

Addendum #2
RFP – Special Education Staffing Services

Q: What is the contract duration?

A: 1 year pending contract renewal. Please refer to RFP.

Q: Is this a re-compete RFP? If yes, could you please share the name of Current Suppliers (who are currently providing services to Agency)?

A: No, this is not a re-bid of a previous RFP.

Q: Could you please share the name of Current Suppliers (who are currently providing services to Agency)?

A: This is a new RFP.

Q: Could you please share current Supplier's pricing and Proposals?

A: This is a new RFP.

Q: When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?

A: This is a new RFP. This will be a new budget expenditure.

Q: How many resources are currently engaged in the current contract?

A: This is a new RFP.

Q: Can you please share the no. of positions served in previous years under this contract?

A: This is a new RFP and SCS is currently seeking opportunities to partner with agencies within the community.

Q: Can you please share the amount of business each vendor did under this contract in previous years?

A: This is a new RFP and SCS is currently seeking opportunities to partner with agencies within the community.

Q: Is there any local preference for this contract?

A: Preference will be given to vendors who are in-person.

Q: What will be the estimated annual budget for this project?

A: **This will be a new expenditure.**

Q: Is there an hourly rate cap for SLP, OT, School Psychologist, and Licensed Clinical Social Worker services, and if so, what is the anticipated cap?

A: **No**

Q: Would you be accepting references from public as well as commercial entities?

A: **Yes**

Q: Is sub-contracting required for this contract?

A: **No, it's not required, but subcontracting is allowable by SCS.**

Q: How many vendors agency is planning to select?

A: **Salem City Schools may award a single bid or multiple bids.**

Q: Do we need to submit a school district reference, or will a commercial reference for similar work be acceptable? Do we need to submit a school district reference, or will a commercial reference for similar work be acceptable?

A: **Preference is given to school district references in Virginia.**

Q: Is this a newly initiated project, or is it a continuation of an existing one?

A: **This is a new RFP.**

Q: If it is ongoing, kindly provide the names of the current service providers/incumbent vendors?

A: **This is a new RFP.**

Q: Could you provide details on the previous expenditure associated with this contract?

A: **This will be a new expenditure.**

Q: Could you confirm if it is possible to obtain the proposals or pricing details of the incumbent vendors?

A: **This will be a new expenditure.**

Q: Are there any specific challenges or issues currently being faced with the existing vendors?

A: **This is a new RFP and SCS is currently seeking opportunities to partner with agencies within the community.**

Q: Can you clarify the expected number of awards for this solicitation?

A: **We do not know at this time whether we will award to one vendor or multiple vendors. That decision will come after we have discussions with the top contenders.**

Q: Is there any preference or priority given to local vendors for this contract?

A: **Preference will be given to vendors who provide in-person services, but no, there is no preference on location of the company, as long as services can be provided by local staff.**

Q: Who were the past vendors and what are the hourly rates paid for all of the disciplines?

A: **Some of these services are provided in-house. Current third-party rates for OT and ST are: Soliant: ST \$74.00 hr H2Health OT \$66.59 OTA \$43.70 ST \$68.67 hr CORA OT, & ST \$94.00 hr**

Q: Can you provide the name and contact information for the individual who will be coordinating the services for the disciplines at the district?

A: **Randy Jennings, Director of Student Services - email: rjennings@saalem.k12.va.us**

Q: How many hours are there per school day?

A: Elementary: 6 hours and 35 minutes

ALMS: 6 hours and 55 minutes

SHS: 7 hours and 30 minutes

Q: How many school days are there per year?

A: There are 176 days in the 2025-2026 school year.

Link to the 2025-2026 school calendar:

<https://content.myconnectsuite.com/api/documents/fae640107bb948e59c1ffc043c580e4e>

Q: Can we bid for other special education disciplines that are not mentioned in the RFP?

A: Yes

Q: When is the anticipated award date for this RFP?

A: The Calendar of Events is listed in the RFP. It is anticipated that the top ranked proposer will be selected by 5/30/25 with the school board to approve on 6/11/25. The contract would start 7/1/25 with the new fiscal year.

