracking, record keeping, and reconciliation purposes.

**Question 93:** Will the district accept contract exceptions?

**Answer:** We don't know if your exception will be accepted. If awarded you can review and negotiate the terms of the contract.

**Question 94:** What is the volume being requested?

**Answer:** The specific services required for each campus have not yet been determined. If you are awarded, the Regional Special Education Leader will contact you with details regarding the services needed. However, this information will not be finalized until we approach the start of the next school year.

**Question 95:** Who is the clinical point of contact at the district for agency nurses?

**Answer:** IDEA National Managing Director of Compliance and the Regional Leader (Regional Special Program Vice President or Director).

**Question 96:** Is any clinical on-site supervision required of the agency?

**Answer:** It depends on the discipline.

**Question 97:** Any supervision requirements for the other positions listed?

**Answer:** It depends on the discipline, but if supervision is required, it must be provided by the contractor.

**Question 98:** Will agency staff have access to electronic documentation?

**Answer:** They will have access to IEP platform for documentation of services.

**Question 99:** What is the acuity level for the 1:1 cases? Are 1:1 nurses required to care for students with trach/vent or central line/TPN? Noting- we can't accept trach/vent or central line/TPN.

**Answer:** It depends on the case.

**Question 100:** Is the district looking for RNs only or potential for LPNs?

**Answer:** Not necessarily; it depends on the caseload. Please see *Part II – Background & Scope of Services* under *Qualifications to Perform Requested Services* for more information about Nursing.

**Question 101:** Are RNs required to have a bachelor's degree?

**Answer:** Yes, RNs are required to have a bachelor's degree. Please refer to *Requested Services in Part II – Background & Scope of Services* of the RFQ.

**Question 102:** Will the district obtain the student physician orders?

**Answer:** Yes.

**Question 103:** Will the nurses or other staff be asked to ride the bus with the students?

**Answer:** No, nurses will meet scholar(s) at school.

**Question 104:** What is the caseload for PT/OT/SLP and related assistant positions?

**Answer:** It varies per region, per vendor, and per discipline.

**Question 105:** Can you elaborate on the “training of school staff” listed under responsibilities and duties of Auditory Impairment/Deaf Ed Teacher?

**Answer:** The training of school staff would be dependent on need as requested by the school/district staff. The common training requested includes training on the use of equipment required by students.

**Question 106:** Are there any requirements related to supervision structure provided by the vendor for employees placed? For example, someone that oversees all SLPs or all OTs, etc. If there is, is this supervision required in-person or can it be provided virtually?

**Answer:** It depends on the discipline, but if supervision is required, it must be provided by the contractor.

**Question 107:** Who is the direct report for the placed staff?

**Answer:** The campus leader, regional staff/director/VP.

**Question 108:** How many staff were placed last year in their respective disciplines? For example, 5 SLPs placed, 4 PTs placed, etc.

**Answer:** We are not able to disclose vendor information. 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.

**Question 109:** How many vendors were utilized for the last RFP?

**Answer:** We are not able to disclose vendor information and 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.

**Question 110:** Will staffing agencies be considered as eligible respondents for this RFQ?

**Answer:** Yes, staffing agencies are eligible respondents for this RFQ.

**Question 111:** To be considered eligible must vendors bid on all services listed in Attachment G- Geographic Coverage?

**Answer:** No, it is not necessary to bid on all services listed in *Attachment G – Geographic Coverage* in order to be considered. Please indicate in *Attachment G – Geographic Coverage* the services your company is able to provide.

**Question 112:** How many vendors does the district anticipate awarding contracts to for this RFQ?

**Answer:** At this time, we are unable to provide an answer, as the RFQ closing date has not yet passed and not all vendors have submitted their statements of qualifications.

**Question 113:** Have your current vendors been able to meet your service needs? How many vendors do you currently have in place?

**Answer:** Once awarded, vendors can discuss pain points and successes with the Regional Special Education Leader(s). IDEA currently has 80+ vendors on contract.



**Question 114:** Is the district seeking vendors to provide full-time, part-time, or as-needed services, and are there specific hourly expectations for these roles?

