

	<p align="center"><b>GUILFORD COUNTY SCHOOLS</b></p> <p align="center"><b>Request for Proposals</b></p> <p align="center">Addendum: 3/19/24 Purchasing Department 501 W. Washington Street Greensboro, NC 27401</p>
<p><b>Direct all inquiries to:</b></p>	<p><b>Request for Proposals: 6634</b></p>
<p>Letitia Hines</p>	<p><b>Proposal due date: April 11, 2024, by 5:00PM EST</b></p>
<p><a href="mailto:hinesL@gcsnc.com">hinesL@gcsnc.com</a> 336.370.3238</p>	<p><b>Commodity: Occupational, Physical, Speech Language, Audiology, Orientation &amp; Mobility &amp; Sign Language Interpreting Services</b></p>

**NOTICE TO BIDDERS**

Please be advised that this document serves as Addendum 1 to the RFP 6634 Occupational, Physical, Speech Language, Audiology, Orientation & Mobility & Sign Language Interpreting Services. The following update by Guilford County Schools (GCS), please see below.

1. 1.0 Purpose and Background, Page 2: Regarding Question 1 of your current Q&A, would the district consider teletherapy services under this RFP for emergencies or as a last resort to fill positions or gaps in services? We want to know if the district might still consider teletherapy services under this RFP for urgent coverage to fill any service gaps you might have in the future. If the district might consider teletherapy even for emergencies, we've revised our list of questions below for your review. If not, please let us know, as we value your district's intentions.
  - a. **The district may consider teletherapy services in an emergency or as a last resort for speech-language and sign language interpreting only.**
2. Proposal Submittal, Page 4: Do you require wet-inked signatures for the hard copy submission, OR would you accept electronic signatures or scanned colored copies of original signatures?
  - a. **Digital signatures will be accepted.**
3. Evaluation Criteria, Page 5 General Requirements, Item 5, Page 6 Proposal Form, Item 5, Page 10: In addition to hourly rates, would the district consider alternative rate structures or fees, such as flat rates per assessment or separate rates for bilingual providers?
  - a. **No, not at this time.**
4. Evaluation Criteria, Page 5 Proposal Form, Item 5, Page 10: Does the district have a maximum hourly rate or budget per requested service?
  - a. **A maximum hourly rate will depend upon many factors, including district staffing over the coming months and proposals submitted during this process.**
5. General (Cost/Billing/Invoicing): Does the District have any price caps in place for selected disciplines?
  - a. **A price cap will depend upon many factors, including district staffing over the coming months and proposals submitted during this process.**
6. General (Cost/Billing/Invoicing): What is the total budget/expenditure allotted for this RFP?
  - a. **Total expenditure allotted will depend upon many factors, including district staffing over the coming months.**