Q: Is the district open to using teletherapy?

A: Yes

Q: Can we sign with electronic signatures?

A: Preference is a wet signature, but if electronic signatures is necessary, that's ok.

Q: Does the district require resumes for this bid?

A: SCS would expect resumes of potential staff

Q: How many contracted staff members did Salem City Schools use in 24-25 school year? What is the anticipated number of contracted service providers needed for the 25-25 School Year?

A: **Contracted staff members during 24-25: 21**

Service Providers for the 25-25 School Year: Unknown

Q: If we do not provide a rate to bid on a specific position/service, will we be disqualified?

A: **You should only provide a rate for the services you can provide. You will not be disqualified for services you do not offer.**

Q: Will an agency be disqualified if they do not allow their contracted staff to provide in-home services? Will in-home services be required and at what volume?

A: **No. In-home services will not be required.**

Q: Please clarify what schedule SCS needs on a monthly basis? (page 4)

A: **The successful Offeror shall provide a schedule to the point of contact to include dates/times of services provided every month.**

Q: On page 4, it stated that we shall provide a substitute for last minute absences - Is this only for the positions that our agency is currently staffing or any last minute district absences? What are the implications if we cannot provide a substitute last minute?

A: **The goal is to provide a substitute for last-minute absences for the positions staffed by the successful Offeror.**

Q: Can you please provide a breakdown of the weight/points allotted to each of the areas of evaluation criteria.

A: **This has not been determined.**

Q: As an agency, do we need to provide materials and equipment?

A: The successful Offeror will be expected to provide appropriate testing and protocols, should the provider be completing assessments.

Q: Will the District allow for further contract negotiations upon award?

A: Negotiations will occur during the evaluation process as listed on page 17-18 of the RFP. Negotiations for the proposed services should be complete before the contract is signed. Once a contract is fully approved and set in place, additional services can be added, if agreeable by both parties.

Q: Will contractor be reimbursed for services rendered on a net 30 basis?

A: Yes, net 30 is the customary business practice of Salem City Schools.

Q: Will Salem City Schools accept bids from agencies that provide qualified, certified international candidates (for SpEd teachers and paraprofessionals) who are on approved visas?

A: SCS accepts qualified personnel who meet the Virginia Department of Education licensure requirements for special education teachers. Instructional assistants/paraprofessionals will also be required to meet any combination of education and experience equivalent to graduation from high school and some experience in working with children. Additionally, possession of or ability to acquire appropriate license(s) of or ability to acquire appropriate certificate(s) and/or endorsement(s) for a position as required by the Commonwealth of Virginia. Preferred experience working with students with disabilities.

Q: Can the Contractor Certification Form be omitted in the RFP, and provided at time of contracting (per the note on the form)?

A: Yes, you can complete the contractor certification form once a contract is being formed.

Q: Do we have to bid all positions?

A: No, please include the positions you are bidding on in your bid with a cost rate.

Q: Are there current suppliers for these positions? If so, who are they and can we have the current pricing list per hour.

A: This is a new bid. We do not currently have a contract for this in place for these services except for OT & Speech. Some of these services are provided in-house with Salem employees. Current third-party rates for OT and ST are: Soliant: ST \$74.00 hr H2Health OT \$66.59 OTA \$43.70 ST \$68.67 hr CORA OT, & ST \$94.00 hr

Q: What is the anticipated volume of clinicians needed in each specialty per school year?

A: SCS has completed and awarded a bid for PT, OT, and ST services. SCS is looking for "as-needed" services for multiple areas listed in the RFP, but this would be on an as-needed basis and until the time comes, we won't know how much volume will be incurred. This would also fill positions for Special Education teacher and others that have a resignation mid-year that we are unable to fill, but that must have the position filled. We can't say if the contract will support any full-time positions at this time, again because it's on an as-needed basis.

Q: Will clinicians be required to travel to multiple schools during the day? Do you provide mileage?

A: Salem City is approximately 14 square miles and has 4 elementary schools, 1 middle school, and 1 high school. It is reasonable to expect some travel. SCS does not pay mileage; however, the time may be included in the hourly rate.