**Answer:** It varies per region, per vendor, and per discipline.

**Question 115:** Is there a required minimum number of staff that must be in place at contract implementation?

**Answer:** The specific services required for each campus have not yet been determined. If you are awarded, the Regional Special Education Leader will contact you with details regarding the services needed. However, this information will not be finalized until we approach the start of the next school year.

**Question 116:** Can you provide more details on the potential costs that may be incurred by the staffing agency due to the requirement that proposers supply their own materials, equipment, and evaluation kits?

**Answer:** Potential mileage costs may be incurred. The campus addresses can be found in *Attachment G – Geographic Coverage*.

**Question 117:** Can you confirm how the cost proposal rate sheet should be structured to align with the requested 9-week service periods? Would you prefer rates presented as total estimates for each period, or should we provide hourly or weekly rates that can be applied to these date ranges? Additionally, is there a specific form available for us to complete? Lastly, can you confirm if these date ranges represent the only periods during which staffing services will be required?

**Answer:** The cost proposal rate does not have to be aligned with the requested 9-week service period. We need the hourly rate for each service. There is no specific form to complete, you would provide the hourly rate for each service that you can provide. The dates are only an

estimate; The specific services required for each campus have not yet been determined. If you are awarded, the Regional Special Education Leader will contact you with details regarding the services needed. However, this information will not be finalized until we approach the start of the next school year.

**Question 118:** Will the awarded contracts include a guarantee on hours, or will these services be provided on a Fee-for-Service basis?

**Answer:** Services are not guaranteed; they are on a need basis. IDEA does not follow a Fee-for-Service model. Quotes are required to be submitted based on the caseload provided by the Regional Special Education Leader in order to issue out a Purchase Order for the requested services.

**Question 119:** If services are Fee-for-Service, can you confirm that only direct service hours are billable, with no reimbursement for indirect hours (e.g., documentation, IEP meetings, travel)?

**Answer:** IDEA does not follow a Fee-for-Service model.

**Question 120:** Will the district accept electronic signatures for the original copy or only wet ink?

**Answer:** IDEA accepts both electronic signatures and wet ink.

**Question 121:** Are there any Bid or Performance bonds associated with this RFQ?

**Answer:** No, bid or performance bonds are not associated with this RFQ.

**Question 122:** Can the vendor incur any monetary penalties or be liable for any damages for not having a contracted provider available in a timely manner?

**Answer:** No monetary penalties will be incurred for not having a provider in a timely manner. IDEA will move/use another vendor based on responsiveness.

**Question 123:** Could you please provide the current bill rates for vendors providing services under this contract?

**Answer:** We are not able to disclose vendor information and 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.

**Question 124:** Can you confirm if respondents are required to submit candidate resumes with the proposal for immediate consideration upon contract award? If so, would the district accept blind resumes to protect candidate privacy? Additionally, is it the district's intent to hire directly from those submitted resumes, or is the expectation that the awarded vendor will source qualified candidates to fulfill the staffing needs as they arise?

**Answer:** Resumes are not required for the Request for Qualification submission. If awarded and contacted by the Regional Special Education Leader for services, you may be asked to provide a resume.

**Question 125:** Is the district working with out-of-state staffing agencies?

**Answer:** Yes, IDEA is working with out-of-state staffing agencies.

**Question 126:** What are the primary goals of this RFP and the challenges you hope to address?

**Answer:** The primary goal of this RFQ is to find vendors that can provide vendors that can fulfill the services as listed on page 6 *Requested Services in Part II – Background & Scope of Services* of the RFQ.

**Question 127:** Is this a rebid or a new contract? If a rebid, what prompted the search for a new vendor?

**Answer:** This is a new contract.

**Question 128:** What are the key success factors for this partnership?

**Answer:** Please reference the point breakdown in *Part VI – Evaluation Criteria* of the RFQ.

**Question 129:** What specific roles or skill sets do you need to fill?

**Answer:** Please see page 6 *Requested Services in Part II Background & Scope of Services* of the RFQ.

**Question 130:** What is the anticipated volume of hires (per week/month/quarter)?

**Answer:** The specific services required for each campus have not yet been determined. If you are awarded, the Regional Special Education Leader will contact you with details regarding the services needed. However, this information will not be finalized until we approach the start of the next school year.

**Question 131:** What is the expected project duration and contract length?

**Answer:** Please see page 3 *Request For Qualifications Timeline in Part I General Information and Instructions* of the RFQ.

