

Addendum #1

Staffing Agencies

Issue Date: Tuesday, March 11, 2025

Bids Due: Thursday, March 20, 2025 at 1:00PM
no bids will be accepted after 1pm

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1. If this Refer to RFP is a multi vendor award, how will referrals be dispersed? yes, based on need and what agencies have available
 2. Will you accept assistants (COTA, PTA, SLPA)? COTA, yes, potential for SLPA, PTA (TBD)
 3. Who are your current vendors, and can you share pay rates? Current providers and pay rates are subject to APRA request (legal)
 4. Who will the vendor work with directly? Various schools, based on need
 5. Is there an estimate on the contract size in a dollar amount for this RFP? Budgets are developed year to year the FYI 25-26 budget is currently being finalized.
 6. Can you provide an estimated number of staffing roles to be filled during the contract period? It varies based on needs and vacancies for the 25-26 school year.
 7. Are you currently contracted with other vendors for similar services? If so, could you provide the total spend for contracts providing similar services? We do work with other vendor. Current spending rates are subject to APRA/legal requests.
 8. Is this RFP part of an annual contract process or is there a focus on bringing in a new vendor? Part of an annual contract process, but we would bring in new vendors.
 9. Is this a new contract or renewal of an existing contract? This RFP will result in a new contract for

services. We are currently under agreement until 6/30/25.

10. In order to be considered responsive for this solicitation, is it mandatory to bid on all positions? It is preferred you respond to all positions, but not mandatory.
11. Is there a minimum number of hours required for the service? We require full time positions.
12. Could you please let me know if there is any format of response as nothing is mentioned, do we only need to provide forms and cost sheet?refer to RFP documents.
13. How many roles/requirements can we expect in a year? Varies on need and ability to service students.
14. Are there preferences to locals? we are looking to engage the best possible organization to fulfill our needs.
15. What is the estimated caseload? To be determined based upon the position.
16. Will the district provide report templates for agency staff? Yes, templates would be provided to vendors.
17. Will the district provide necessary testing materials/equipment for evaluations? Yes, we provide equipment and materials as needed.
18. Will agency staff have access to internal student database systems to review/ update client progress? Yes, student access will be provided to successful vendors.
19. Will the district be providing staff with the necessary training and requirements to obtain their CPI Instructor certification? Yes, if the staff is being used in a behavior intervention program How frequently will agency staff be required to provide trainings? Yearly or as needed.
20. Will agency staff be required to submit any documentation for Medicaid reimbursement? Yes, for select positions.
21. Who at the district would the Behavior Analyst report to? The Executive Director of Student Supports and/or building principal.
22. Can the district clarify what Professional development they are looking for? Refer to RFP.
23. Can the district clarify who at the district the staff will report to?The Executive Director of Student Supports
24. Can the district clarify if they require the school psychologist to use hands on restraints?not required.
25. Who is the clinical point of contact at the district for agency nurses? Director of Nursing and/or Executive Director of student supports.
26. Is any clinical on-site supervision required of the agency? Not required.

27. Will agency staff have access to electronic documentation or be utilizing district forms to document?
Yes they will be given access.
28. Would the Flat rate 1:1 nurses be required to care for students with high acuity trach/vent or central line/TPN? Yes, in some cases.
29. Is the district looking for LPNs and RNs? Yes
30. For 1:1 nurses, what does the quarterly report for Providence School Board consist of? TBD.
31. Is the agency school psychologist required to have crisis intervention training? No.
a. If so, does the district provide or is that up to the agency? Yes, we can provide it in a case where it is needed. Is there specific crisis training required? Would agency school psychologist be expected to perform physical holds/restraints? Yes, but only in a case where they are an imminent threat to themselves or others.
32. Does the district have developed material available for the psychologist to use for professional development? Yes.
33. Will the district provide documentation access and training to school psych for the medical billing and use of web-based IEP system? Yes.
34. Will the District allow for further contract negotiations upon award? Refer to RFP.
35. Will the District require Contractor to assist with transporting Students? In some cases.
36. Will the school district nurse oversee the physician-directed orders for the student, or will this be a requirement of the contracted agency? Contract agency oversees 1 on 1 orders, school will oversee if not 1:1.
37. Will the skilled nurse staff document care for the student on forms provided by the school/district?
Dependent on the type of form.
38. Can the district explain how contract needs will be disseminated to awarded vendors post-implementation? Successful vendors would be required to execute a district contract, then be issued a purchase order for service.
39. What is the scheduled award date, and how will vendors be notified? Awards are expected mid-April to commence on July 1, 2025.
40. Per page 3 of the RFP, line 20, the contract period extends to “June 30, 2024 or for such other duration as may be agreed to in writing and signed by both parties.” It is evident that this is clearly an error. Please confirm the actual estimated performance dates for this resulting contract .July 1, 2025 - June 30, 2026.