Q: On page 4, it is indicated that we would need a 2 day replacement if there was turnover. Can we extend that timeframe?

A: A bidder would not be disqualified if they could not meet the 2 day window, but that is the desire of the division. Should the Offeror be selected for an interview, there may be consideration for negotiation on what the replacement timeframe could be.

Q: Would you provide a staffing contact to reach out for needs?

A: Selected Offeror(s) will provide available staff and rate sheets. SCS will contact for staffing needs on an "as needed" basis. The point of contact is Dr. Randy Jennings, Director of Student Services for the division. SCS does not anticipate hiring anyone to manage this special education staffing services contract.

Q: Is there a behavioral component to the Paraeducators/Paraprofessionals and Instructional Assistants roles?

A: Yes, there is a behavioral component to the roles of Paraeducators/Paraprofessionals and Instructional Assistants. Adult support in these roles may be required in several key areas, including but not limited to:

- **Personal management:** Assisting students with communication, social competence, and motor skill development.
- **Behavioral support:** Providing sensory and instructional support, collecting behavior data, and helping to implement behavior intervention plans as directed by certified staff.
- **Personal care:** Supporting students with significant safety risks to self or others, including assistance with toileting, feeding, transitioning between activities, and managing sensory impairments.

Staff in these positions should be prepared to work closely with students who have a range of needs and support them in both instructional and non-instructional settings.

Q: Are the behavior technicians and paraprofessional roles working 1:1 with a student or working with multiple students at any given time?

A: Behavior technicians and paraprofessionals may work in both capacities—1:1 with a student or with multiple students—depending on the specific needs outlined in student support plans or classroom assignments. The assignment is based on the level of support required, and roles may shift between individual and small group support throughout the day.

Q: Are there minimum experience and/or training requirements for paraprofessional roles?

A: All Title I (East and Carver) paraprofessionals must have a high school diploma or its recognized equivalent. Additionally, paraprofessionals have the following three options to meet the designation of highly qualified: Complete two years of study at an institution of higher education; or Obtain an associate's (or higher) degree; or Meet a rigorous standard of quality and be able to demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing, readiness, and mathematics readiness). All instructional paraprofessionals, including special education paraprofessionals in a school wide school must be qualified.

Q: What are the average hours a behavior technician and paraprofessional will likely work each week and/or day?

A: **7 hours daily for the 2025-2026 school year.**

Q: What is the school's expectation for training behavior team members to the student's IEPs?

A: **The school expects that behavior team members, including paraprofessionals, behavior technicians, and instructional staff, are thoroughly trained to understand and implement the specific goals and strategies outlined in each student's Individualized Education Program (IEP). This includes becoming familiar with behavior intervention plans, communication strategies, and support mechanisms tailored to each student's unique needs.**

Additionally, team members are required to have completed MANDT training. MANDT is a comprehensive training program designed to teach staff how to safely manage and de-escalate challenging behaviors while maintaining respect and dignity for the student. The training emphasizes the use of proactive communication techniques, non-violent crisis intervention, and physical restraint protocols when necessary, all with a focus on creating a positive, supportive learning environment.

Completion of the MANDT training ensures that behavior team members are equipped with the necessary skills to respond appropriately to a variety of behavioral situations, particularly for students with complex behavioral and emotional needs.

Q: Will the contracted agency draft the BIPs and goals, or will the district BCBA develop the items that the behavior contracted employees will implement?

A: **The school division will draft the Individualized Education Plans (IEPs), including the goals and objectives, for students. However, the development of Behavior Intervention Plans (BIPs) and the specific goals related to behavior will be handled by the district's Board Certified Behavior Analyst (BCBA).**

The responsibility for implementing these BIPs and goals will depend on the staffing and approach outlined in the offeror's proposal. The offeror's staff may be responsible for executing the strategies outlined in the BIPs and IEPs, in collaboration with the district's BCBA and in alignment with the goals set forth in the IEPs

Q: Will the school district nurse oversee the physician-directed orders for the students, or will this be a requirement of the contracted agency?