**Question 132:** Will staffing needs fluctuate due to seasonality or business cycles?

**Answer:** It varies per caseload, per region, per vendor availability, and per discipline.

**Question 133:** Are there any unique compliance or certification requirements for candidates?

**Answer:** Please see page 6 *Requested Services in Part II Background & Scope of Services* of the RFQ.

**Question 134:** What are the key criteria used to evaluate vendors?

**Answer:** Please see page 19 of *Part VI – Evaluation Criteria* of the RFQ.

**Question 135:** How are proposals weighted (e.g., price, quality, experience, technology, DEI initiatives)?

**Answer:** Please see page 19 of *Part VI – Evaluation Criteria* of the RFQ.

**Question 136:** Who will be involved in the decision-making process?

**Answer:** The designated evaluation committee will be evaluating the RFQ submissions and scoring based on the evaluation criteria found on page 19 of *Part VI – Evaluation Criteria* of the RFQ.

**Question 137:** What are the most common challenges with past staffing providers?

**Answer:** Once awarded, vendors can discuss pain points and successes with the Regional Special Education Leader.

**Question 138:** Are there any must-have features or deal-breakers?

**Answer:** Please see page 19 of *Part VI – Evaluation Criteria* of the RFQ.

**Question 139:** Do we need to be licensed in the state for the RFP? Is there a requirement for vendor to have a local office?

**Answer:** Yes, providers must be licensed in their respective state. Local offices are not required.

**Question 140:** Do you have an existing applicant tracking system (ATS) or scheduling system?

**Answer:** The Regional Special Education Leader will reach out to the awarded vendors with needs.

**Question 141:** Would an online scheduling or workforce management platform be beneficial?

**Answer:** The vendor will collaborate with IDEA for scheduling and use IDEA's existing strategies and platforms.

**Question 142:** What level of reporting and analytics do you expect from your staffing provider?

**Answer:** IDEA expects proficiency and experience with collecting, recording, reporting, and analyzing data in order to provide quality documentation that aligns with state and federal guidelines.

**Question 143:** Is there a predefined budget for this contract?

**Answer:** We are not able to disclose budget information at this time.

**Question 144:** What is the spend or hourly rates for these positions?

**Answer:** We are not able to disclose vendor information and 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.

**Question 145:** How should pricing be structured (fixed rates, markups, volume discounts, etc.)?

**Answer:** Pricing should be an hourly rate or a range of what you charge for your services.

**Question 146:** What are your expectations for candidate screening, assessments, and background checks?

**Answer:** The Regional Special Education Leaders are part of the vendor's interview screening and assessment. All providers must be cleared through IDEA's Risk Management team.

**Question 147:** What are the key compliance requirements (e.g., background checks, drug testing, licensing)?

**Answer:** Please see the *Criminal History Review of Contractor Employees Form* in alignment with TEA Vendor Background Check requirements (National DPS FACT Clearinghouse Criminal History).

**Question 148:** Are there specific risk management policies vendors must adhere to?

**Answer:** The vendor must adhere to the IDEA Public Schools organization wide policies, IDEA's best practices, and the state/federal requirements.

**Question 149:** What are your policies regarding worker misclassification?

**Answer:** Please visit IDEA's website for the policies: <https://ideapublicschools.org/our-story/national-board-of-directors/>

**Question 150:** What onboarding and orientation processes should we align with?

**Answer:** Once board approved, the Regional Special Education Leaders will reach out for onboarding and communicate caseload information. The vendor will submit a quote based on caseload information and IDEA will process the quote to issue a purchase order. Please note that Risk Management clearance and a PO are required in order to start services.

**Question 151:** Do you require training for candidates before placement?

**Answer:** It's preferred that providers are onboarded by the vendor and the Regional Special Education Leader.

**Question 152:** What performance metrics or SLAs (Service Level Agreements) will be used to measure success?

**Answer:** Success will be measured by the evaluation criteria. This is found in page 19 in *Part VI – Evaluation Criteria* of the RFQ.