41. Per RFP page 3, line 13, “All proposals will be disclosed at the opening date and time listed above,” however, in accordance with R.I. General Law Section 38-2-2, Definitions, as well RFP page 7, Line 32, various personal, organizational, financial, and methodology is considered to be protected from disclosure, but there does not appear to be any instruction for identifying or safeguarding confidential information included in vendor proposals such as watermarks and/or redactions. How should vendors identify confidential information included in their proposals to protect our sensitive content from public release? Please clearly label all confidential information, “not for public disclosure”.
42. Bid Form 3, Pricing, appears to be formatted to receive a single rate for each service (per year), however various services listed can have different ranges of services that require more or less qualifications. For example, 1:1 nursing services may require the capabilities and credentials of Certified Nursing Assistant, Licensed Practical Nurse, or Registered Nurse. Does the District prefer a single rate to cover each service provided, or may vendors specify for a service like nursing the different rates for each proposed level under that service category? Where there is more than one rate for a particular service, please list all service rates.
43. If the District chooses to award multiple vendors under a single service category, does the District anticipate directly requesting services from a single vendor, or will it be more of a continued competitive process between vendors of the same category? It is our plan to award to multiple vendors.
44. Will the district accept Docusign signatures in lieu of wet signatures? District requires a wet signature on all contracts.
45. Are your current vendors meeting your needs? Yes, current contracted services are meeting our needs.
46. How long have the incumbent suppliers held this contract? The incumbent suppliers have held this contract for 3 years.
47. Will the district utilize its own contract, the vendor’s contract, or the RFP as the agreement? Yes, we will use our standard form agreement.
48. Will the district accept a rate range or a flat rate? (i.e. - \$75-80/hr. versus \$75/hr.) Flat rate.
49. Do you require resumes and license verifications of potential contracted candidates to be included in our submission? Yes, we require resumes and License verification.
- a. If so, can we provide sample resumes with personal information redacted? No sample resumes will be provided.
50. Will assigned candidates have access to computers/laptops and printers? Yes, dependent on position.
51. Will the district reimburse for mileage traveled between school campuses on the same day? No we do not reimburse for mileage.
52. Is the district open to utilizing Clinical Fellows? If so, are we required to provide supervision? TBD,

dependent on budget.

53. Is the district open to the using teletherapy? Not preferred, but yes.
54. Would you allow supervision of RBTs from a School Psych, SW, or LCSW? No, it must be a BCBA.
55. Can you provide the name and contact information for the individual who will be coordinating these services at your district? Upon Successful submission this will be provided.
56. How many contracted therapists are currently in place and how many vendors do you have? Multiple vendors and multiple therapists in place.
57. How will job requests be shared among multiple awarded vendors? Allocated on availability of services.
58. Is there any ranking system for sharing job requests among awarded vendors such as primary bidder, secondary bidder, and then other awarded bidders? Proposals and will scored and rank by an evaluation team based on the requirements of the RFP.
59. 13. What were the most commonly filled positions in the past? RNs, TAs, Speech Therapists.
60. 14. Can you share details from where we can get old RFP details? Available through the PPSD.org website for APRA request information.
61. 15. Can you please tell us where we can see the records for the old contract? Available through the PPSD.org website for APRA request information.
62. Can you please confirm the weekly assignments duration (7 week/13 week or more) if any? TBD.
63. 23. Can you please share the minimum guaranteed hours for each position? No minimum guarantees.
64. 24. Can you please share minimum or maximum duration for each job position?No minimum guarantees.
65. 25. Is it mandatory for Key Personnel's to be onsite or they can work via remote? Please confirm?For some services virtual engagement is allowed.
66. 26. In order to be responsive, is it mandatory to have experience with government customers? Please confirm.Please refer to RFP document.
67. Can we provide references for large commercial clients? Yes, you can provide references.
68. Would you require Insurance certification along with the Bid or After award? Yes, we would require insurance certification prior to an award.

69. Can you confirm whether this means **blind resumes** are acceptable? The RFP states that resumes

should be submitted without personally identifiable information, and I want to ensure that fully redacted resumes align with your requirements. Please refer to RFP document. Resumes with redacted information will be allowed.

70. What is the **expected invoicing process**, and how frequently will payments be issued? PO submitted, invoices will be issued and paid within 30 days of received invoice.
71. Are there any **Bid/Performance bonds** associated with this RFP? No.
72. Could you please confirm if including the good standing certificate from the state of RI is mandatory with our proposal submission? No it is not mandatory