A: **The school district nurse will oversee and manage the physician-directed orders for students. This includes ensuring that all medical instructions and requirements are followed appropriately. The contracted agency will be responsible for implementing these orders as part of their role, but the district nurse will provide the oversight and ensure compliance with medical protocols.**

Q: Will the skilled nurse staff document care for the student on forms provided by the school/district?

A: **Yes, the skilled nurse staff will document care for students using the forms provided by Salem City Schools. Specifically, Salem City Schools utilizes SNAP software for documenting health notes. The contracted nursing staff will be required to use this system for accurate and consistent record-keeping in accordance with district policies.**

Q: Is there any expectation for the contracted agency to provide supervision of the contracted school staff? If yes, how often?

A: **Yes, there is an expectation for the contracted agency to provide supervision of the contracted school staff. The frequency and nature of the supervision will depend on the specific staffing and requirements outlined in the offeror's proposal. Typically, supervision will involve regular check-ins to ensure that staff are properly implementing the required services and meeting the needs of students. The frequency of these supervisory sessions will be agreed upon between the contracted agency and the district, based on the staffing model and the scope of the services provided.**

Randy Jennings, the Director of Student Services for Salem City Schools, will serve as the point of contact and will work directly with the provider to ensure proper supervision and alignment with district expectations.

Q: What background check requirements do the schools require before qualified staff can work in the school?

A: **Any applicant shall submit to fingerprinting and the information and fingerprints forwarded to the Central Criminal Records Exchange and to the Federal Bureau of Investigations for criminal history record information. The School Board does not employ any individual who has been convicted of any violent felony set forth in the definition of barrier**

crime in subsection A of Va. Code §19.2-392.02 or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense;

The School Board may employ any individual who has been convicted of any felony or crime of moral turpitude that is not set forth in the definition of barrier crime in subsection A of § Va. Code § 19.2-392.02 and does not involve the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense, provided that in the case of a felony conviction, such individual's civil rights have been restored by the Governor.

Applicants are also required to provide written consent and provide personal information to obtain a search of the registry of founded complaints of child abuse and neglect that is maintained by the Department of Social Services and in conformance with the regulations of the Board of Social Services. If the information obtained in the search of the registry indicates that the applicant is the subject of a founded case of child abuse and neglect, such applicant shall be denied employment or the employment shall be rescinded.

Q: What is your projected spend on special education staffing services for the 2025 and 2026 school year?

A: **\$8,567,248 is budgeted for internal Salem hired staffing expenses for the 25-26 school year**

Q: What was your total spend on special education staffing services in the 2024 and 2025 school year?

A: **\$6,212,490.98 has been spent YTD on internal Salem hired staffing expenses for the current school year. It should be noted that the school year still has expenses that have not posted and this amount will increase.**

Q: How many contracted behavior and nursing team members do you anticipate needing in the 2025 and 2026 school year?

A: **At this time, Salem City Schools currently has behavior and nursing team positions filled for the 2025 and 2026 school years. However, due to unforeseen medical, staffing, or other challenges, there may be a need to engage contracted providers on an as-needed basis. While we do not anticipate a set number of contracted positions at this time, having qualified providers available to respond to potential needs is important to ensure uninterrupted student support services.**

Q: Will this be a single-agency or multi-agency award?

A: Undetermined at this time

Q: Can the district explain how contract needs will be disseminated to awarded vendors post-implementation?

A: Salem City Schools will communicate contract needs to awarded vendors on an as-needed basis post-implementation, based on student and staffing requirements that arise throughout the school year. Requests will be made directly to the awarded vendor(s) outlining the specific need, including the type of service, start date, location, and any relevant student or program details.

Offerors are expected to provide a rate sheet, a detailed description of services, and any other pertinent service information as part of their proposal. This information will be used to match services with needs efficiently and ensure timely placement when requests are made.

Q: Can the district please state the date the RFP would be awarded on and in what capacity (Email, Letter, Phone)?

A: The anticipated date of when the Notice of Intent to Award will be 5/30/25, as listed in the RFP. The notification will be done via email to the contact listed in the proposal.

