

Addendum #1

Counseling Students to Support their Social Emotional Wellbeing at St. Augustine and St. Pius V School (Non Public)

Issue Date: Wednesday, August 7, 2024

Bids Due: Thursday, August 15, 2024 at 1:00 PM

1. Are the two schools aware of the RFP?
 - A. Yes.
2. Am I allowed to speak with the principals?
 - A. No. You should not reach out to the principals. This is an RFP process. If a bidder meets the scope of work and is awarded, we will reach out to that bidder.
3. Are you considering bids that include virtual therapy and counseling services, or is it mandatory that all services be performed in-person?
 - A. St. Augustine School: We prefer in-person services but are open to virtual if necessary.
 - B. St. Pius V School: Services must be performed in-person.
4. What is your anticipated caseload for counseling services for the awarded vendor?
 - A. St. Augustine School: 8-12 students.
 - B. St. Pius V School: Vendor should be prepared to make him/herself available to counsel up to 210 students in grades K-8 and to conduct regular check-up meetings with at-risk students.
5. How many students have been identified as needing services?
 - A. St. Augustine School: 6-8 students.
 - B. St. Pius V School: 20-30 students.
6. Approximately how many FTEs do you anticipate needing for counseling services for the upcoming school year?
 - A. St. Augustine School: 0.
 - B. St. Pius V School: 0.
7. Are there parameters regarding hours for service?

- A. St. Augustine School Preferably, the counselor would be present for 1-1.5 school days per week.
 - B. St. Pius V School: 7:30 AM – 3:00 PM three days per week.
8. Is the counselor expected to provide IEP goal progress reports, track/analyze behaviors, or FBAs?
- A. St. Augustine School: Not at this time, but this could evolve throughout the year.
 - B. St. Pius V School: The counselor will not work with IEPs, but will track/analyze behaviors.
9. Is this search for one type of professional to serve both mental health and behavioral challenges?
- A. St. Augustine School: Yes.
 - B. St. Pius V School: Yes.
10. Is K-12 certification required or preferred? (Part III (starting on page 12) lists required qualifications, however the bullet underneath (page 13) says RIDE certification "preferred". I am reading that certification is REQUIRED and RIDE certification is preferred, meaning that certification from another state DoE would be acceptable. Could you please clarify?
- A. St. Augustine School: The school would be open to certification from other states.
 - B. St. Pius V School: K-12 certification not required.
11. What credentials are required for the counselor/s (LCSW, MFT, PsyD, LPC, LSSP, LMHC, etc.)?
- A. St. Augustine School: A bachelor's degree in school counseling or related field.
 - B. St. Pius V School: LICSW.
12. What credentials are preferred for the counselor/s (LPC, LSSP, LMHC, LCSW, MFT, PsyD, etc.)?
- A. St. Augustine School: LCSW, PsyD, Masters in School Counseling.
 - B. St. Pius V School: LICSW.
13. How many positions are being requested?
- A. The number of positions is not pre-determined.
14. Are there parameters for budget?
- A. We are not able to share budget information.
15. Is there a rubric with which these categories are evaluated?

- A. There is not an analytical/developmental rubric. The type of rubric used (see the table on page 14 of the RFP) is a type of Scoring Guide Rubric. *For each Technical Proposal Category, a score is given, based on how much the proposal meets the criteria outlined in the RFP (on pages 12-13). Some categories are weighted more heavily than others, i.e., there is a potential to get up to 40 points in each of the "Capability, Capacity, Staffing and Qualifications of the Vendor" and "Work Plan/Approach Proposed" categories, but only up to 10 points each in the "Executive Summary" and "Previous Experience and Background" categories. Please see the text in "VIII. Evaluation of Proposals" for further information.*
16. Is there another document that outlines what information is needed under each section?
- A. See "V. Proposal Requirements" for what must be included in each proposal. There is no other document.
17. Can the district clarify what payment terms they are looking for?
- A. The district does not prepay for services. Contracted vendors receive a purchase order and invoice against that purchase order. When a proper invoice is received, payment is made within 30 days (i.e., "net 30").
18. Will the district agree to mutual indemnification?
- A. No. Please see item page 2, item 7. "Awards shall be subject to the General Terms set forth herein, which terms shall be deemed accepted by the Bidder upon submission of the bid proposal, subject to the provisions of this paragraph, and shall be further deemed to be incorporated into the contract upon issuance of the award..."
19. Will the district allow for exception upon award?
- A. No. Please see item page 2, item 7. "Awards shall be subject to the General Terms set forth herein, which terms shall be deemed accepted by the Bidder upon submission of the bid proposal, subject to the provisions of this paragraph, and shall be further deemed to be incorporated into the contract upon issuance of the award..."
20. Which vendors are currently providing the services requested in the RFP?
- A. None. This RFP is for a new solicitation.
21. Will the District provide laptops and necessary supplies to perform the scope of work?
- A. No
22. Will the District provide assessments, protocols, and evaluation tools to perform the scope of work?
- A. No.
23. Page 22 of the RFP, under Proposal Requirements: can we submit sample resumes of potential clinicians that would be performing the scope of work?
- A. The resume/s of the actual counselor/s who would be doing the work must be submitted.
24. Are there any required forms that need to be included in the proposal submission?

- A. BID FORM 1: BIDDER INFORMATION is the only required form (see page 10 of the RFP).
25. If so, where can those forms be obtained?
- A. BID FORM 1 appears on page 10 of the RFP.
26. What is the preferred binding of the proposal, i.e. a binder, folder, etc.?
- A. No preferred binding. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description (“Counseling Students to Support their Social Emotional Wellbeing at St. Augustine and St. Pius V School (Non Public)”) on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to: Purchasing Department, Suite 206 ATTN: Thomas Morgan 797 Westminster Street Providence, RI 02903. Bidders must include at least one original, one copy, and a digital PDF copy on a flash drive. Proposal responses must be in ink or typewritten (see page 1 of the RFP).
27. Is there a preference or limit to the number of pages the proposal must be?
- A. No preference or limit to the number of pages.