**Question 153:** How often would you like updates on recruitment progress?

**Answer:** It varies per region, per regional leader, and per discipline.

**Question 154:** What is your preferred method of communication (e.g., email, meetings, reports)?

**Answer:** All methods of communication are preferred.

**Question 155:** How should issues or concerns be escalated?

**Answer:** Issues or concerns should be escalated to the Regional Special Programs Director via email.



**Question 156:** Is there an incumbent vendor? If so, what has been their biggest strength/weakness?

**Answer:** Once awarded, vendors can discuss pain points and successes with the Regional Special Education Leader.

**Question 157:** What improvements are you looking for compared to your current provider?

**Answer:** Once awarded, vendors can discuss pain points and successes with the Regional Special Education Leader.

**Question 158:** Will there be a transition period between vendors, and how will it be handled?

**Answer:** Currently, there is no transition period between vendors.

**Question 159:** What is the expected timeline for vendor selection and contract award?

**Answer:** Vendors are expect to be selected in late April, receive an notice of intent to award letter in early May, and have the finalized contract award by late June. Please reference the *Request For Qualification Timeline in Part I – General Information and Instructions* of the RFQ.

**Question 160:** When would you like services to begin?

**Answer:** The Special Education Services are intended for the upcoming academic year. While the first day of school may vary by region, all start dates will be in August 2025.

**Question 161:** Are there any upcoming milestones we should be aware of?

**Answer:** For the upcoming milestones please reference page 3 *Request for Qualifications Timeline in Part I – General Information and Instructions* in the RFQ. Vendors will be notified

if awarded or rejected. IDEA will work with the vendor in obtaining proper documentation to include but not limited to completing a vendor packet, certificate of insurance, risk management forms, and reviewing our agreement. Documents will be reviewed by IDEA's Board of Directors. If Board approved, the Regional Special Education Leaders will reach out for onboarding and communicate caseload information. The vendor will submit a quote based on caseload information, and IDEA will process the quote to issue a purchase order. Please note that Risk Management clearance and a PO are required in order to start services.

**Question 162:** What is the current incumbent rate for RBTs? If this information isn't available, could you provide a general rate range?

**Answer:** We are not able to disclose vendor rates. 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.

**Question 163:** Who would be the primary contact to speak with about these RBT needs? (Would this contact be provided if we are awarded the bid?)

**Answer:** The Regional Special Education Leaders would be the primary point of contact for each region. These contacts will be shared once awarded.

**Question 164:** How many anticipated vacancies are there?

**Answer:** The specific services required for each campus have not yet been determined. If you are awarded, the Regional Special Education Leader will contact you with details regarding the services needed. However, this information will not be finalized until we approach the start of the next school year.

**Question 165:** Are we able to adjust the rate we previously submitted to a lower figure in order to accommodate the needs?

**Answer:** Yes, for an awarded contract please email [contracts@ideapublicschools.org](mailto:contracts@ideapublicschools.org) for adjusting the rates.

**Attachments:**

- IDEA Public Schools Pre-Qualifications Meeting Slides (30-SPED-0625)

**END OF ADDENDUM**

**IDEA Public Schools  
Request for Qualifications (RFQ)  
For  
#30-SPED-0625 Texas, Ohio, & Florida  
Special Education Instructional & Related Services**

Pre-Qualifications Meeting  
February 25, 2025 @ 10:00 AM CST

Humberto Hinojosa, Procurement Analyst



## Recording

This meeting will be recorded and transcribed for future reference

Please type your name, title, phone number, email address, and organization in the chat

# Pre-Qualifications Agenda

- Welcome
- Agenda & Solicitation Overview
- Statement of Qualifications Submission & Selection
- Project Scope and Overview
- Geographic Coverage
- Q&A
- Wrap-up



# Point of Contact (POC)

All inquiries regarding this solicitation should be directed to IDEA's:

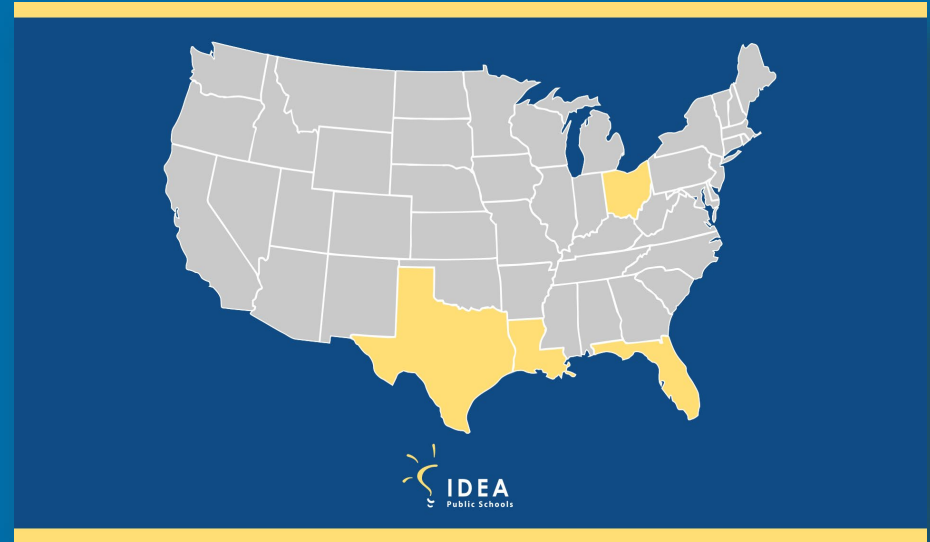
Procurement Department

[solicitations@ideapublicschools.org](mailto:solicitations@ideapublicschools.org)



# Disclaimer

This Document serves to aid interested vendors doing business with IDEA. This Document does not constitute legal advice or bind IDEA in any manner. Anything stated at this pre-submittal conference is not intended to change any terms and/or conditions stated in the advertised solicitation document. Any authorized changes will be made in writing in the form of an Addendum issued by IDEA Procurement Department.





# Solicitation Overview

IDEA Public Schools is seeking a Statement of Qualifications from qualified and experienced Respondent(s) in providing exemplary special education instructional & related services that will be essential to scholar growth and development in schools within IDEA Public Schools.

- Adaptive Physical Education
- Assistive Technology Evaluations (Autism)
- Auditory Impairment/Deaf Ed Teacher
- Board Certified Behavior Analyst (BCBA)
- Braillist
- Certified Occupational Therapist Assistant (COTA)
- Educational Diagnostician
- Licensed Master Social Worker (LMSW)
- Nursing
- Occupational Therapist
- Orientation and Mobility Teacher
- Physical Therapist
- Registered Behavior Technicians
- School Psychologist
- Sensory Evaluations (Autism)
- Speech Language Pathologist
- Speech Language Pathologist Assistant (SLPA)
- Special Education Teacher
- Special Education Co-Teacher (Paraprofessional)
- Visual Impairment Teacher

# Solicitation Overview Continued

## Attachment I – RFQ Completion Checklist

The documents below are required for statement of qualifications submission to be considered complete. Failure to submit the required documents may result in a statement of qualifications being deemed nonresponsive.

- Cover Letter
- Table of Contents
- Respondent(s)/Individual Profile
- Approach to Services and Methodology
- Attachment A – Title Page
- Attachment B – Respondent Certification
- Attachment C – Certification Regarding Lobbying
- Attachment D – Debarment or Suspension Certification
- Attachment E – Reference Sheet (minimum of 3 verifiable references)
- Attachment F – Proof of Insurance or Bonding Requirements
- Attachment G – Geographic Coverage
- Attachment H – Vendor Questionnaire
- Attachment I – RFQ Completion Checklist
- By selecting this checkbox, the vendor acknowledges and agrees to the terms and conditions outlined in this solicitation document.**

# Request for Qualifications Tentative Timeline

<b>RFQ Issue Date:</b>	Wednesday, February 19, 2025
<b>Pre-Qualifications Meeting</b>	Tuesday, February 25, 2025, at 10:00 AM (CST)
<b>Respondent Question Cut-Off Date</b>	Wednesday, March 12, 2025, at 5:00 PM (CST)
<b>Addendum Issue Date</b>	Tuesday, March 25, 2025
<b>Statement of Qualifications Due Date &amp; Time</b>	Wednesday, April 02, 2025, at 2:00 PM (CST)
<b>Evaluation Period:</b>	April 04 - 11, 2025
<b>Board Meetings:</b>	June 2025

# Geographic Coverage

- **Texas** covers the following regions: Rio Grande Valley, San Antonio, Austin, El Paso, Houston, Midland, Odessa, and Tarrant County.
- **Ohio** only covers Cincinnati.
- **Florida** covers the following regions: Jacksonville and Tampa Bay.