7. General (Cost/Billing/Invoicing):Are orientation and meetings billable?
  - a. **Orientation and meetings, if occurring on or after the first day of reporting to work, are billable.**
8. General (Cost/Billing/Invoicing):Can the vendor bill separately for Clinical supervision if required?
  - a. **If required, vendor can bill for clinical supervision at agreed upon rate.**
9. General (Cost/Billing/Invoicing):How is billing time for contract FTE vs. substitutes captured today? Is the principal signature validation the clinician worked the hours? or is this by special education director?
  - a. **The principal, if provider is school-based, may sign off on hours; if provider is itinerant, related services director would approve hours.**
10. General (Cost/Billing/Invoicing):Are billing hours rounded to the 15 minute mark?
  - a. **Yes, billing hours are rounded to the nearest 15-minute mark."**
11. General (Cost/Billing/Invoicing):What specifics need to be included on the invoices? Is there a special/desired format?
  - a. **The district provides a GCS Cover sheet as well as an invoice spreadsheet. Please refer to directions for submitting invoices in the "Billing Requirements" section beginning on page 7 of the RFP document.**
12. General (Cost/Billing/Invoicing):Can the district send a school calendar for workday/calendar rules i.e., paid PD days, paperwork time, overtime when student has an emergency or hold until parent arrives?
  - a. **The GCS district 24-25 calendar can be found [here](#). Contract personnel are allowed to work days noted as mandatory workdays in the calendar.**
13. General (Cost/Billing/Invoicing):Please clarify hours and meal breaks expectations.
  - a. **Full-time contract personnel work 37.5 hours per week with a half-hour lunch break.**
14. General (Cost/Billing/Invoicing):Will a PO be issues for 1 lump sum for all disciplines listed, or will the PO be per discipline? Is PO required on invoice?
  - a. **A PO is issued for a lump sum amount, and itemized billing is submitted each month. A PO number is required on the invoice.**
15. General (Cost/Billing/Invoicing):How long have the incumbent suppliers held this contract?
  - a. **Current contractors have worked with GCS ranging from less than one year to over a decade.**
16. General (Cost/Billing/Invoicing):Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with?
  - a. **GCS has had the opportunity to work with many qualified professionals through our incumbent suppliers. It can be challenging to find staffing on short notice or at later points in the year.**
17. General (Cost/Billing/Invoicing):What is the expectation and frequency for on-call needs?
  - a. **For sign language interpreting services, needs may arise with less notice (sometimes as short as 24-48 hours) than other disciplines. For all other disciplines, there is no expectation of needing a provider "on-call."**
18. General (Cost/Billing/Invoicing):What is expectation and frequency for replacing a candidate that is ill/calls off?
  - a. **For sign language interpreters, an interpreter to cover an illness or emergency is preferable. For all other areas, there is no expectation of coverage for short-term illness (of one week or less).**
19. General (Cost/Billing/Invoicing):Does the district fingerprint? How long once confirmed does the process take for the clinician to start?
  - a. **The district does not require fingerprints; however, the North Carolina Department of Health and Human Services requires fingerprints as part of their [background check](#) required to serve children in childcare settings.**
  - b. **Time from interview/offer of position to beginning in the district takes ~3 weeks if school year has already begun, or until the start of the school year if interviewed in spring or summer for the next school year.**

20. General (Cost/Billing/Invoicing):Do you anticipate your current staffing volume to change in the next year or next 2 years? For example, do you have any significant projects coming up (vaccination, screening, new programs, grants, ESSR/III positions, etc.)?

**a. As numbers of children found eligible for special education services at the preschool level (3-5) rise, we anticipate greater numbers of staff being necessary to fulfill our obligation to these students.**

21. General (Cost/Billing/Invoicing):Please clarify the reporting structure for Supervision of contract staff within the district? What position provides clinical supervision within the district?

**a. All contract personnel falling under this RFP will report to the Director of Related Services. Additional clinical guidance may be given by the programmatic lead in each area (e.g. Speech-Language Pathology).**

22. General (Cost/Billing/Invoicing):Are IEP and 504 documents, plan documents, and students' records kept in an online system or hard copy at the district? What system?

**a. Yes, the district utilizes the state-wide ECATS system for documentation of speech-language, physical therapy, occupational therapy, and orientation and mobility services as well as all IEP paperwork. Other systems of electronic documentation are utilized for other disciplines, when appropriate.**

23. General (Cost/Billing/Invoicing):Does the district provide student logs, documentation forms, etc.?

**a. Yes, the district utilizes the state-wide ECATS system for documentation of speech-language, physical therapy, occupational therapy, and orientation and mobility services as well as all IEP paperwork. Other systems of electronic documentation are utilized for other disciplines, when appropriate.**

24. Can we bid for Interpreting Services for Virtual only? Please advise.

**a. Yes, this is acceptable, but please note that virtual interpreting services would only be considered as a last resort.**

25. RFP Section 5.0 Request for Proposal Document -Page 5 : Is it okay to ONLY bid on the interpretation service?

**a. Yes, it is perfectly acceptable to bid on only one service.**

26. In previous years, agencies who have current contracts with GCS were sent a one page document to note if they wanted to continue the contract for the following school year and to select the services they could offer (see attached from last year). Will current vendors receive something similar or is this an entirely new RFP requiring a full proposal?

**a. Contract renewals are handled by the issuing department.**