Q: Can the district please provide Job Descriptions for the positions they are soliciting?

A: No formal job descriptions will be provided. Offerors should refer to the RFP Statement of Needs, which outlines the scope of services and the types of positions that may be requested. The descriptions within the RFP serve as the basis for the qualifications, responsibilities, and expectations associated with each potential role.

Q: What is the contract budget for this project?

A: The final contract budget for the upcoming year has not been established. Offerors are encouraged to propose a detailed and competitive budget based on the scope of work outlined in the RFP. Proposals will be evaluated on both technical merit and cost reasonableness.

Q: Is there a preference for local vendors for this project?

A: **There is no formal preference for local vendors. However, proposals that include the ability to provide in-person services may be viewed more favorably, depending on the nature of the engagement and project needs. Offerors should clearly indicate their capacity for in-person versus virtual service delivery.**

Q: Are there any pain points or issues with the current vendor(s)?

A: **No. This is a new RFP, and as such, there are no current vendors or existing pain points to report at this time. Salem City Schools has completed an RFP for PT, OT, and ST.**

Q: The original RFP does not mention a requirement to submit resumes; however, Addendum 1 states that resumes are expected. Could you please confirm whether resumes are required to be included with the bid submission?

A: **While the original RFP did not explicitly require resumes, Addendum 1 clarifies that resumes are expected as part of the proposal. Offerors who are submitting a proposal based on the staffing requirements outlined in the RFP—whether for points of contact, social workers, or other key personnel—should be prepared to include resumes for current staff who are proposed for those roles. This helps demonstrate the qualifications and experience of the team expected to deliver the services described in the scope of work.**

Q: If resumes are required, could you please confirm our key personnel (Account manager etc.) resume or the candidates resume who actually work with Salem city schools

A: **Yes, resumes are required for both key personnel—such as the Account Manager or Project Lead—and for the staff who will be working directly with Salem City Schools, including social workers and other service providers.**

Q: If candidate resumes are required, Please suggest sample or actual resumes required.

A: Actual resumes are preferred and should be submitted for both key personnel and the individuals who will be working directly with Salem City Schools. These should reflect the qualifications, experience, and relevant roles of the proposed staff. If candidates have not been identified, then please state that directly within the proposal. However, actual resumes are strongly encouraged whenever possible.

Q: If resumes are required, could you please confirm our key personnel (Account manager etc.) resume or the candidates resume who actually work with Salem city schools

A: Yes, resumes are required for both key personnel—such as the Account Manager or Project Lead—and for the staff who will be working directly with Salem City Schools, including social workers and other service providers.

Q: What is the anticipated budget for this contract?

A: The final contract budget for the upcoming year has not been established. Offerors are encouraged to propose a detailed and competitive budget based on the scope of work outlined in the RFP. Proposals will be evaluated on both technical merit and cost reasonableness.

Q: Is this a new contract or a renewal of an existing one? If existing, please provide the incumbent vendor's name.

A: This is a new RFP.

Q: What was the previously anticipated budget?

A: The final contract budget for the upcoming year has not been established. Offerors are encouraged to propose a detailed and competitive budget based on the scope of work outlined in the RFP. Proposals will be evaluated on both technical merit and cost reasonableness.

Q: Are vendors allowed to contact individual departments to market the awarded contract? If so, are there specific guidelines they must follow?

A: We are not certain what is meant by "individual departments" in the question. If awarded the bid, the vendor may market via whatever channels

they normally do to seek employment to fill the position. We would not allow Salem City School employees to be contacted however. SCS would not have any part of the marketing.

Q: Do you have a preferred vendor ranking system (e.g., primary, secondary, tertiary) for distributing new job openings?

A: Salem City Schools will communicate contract needs to awarded vendors on an as-needed basis post-implementation, based on student and staffing requirements that arise throughout the school year. Requests will be made directly to the awarded vendor(s) outlining the specific need, including the type of service, start date, location, and any relevant student or program details.

Offerors are expected to provide a rate sheet, a detailed description of services, and any other pertinent service information as part of their proposal. This information will be used to match services with needs efficiently and ensure timely placement when requests are made.