Rio Grande Valley, Texas				Rio Grande Valley Campus List	
Special Education Instructional & Related Services	Can Services be Provided? Yes or No	Can this service be provided In-Person, Virtual or Both?	Can Services be Provided for ALL Campuses in the Region? Yes or No <i>If No, which campuses can be serviced?</i>	*Campuses are provided for information purposes only.	
Adaptive Physical Education				<b>Campus</b>	<b>Address</b>
Assistive Technology Evaluations (Autism)				IDEA Rio Grande City	2803 Monarch Ln, Rio Grande City, TX 78582
Auditory Impairment/Deaf Ed Teacher				IDEA La Joya	725 E Expressway 83, La Joya, TX 78560
Board Certified Behavior Analyst (BCBA)				IDEA Toros/Thrive	3300 E Texas Rd, Edinburg, TX 78542
Brailleist				IDEA Tres Lagos	5200 Tres Lagos Blvd, McAllen, TX 78504
Certified Occupational Therapist Assistant (COTA)				IDEA Quest	14001 N Rooth Rd, Edinburg, TX 78541
Educational Diagnostician				IDEA Edinburg	2553 N Roegiers Rd, Edinburg, TX 78541
Licensed Master Social Worker (LMSW)				IDEA Owassa	1000 E Owassa Rd, Pharr, TX 78577
Nursing				IDEA Mcallen	201 N Bentsen Rd, McAllen, TX 78501
Occupational Therapist				IDEA Los Encinos	5400 S Ware Rd, McAllen, TX 78503
Orientation and Mobility Teacher				IDEA Mission	1600 S Schuerbach Rd, Mission, TX 78572
Physical Therapist				IDEA North Mission	2706 N Holland Ave, Mission, TX 78574
Registered Behavior Technicians				IDEA Palmview	4100 N Schuerbach Rd, Palmview, TX 78572
School Psychologist				IDEA San Juan	600 E Sioux Rd, San Juan, TX 78589
Sensory Evaluations (Autism)				IDEA Pharr	600 E Las Milpas Rd, Pharr, TX 78577
Speech Language Pathologist				IDEA San Benito	2151 Russell Ln, San Benito, TX 78586
Speech Language Pathologist Assistant (SLPA)				IDEA Harlingen	24240 Chester Park Rd, Harlingen, TX 78552
Special Education Teacher				IDEA Elsa	411 S Fannin St, Elsa, TX 78543
Special Education Co-Teacher (Paraprofessional)				IDEA Frontier	2800 S Dakota Ave, Brownsville, TX 78521
Visual Impairment Teacher				IDEA Brownsville	4395 Paredes Line Rd, Brownsville, TX 78526
				IDEA Riverview	30 Palm Blvd, Brownsville, TX 78520
				IDEA Sports Park	6650 Old Alice Rd, Brownsville, TX 78526
				IDEA Alamo	325 Kansas Rd, Alamo, TX 78516
				IDEA Robindale	3802 Ruben M Torres Blvd, Brownsville, TX 78521
				IDEA Weslaco	2931 E Sugarcane Dr, Weslaco, TX 78599
				IDEA Weslaco Pike	1000 E Pike Blvd, Weslaco, TX 78596
				IDEA Donna	401 S 1st St, Donna, TX 78537

# Submittal Procedures

Due: Wednesday, April 02, 2025 @ 2:00 PM CST

## Texas

Statement of Qualifications may be submitted using the [Tyler Munis Self-Service](#) website (TEXAS ONLY), [Public Purchase](#), or by sending a hard copy to:

IDEA Public Schools  
Attn: Purchasing Department  
2115 West Pike Blvd  
Weslaco, TX 78596

Statement of Qualifications must be in a sealed envelope **marked with the RFQ Number and Title (#30-SPED-0625 Texas Special Education Instructional & Related Services)** and include:

1. One (1) clearly identified hard copy ORIGINAL of the Statement of Qualifications response.
2. One (1) copy of the Statement of Qualifications on FLASH DRIVE, marked with the Respondent's name.

**Note: Submissions via fax or email will not be accepted.**

The respondents' Statement of Qualifications itself shall be organized as identified in *Part III (3), Statement of Qualifications Submission Requirements*.

