

Addendum No. 2

Date: **April 26th, 2024**

Re: **SPED Psychologist Services**

FPB No.: **124-87-5-2**

The following information becomes part and parcel of Invitation for Bid (IFB) #124-87-5-2 effective this date. Firms must acknowledge receipt of this addendum in their solicitation response.

The listed items add to, modify, or otherwise alter the specifications and become part of the solicitation documents. Where a portion of the original specifications are added to, modified, or also altered, the portion not so affected shall remain. Firms may have the right to protest this addendum.

Inquiries/ District Responses

Before the solicitation inquiry deadline of April 25th, 2024, the District received inquiries regarding this solicitation. The District's response to each question follows in **bold** font.

1. Are you currently working with any agencies providing SPED Psychologist services to your District? **No**
2. Who are your current vendors and what prices do they charge?
Inapplicable for this solicitation
3. Will the district accept a range of rates for each discipline?
Bidder's must follow the solicitation bid form's rates.
4. Have these vendors been able to meet all of your SPED Psychologist needs?
Inapplicable for this solicitation
5. How many SPED Psychologists (FTE) did each vendor provide to your District for the current 23/24 school year?
0
6. How many SPED Psychologists (FTE) do you anticipate needing for the upcoming 24/25 school year? **0 full time**

7. Do you require that clinician resumes and/or licensure be submitted with the proposal or is after award acceptable?
After is acceptable
8. How many hours are in a typical school day (i.e., how many hours are therapists allowed to be on-site and billing)?
7.5 hours maximum per day
9. How many work days are they assigned for the school year? **All days need to be coordinated through the special education department and vary depending on the need.**
10. What is the average caseload by discipline in your District? **There is a wide range of caseloads between psychs depending on the school assignment and other tasks they perform. Depending on the need throughout the year.**
11. Will the district accept electronic signatures on forms?
Electronic signatures can be submitted with proper time and information stamps.
12. Will assigned psychologists have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools?
Yes
13. Will assigned psychologists have access to computers/ laptops and printers provided by your schools?
Yes, provided by the SPED department
14. Is the contracting agency able to bill for both direct and indirect treatment time (paperwork, meeting, teacher consultations, etc.)?
All hours need to be coordinated through the special education department
15. 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?
There is some travel between schools depending on the need, but travel is not included.
16. Can pricing increase during the 5-year term of the contract?
Yes, read page 12 of the solicitation.
17. Is the Proposer Information Responses required to be in paragraph and list form? Is there a form for it?
There is no format requirement or form for this requirement. Discretion is left to the bidder as long as they provide an answer.
18. Is this a new contract or renewal of an existing contract?
This is a new contract that has not been solicited for bids before.

19. If there is an existing contract, could you please share the names of the current vendors and their pricing?
No existing contracted solicitation.
20. In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?
There is only one line on the bid form that must be filled in order to be responsive.
21. What is the estimated budget for this contract?
Inapplicable for this solicitation
22. Is it mandatory to subcontract?
No
23. Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?
It will vary based on the need throughout the year. The hours will be coordinated through the Special education department. Hours per day will not exceed 7.5.
24. How would the District like us to bind our response? Binder, clip, staple, etc.?
The bidders may bind their response however they want. However, the whole submission must be sealed when submitting to Procurement for the bid opening.
25. Are contract psychologists allowed to work on teacher work days/professional development days?
All hours need to be coordinated through the special education department both when students are in attendance and during workdays.

End of Section – Inquiries/District Responses

All other terms and conditions remain unchanged and in force.

Thank you for your interest in the District.



Matt Pettit
Director of Procurement