



Request for Proposals

16:21/22 – AMENDMENT #1

AMENDMENT DATE: NOVEMBER 16, 2021

Request for Proposals (RFP) Title: Special Services Extended Learning Opportunities

RFP Number: 16:21/22

Due Date: ~~November 19, 2021 – 2:00pm PDT~~

November 30, 2021 – 2:00pm PDT

Buyer: Sarah Yeckley, syeckley@everettsd.org, 425-385-4189

This amendment is to incorporate the following changes to the original Request for Proposals, and to respond to questions already received.

A) The closing date and time for this RFP has been extended to Tuesday, November 30, 2021 at 2:00p.m. PDT.

B) Please note that the District is aware that providers may not be able to support the requirement in all areas of the scope of work. This is why the District intends to award multiple contracts. Proposals with scores of 60/85 or higher may be considered for contract award. Proposals with scores less than 60/85 may not be considered further.

C) Questions received with the District responses:

1. Who are the current vendors providing services?
No one is currently providing academic, communication, or motor recovery services.
2. Are your current vendors meeting your needs?
No outside provider has begun to provide recovery services
3. What is the anticipated award date?
Per the schedule in Section 1.7 of the RFP, the anticipated award date is December 14, 2021.
4. How will vendors be notified of award?
Vendors will be notified by the District's Procurement office.
5. Do you anticipate awarding one or multiple vendors?
Per #1 in Section 2 – SCOPE OF WORK, it is the intent of the District that contract awards may be made to multiple qualified contractors as a result of this solicitation.
6. What are the currently hourly bill rates by vendor?
We do not have current contracts in place for this specific requirement.
7. How many billable hours are in a school day?
7.5
8. What is the anticipated # of full-time or # of part-time positions?
This is to be determined by the IEP team, and will be based on the student needs.
9. Is the vendor expected to have a clinic or local office?
Services are expected to be implemented at a District building if in-person and at the vendor's discretion for remote services so long as the location is conducive to student privacy and access to instruction.

10. Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools?
Vendors will have access to materials, supplies, equipment and evaluations as specified in the students' IEP.
11. Will assigned candidates have access to computers/laptops and printers provided by your schools?
Candidates will need to have their own devices. The District will not provide devices.
12. Can pricing increase during the term of the contract?
Per Section 2.4 of the SAMPLE CONTRACT in the RFP, The Contractor may request a price change(s) in writing delivered to the District with substantiation. The District reserves the right in its sole discretion to grant, modify or deny the request.
13. Do you require resumes of potential contracted candidates to be included in our submission?
Resumes do not need to be submitted with the proposal but need to be available upon request after the awarding of contracts.
14. Do you require the candidate license verification to be included in our submission?
We require that candidates have the proper licensure for teaching in the state of Washington but do not require that they be submitted with the proposal.
15. Is it the school's expectation to hire the candidates we will include in our proposal response if we get awarded?
No.
16. How many candidates/resumes will you need per discipline?
No minimum or maximum.
17. What is the length of the contract term?
Per #1 in Section 2 – SCOPE OF WORK, Services will occur for the period of December 15, 2021 to August 31, 2022. It is also the intent of the District to include optional extension years to the original term in the contract.
18. Does the district reimburse for mileage for travel between schools?
Yes.
19. Will services be provided on site or virtually or a hybrid of both for the 21/22 SY?
Both.
20. Does the District plan to issue RFPs for other related services?
No.
21. Would the district be open to staffing only proposals?
Yes, but fewer points will be awarded.
22. Why is this going to RFP and why is the district not exploring in partnering with one of their already contracted vendors?
It is the commitment of the District to engage in open, fair and transparent contracting practices. As this is a new requirement for contracted services, the ethical practice is to conduct a separate solicitation for all interested vendors.
23. Would these recovery services be anticipated in being needed after August 31st 2022 and for the 22-23 school year?
Not at this time.
24. How many hours a day / per week would these positions be for?
This will be determined by IEP teams. Students will be assigned to 1-hour weekly sessions for a period of 8 weeks per cycle.
25. What would be the qualifications / experience needed for the staff filling "tutor" positions?
Credentialed teachers.
26. How many vacancies is the district looking to fill? How many staff do you anticipate the winning vendor(s) should provide for this.
This is to be determined by the IEP team, and will be based on the student needs. We anticipate perhaps 5-15 staff but that could fluctuate as needed.
27. How many of the positions would be virtual? And how many would be in person?
We anticipate more of an in-person need.

28. If BT's are needed for more of the complex cases, how many of those complex cases are anticipated in needing to be covered?

Additional staffing will provided per the student's IEP. We do not have an estimate of the number of complex cases.Recovery needs are determined by IEP teams.

29. What would be the qualifications of the staff member that would create the curriculum for the programs?

Experience with instruction and developmental needs.

30. Can the district elaborate on the curriculum that the vendor is expected to create? Can you describe what the program development requirements will look like as it pertains to the agency?

If needed, the vendor is asked to provide supplemental materials to help support in the needed recovery services area. A comprehensive curriculum is not needed.

31. Would the district be able to extend the due date of the proposal?

The District has extended the closing date and time of this RFP to November 30, 2021 at 2:00pm PDT.

32. What elements of programming will the district be responsible for?

The District will assign students to programs according to their need, provide the tutor with general directions and overview of student needs and a method to take attendance. If specific curriculum is needed per the IEP, the District will provide the materials.

33. Can you give an example of what a sample program looks like?

Our need is for more academic supports. We currently have district staff designing 8-week recovery service cycles to address specific areas of need. For example, we have a teacher designing a program that works on story problems. We can also consider programs for related services, such as communication "camps" working on specific communication skills.

34. How will the team structure function between certificated staff and the tutors?

District level certificated staff can help support and be the point of contact for tutors.

35. Can the district provide and store on site the materials and supplies that are needed?

Yes.

36. Is the RFP asking us to provide a physical location site for these services?

Physical location for in-person services will be provided by the District. Physical location will not be provided for remote services.

37. Can you provide additional information on the Data Collection and reporting rates you are seeking in this RFP?

Data collection will consist of attendance and a brief description of what the student engaged in for the session.

38. How will the schedules for providing services be provided?

After the contracts have been awarded, students will be assigned to sessions bto begin in January and span for 8 week cycles. The district will provide information regarding the location, time, and students registered to the session prior the session beginning.

39. Can the district rep handle communication with families in lieu of agency?

This can be considered.

All other terms and conditions of RFP remain unchanged