Q: What method will be used to communicate new job openings to the selected vendors (e.g., email, vendor management system, or other software)?

A: If awarded the contract, Dr. Randy Jennings would reach out to you about any staffing opportunities, as they arise. This may be via email or phone.

Q: What specific background checks or drug screenings are required for selected candidates?

A: Any applicant shall submit to fingerprinting and the information and fingerprints forwarded to the Central Criminal Records Exchange and to the Federal Bureau of Investigations for criminal history record information. The School Board does not employ any individual who has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Va. Code §19.2-392.02 or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense;

The School Board may employ any individual who has been convicted of any felony or crime of moral turpitude that is not set forth in the definition of barrier crime in subsection A of § Va. Code § 19.2-392.02 and does not involve the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense, provided that in the case of a felony conviction, such individual's civil rights have been restored by the Governor.

Applicants are also required to provide written consent and provide personal information to obtain a search of the registry of founded complaints of child abuse and neglect that is maintained by the Department of Social Services and in conformance with the regulations of the Board of Social Services. If the information obtained in the search of the registry indicates that the applicant is the subject of a founded case of child abuse and neglect, such applicant shall be denied employment or the employment shall be rescinded.

Q: What have been the most significant challenges in working with vendors under this contract?

A: As this is a new RFP and we're seeking to build relationships with new stakeholders in the community, we anticipate that the most significant challenges will center around establishing clear, mutual expectations and building effective communication channels early in the process.

Q: Are offerors required to submit resumes? If so, should these be sample resumes or actual resumes of proposed candidates?

A: Actual resumes are preferred and should be submitted for both key personnel and the individuals who will be working directly with Salem City Schools. These should reflect the qualifications, experience, and relevant roles of the proposed staff. If candidates have not been identified, then please state that directly within the proposal. However, actual resumes are strongly encouraged whenever possible.

Q: If resumes are required, how many positions must be covered for each job title?

A: The number of resumes are up to the Offeror. However, the Offeror should be specific enough to represent the proposal with regard to merit and scope of work to be competitive.

Q: Can SCS provide a pricing template?

A: No, SCS will not provide a pricing template. The Offeror is expected to develop and submit a detailed rate sheet based on the RFP's statement of need and the positions or services requested. The rate sheet should clearly outline the proposed pricing structure, including any hourly rates, fixed fees, or other cost models that align with the scope of work.

Q: May the offeror submit hourly rates for the specific positions listed in the Statement of Needs?

A: **Yes.**

Q: Is it acceptable to provide hourly rate ranges for the positions listed in the Statement of Needs?

A: **The Offeror may select to provide hourly rate ranges. However, SCS would like to remind any Offeror to be competitive with regard to rate, scope of work, and specific for evaluators to understand the price structures.**

Q: Can SCS provide a list of applicable holidays?

A: **Yes, SCS observes the official Commonwealth of Virginia holidays. Offerors should refer to the most current list of state-recognized holidays, which can typically be found on the Commonwealth of Virginia Department of Human Resources or the official government website. These holidays should be considered when planning service availability, staffing, and billing.**

Q: Is there an administrative fee applicable to any of the positions listed in the RFP?

A: **No, SCS does not impose an administrative fee on the positions listed in the RFP. However, Offerors should ensure that all proposed rates include any applicable overhead, administrative, or indirect costs, as no additional fees will be added by SCS beyond the agreed-upon rates.**

Q: Can you provide specific evaluation criteria or scoring details for the proposal review?

A: **SCS has not finalized a detailed scoring methodology at this time. However, proposals will be evaluated based on both technical merit and cost reasonableness. Offerors are encouraged to clearly demonstrate their qualifications, understanding of the scope of work, proposed approach, and provide a competitive and transparent pricing structure. Additional evaluation considerations may include organizational capacity, relevant experience, and alignment with SCS's goals.**

Q: Is there a mandatory subcontracting goal for this contract? If so, please specify the requirement.

A: No, there is no mandatory subcontracting goal for this contract.

Q: Can you provide detailed insurance requirements and coverage values?