## Ohio

Statement of Qualifications may be submitted using the [Public Purchase](#) website or by sending a hard copy to:

IDEA Public Schools Headquarters in C/O IDEA Greater Cincinnati, Inc.  
Attn: Purchasing Department  
2115 West Pike Blvd Weslaco, TX 78596  
956-377-8000

Statement of Qualifications must be in a sealed envelope **marked with the RFQ Number and Title (#30-SPED-0625 Ohio Special Education Instructional & Related Services)** and include:

1. One (1) clearly identified hard copy ORIGINAL of the Statement of Qualifications response.
2. One (1) copy of the Statement of Qualifications on FLASH DRIVE, marked with the Respondent's name.

**Note: Submissions via fax or email will not be accepted.**

The respondents' Statement of Qualifications itself shall be organized as identified in *Part III (3), Statement of Qualifications Submission Requirements*.

## Florida

Statement of Qualifications may be submitted using the [Public Purchase](#) website or by sending a hard copy to:

IDEA Public Schools Headquarters in C/O IDEA Florida, Inc.  
Attn: Purchasing Department  
2115 West Pike Blvd Weslaco, TX 78596  
956-377-8000

Statement of Qualifications must be in a sealed envelope **marked with the RFQ Number and Title (#30-SPED-0625 Florida Special Education Instructional & Related Services)** and include:

1. One (1) clearly identified hard copy ORIGINAL of the Statement of Qualifications response.
2. One (1) copy of the Statement of Qualifications on FLASH DRIVE, marked with the Respondent's name.

**Note: Submissions via fax or email will not be accepted.**

The respondents' Statement of Qualifications itself shall be organized as identified in *Part III (3), Statement of Qualifications Submission Requirements*.



**RFQ submissions must be clearly marked with the RFQ number and title!**

# RFQ Submittal Requirements

- Each submission must be organized and follow the required format as stated in the RFQ
- Each submission must include all the required information and documentation specified within the RFQ
- Each section must be appropriately tabbed and inclusive of all required submittals

Each Submittal must be organized and follow the required format as stated in the RFQ. Each Section must be appropriately tabbed and inclusive of all required submittals.

- Cover Letter
- Table of Contents
- Respondent(s)/Individual Profile
- Approach to Services and Methodology
- Attachment A – Title Page
- Attachment B – Respondent Certification
- Attachment C – Certification Regarding Lobbying
- Attachment D – Debarment or Suspension Certification
- Attachment E – Reference Sheet (minimum 3 verifiable references)
- Attachment F – Proof of Insurance or Bonding Requirements
- Attachment G – Geographic Coverage
- Attachment H – Vendor Questionnaire
- Attachment I – RFQ Completion Checklist

# Evaluation Criteria



<b>35 Points</b>	<b>Vendor's level of Expertise &amp; Range of Service.</b> Vendor demonstrates their competence and has the qualifications to perform the services. Vendor is able to service the regions as listed in <i>Attachment G – Geographic Coverage</i> .
<b>25 Points</b>	<b>Vendor's ability to comply with RFQ.</b> Vendor completes and signs all required documentation on <i>Attachments A – I</i> . Vendor is able to comply with all “ <i>Statements of Qualifications Requirements</i> ” within the RFQ.
<b>15 Point</b>	<b>Vendor's ability to provide in-person services.</b> Vendor is able to provide in-person services on <i>Attachment G – Geographic Coverage</i> .
<b>15 Points</b>	<b>Vendor's ability to provide own tech, testing kits, and equipment.</b> Vendor notates this on <i>Attachment H -Vendor Questionnaire</i> .
<b>10 Points</b>	<b>Vendor has demonstrated experience providing similar services to K-12 Public and/or Charter Schools in the past 3 years.</b> Vendor notates this on <i>Attachment I – Reference Sheet</i> .
<b>100 Points</b>	<b>Total Possible Score</b>



Use "Raise hand" button via Teams when you have a question

## Q&A

- Questions relevant to projects & solicitation process
- Questions and responses will be posted as an addendum



# Closing

- Agenda, notes, and power point slides will be posted as an addendum
- Final attendee list: If you haven't already, please type name, title, and org in the chat