A: The offeror needs to be able to show that they have the minimum coverage for workers compensation and liability insurance in the state of Virginia, and to adhere to the insurance requirements listed in the RFP. Liability is \$1,000,000 with an aggregate of \$2,000,000, as stated in the RFP.

Q: What is the estimated budget for this RFP? If unknown, please specify previous spending.

A: The final contract budget for the upcoming year has not been established. Offerors are encouraged to propose a detailed and competitive budget based on the scope of work outlined in the RFP. Proposals will be evaluated on both technical merit and cost reasonableness.

Q: Is this a new or old project? If old, could you please share with us the incumbent details and their pricing?

A: This is a new RFP. Current third party rates for OT and ST are: Soliant: ST \$74.00 hr H2Health OT \$66.59 OTA \$43.70 ST \$68.67 hr CORA OT, & ST \$94.00 hr. A current RFP for OT, PT, and ST was awarded on 5.13.2025.

Q: Are there any pain points with the current contractor?

A: No. This is a new RFP, and as such, there are no current vendors or existing pain points to report at this time. Salem City Schools has completed an RFP for PT, OT, and ST.

Q: What is the average length of the assignment?

A: Undetermined. As this is a new RFP and we're seeking to build relationships with new stakeholders in the community.

Q: Please confirm, do we need to provide hourly bill rates?

A: The Offeror is expected to develop and submit a detailed rate sheet based on the RFP's statement of need and the positions or services requested. The rate sheet should clearly outline the proposed pricing structure,

including any hourly rates, fixed fees, or other cost models that align with the scope of work.

Q: What is the average length of the assignment?

A: Undetermined. As this is a new RFP and we're seeking to build relationships with new stakeholders in the community.

Q: Please provide the number of FTEs working under the current contract.

A: This is a new RFP, and as such, there are no current vendors. SCS is looking at a wide range of services.

Q: Please provide the number of FTEs that are going to be required under this contract.

A: Undetermined. This is a new RFP. As this is a new RFP and we're seeking to build relationships with new stakeholders in the community. SCS is looking at a wide range of services.

Q: As the mode of submission is hardcopy, could you please confirm the total number of proposal copies required? Does it refer to 1 original and 4 copies, or 1 original and 5 copies?

A: 5 total copies are required, with one of the 5 being unbound. The unbound can be the original and the rest can be copies.

Q: As mentioned on page 16 of the RFP: "Please submit five (5) copies of your proposal with one copy unbound." However, on page 6, it states: "The original copy of the proposal must not be permanently bound." Could you please clarify whether any one of the five copies can be unbound, or if it specifically refers to the original copy being unbound?

A: The unbound copy should be the original. You don't have to bind any of them if you don't want.

Q: As mentioned on page 16 of the RFP, Point VI "PROPOSAL RESPONSE FORMAT," it requests "Description or provide appropriate evidence of financial

stability of the Offeror." Please clarify, can we provide financial evidence statement for the past 2 years?

A: Some companies send a statement from their auditor/accountant that summarizes the financial state of the company, or they send copies of the most recent annual profit and loss, income statement and balance sheet. A statement regarding financial stability is fine, but would need to come from someone who can make that determination, and not the vendor themselves.

Q: As mentioned on page 16 of the RFP under "PROPOSAL RESPONSE FORMAT," the Contractor Certification Form is listed as a required document to be included with the proposal. However, on page 22, the form itself states, "Can be completed at time of Contract." Could you please confirm whether this form is required at the time of proposal submission, or only after the contract award?

A: You can complete the contractor certification form once a contract is being formed.

Q: Please clarify, can we submit Section I (Certification Section to be Signed by CEO or Designee) with the proposal response, and provide Section II (Certification Section to be Signed by Each Individual Employee Who Will Physically Work on Salem School Property During Regular School Hours or School-Sponsored Activities) after contract award once the assigned personnel are confirmed?

A: Yes.

Q: Please confirm it is mandatory to provide Offeror's sample contract. Can we provide it after award?

A: Proposals will be evaluated on both technical merit and cost reasonableness. This includes the completeness of proposals.

Q: Please confirm, is there a requirement for vendors to also manage the Frontline Leave Management software as part of this contract?

A: No, we don't use Frontline.

Q: It would be beneficial if the proposal due date could be extended, as we have some queries that need to be addressed in order to provide a comprehensive and high-quality response.

A: No, it's not being extended. There will be an addendum posted today that has lots of questions and lots of answers though (this addendum), so hopefully that will assist. There is already one posted that has answers to some of your questions as well.

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

A: The primary goals of this RFP are to expand our relationships with community agencies, enhance the delivery of services, and ensure continuity of operations by addressing potential staffing gaps. We are looking to partner with organizations that can help us meet growing community needs, especially in areas where internal capacity is limited or where positions are difficult to fill. Through this RFP, we hope to establish flexible and responsive partnerships that can adapt to changing demands and provide critical support when unexpected vacancies arise.

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

A: This is a new RFP, and as such, there are no current vendors. SCS is looking at a wide range of services.

Q: What are the key success factors for this partnership?

A: We are looking for partners who are responsive, flexible, and aligned with our mission and values.

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

A: Undetermined. As this is a new RFP and we're seeking to build relationships with new stakeholders in the community.

Q: What is the expected project duration and contract length?

A: Undetermined. As this is a new RFP and we're seeking to build relationships with new stakeholders in the community. We are looking to partner with organizations that can help us meet growing community needs, especially in areas where internal capacity is limited or where positions are difficult to fill.

Q: Is there a predefined budget for this contract?

A: The final contract budget for the upcoming year has not been established. Offerors are encouraged to propose a detailed and competitive budget based on the scope of work outlined in the RFP. Proposals will be evaluated on both technical merit and cost reasonableness.

Q: What are the current hourly rates for these positions?

A: This is a new RFP. Current third party rates for OT and ST are: Soliant: ST \$74.00 hr H2Health OT \$66.59 OTA \$43.70 ST \$68.67 hr CORA OT, & ST \$94.00 hr. A current RFP for OT, PT, and ST was awarded on 5.13.2025.

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

A: The Offeror is expected to develop and submit a detailed rate sheet based on the RFP's statement of need and the positions or services requested. The rate sheet should clearly outline the proposed pricing structure, including any hourly rates, fixed fees, or other cost models that align with the scope of work.

Q: Will you consider proposals that include W-2 employees or 1099 independent contractors as part of the staffing solution under this RFP?

A: As a Local Education Agency (LEA), we prefer to work directly with organizations that employ W-2 staff, as this ensures greater oversight, accountability, and alignment with our policies and procedures.

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

A: No. This is a new RFP, and as such, there are no current vendors or existing pain points to report at this time. Salem City Schools has completed an RFP for PT, OT, and ST.

Q: What improvements are you looking for compared to your current provider?

A: Undetermined. This is a new RFP. As this is a new RFP and we're seeking to build relationships with new stakeholders in the community. SCS is looking at a wide range of services.

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

A: **Undetermined. This is a new RFP. As this is a new RFP and we're seeking to build relationships with new stakeholders in the community. SCS is looking at a wide range of services.**

Q: Is this a sole-source bid?

A: **No, this is not a sole-source bid. This RFP is part of a competitive solicitation process intended to identify qualified organizations that can meet our needs effectively. All eligible and interested vendors are encouraged to submit proposals, which will be evaluated based on the criteria outlined in the RFP to ensure a fair and transparent selection process.**

Q: When would you like services to begin?

A: **After School Board approval on June 10th, we can sign a contract, and services are scheduled to start effective July 1, 2025. The 2025-2026 school year begins on August 18, 2025.**

Q: Are there any upcoming milestones we should be aware of?

A: **Yes, there are several upcoming milestones related to this RFP that interested vendors should be aware of. These may include the deadline for submitting proposals, dates for any pre-bid meetings or Q&A sessions, the anticipated timeline for proposal review and selection, and the expected start date for services. Please refer to the RFP document for the detailed timeline, and ensure all submissions and inquiries adhere to the specified deadlines.**