

**NOLA Public School
Procurement Department
2401 Westbend Parkway, Suite 5076,
New Orleans, LA 70114
Paul A. Lucius, Executive Director of Procurement**

April 11, 2024

Addendum No. 2

REQUEST FOR PROPOSAL NO. 24-0073

SPECIAL EDUCATION DIRECT AND RELATED SERVICES

This Addendum and Clarification item forms a part of the RFP Documents and modifies the original RFP Documents issued March 28, 2024. Acknowledge receipt of this Addendum on the Addendum Form of the Request for Proposal. Failure to do so may subject proposal to disqualification.

This Addendum consists of 9 Page(s)

1. Question: Can vendors respond to only one (1) of the requested scope of work/services?

Answer: NOLA-PS is seeking providers that can support the complete listing of services as delineated in the RFP.

2. Question : Would the district consider companies that only provide virtual (teletherapy) services for any or all of the scope of work/services (e.g., social workers)?

Answer: NOLA-PS will not consider companies that only provide teletherapy, as in-person student support is preferable.

3. Question: Does the district intend to award to more than one vendor?

Answer : This will be a multi-vendor award.

4. Question : Would the district consider services outside of the scope of work (e.g., SLP, OT, Counselor, School Psychologist, etc.)?

Answer: Please see Answer to Question No. 1.

5. Question : How many hours per week do you anticipate the Social Worker(s) to work?

Answer: It is anticipated that the social worker will work 35 hours a week.

6. Question :For Tab 12 - Appendices:

- a) Do you require resumes of potential service providers upon proposal submission?

Answer: Yes, resumes of potential service providers are required upon submission

- b) If so, can the vendor provide blind resumes with the service provider's full names removed and license numbers partially redacted to protect their privacy?

Answer : No, a complete resume including license numbers must be submitted to verify licensure.

7. Question : Regarding the Cost Form on page 37:

- a) Question :Would the district accept alternative rate structures, such as hourly rates, flat rates per assessment, or other fees?

Answer: Hourly rates are not acceptable. Rates per service are required.

- b) Question: How should vendors calculate the "annual fee," **or** can vendors mention the total cost may be determined upon award?

Answer: It is up to the individual Vendor to assign a total annual cost upon submitting proposal.

8. Question : Can vendors attach additional pages to the form to include further cost details?

Answer: Yes, vendors may attach additional pages to further cost details , but proposal should not exceed 20-page maximum limit.

9. Question: Regarding the DBE Forms (Appendix A), for companies that intend to self-perform and will not subcontract:

- a) Would the vendor be disqualified if it submits 0% DBE participation on the DBE Responsive Form 1, **or** will it only lose 10 points in the evaluation?

Answer: The Proposer at minimum, shall lose 10 points. However, all of the identified DBE forms, within the Instructions to Proposers (Appendix B) require: completion, authorized signatures and notary.

- b) Are vendors required to return any of the DBE Mobilization Reports 1-3 if they are not subcontracting?

Answer: No.

- c) Would the district accept only the following signed forms with "N/A" marked within the RFP response?

- DBE Responsiveness Form 1 (page 67)
- DBE Responsiveness Form 2 (page 68)
- DBE Professional Services Compliance Certification Checklist (page 69)
- Professional Services Cover Letter of Self-Performance (letterhead)

Answer: NOLA Public School's – Procurement Department will not dictate how a Proposer shall complete a required document.

10. Question : Per the Submittal Requirements/Specifications on pages 32-33, can you verify (yes or no) if the items below are excluded from the 20-page limit?

Proposal Cover Page
Table of Contents
Tab 1 - Cover Letter (Letter of Interest/Executive Summary)
Tab 7 - Project Staff
Tab 9 - Organizational Chart
All DBE Forms within Tab 11
All NOLA Forms or other documents within Tab 12

Answer: Required documents are found in Appendices A and B. They are not included in 20-page limit.

11. Question : What is the maximum hourly bill rate the school district is budgeted to pay for the requested services? What was last school year's budget?

Answer: Please see Answer to question No.7 a. Last year's budget for Direct and Related Services was \$300,000.00.

12. Question :When awarded the solicitation to provide services, who would be the contact within the district to inquire about open roles for professions related to the RFP?

Answer: After award of contract NOLA-PS will designate a representative.

13. Question : How many current openings are there for the requested positions?

Answer: Position opening are determined by the number of students and school needs.

14. Question :We see that this bid included Speech Therapy Services as a job code. If we have been awarded under RFP NO. 24-0049 | SPEECH THERAPY SERVICES does this bid supersede that one?

Answer: This Request for Proposal does not supersede RFP 24-0049 Speech Therapy Services.

15. Question :On page 32 of the solicitation document, it's stated that proposal responses are limited to 20 pages. Do required forms such as the DBE responsiveness forms, NOLA-PS Forms, and Resumes count towards this number?

Answer: Please see answer to Question No. 10.

16. Question : Do we have to use Medicaid Billing for nurses or is that optional?

Answer: Yes, The District will require Nursing Services to be documented in our system in order to bill Medicaid, this is not optional.

17. Question : Can we provide sample resumes for the documentation of qualifications?

Answer : Please see Answer to Question No. 6.

18. Question : How many of each provider are you needing or anticipate needing?

Answer : Please see Answer to Question No. 13.

19. Question : Do you have to have prior business in NOLA to be able to offer our services?

Answer : NOLA-PS is seeking providers that have proven experience working in New Orleans Public Schools.

20. Question: Will the district consider proposals from companies that ONLY provide teletherapy in regards to this solicitation?

Answer: NOLA-PS will not consider companies that only provide teletherapy, as in-person student support is preferable.

21. Question : What is the estimated number of positions needed (part-time vs. full-time)?

Answer: Please see Answer to Question No. 13.

22. Question : Will the district award more than 1 vendor?

Answer: Please see Answer to Question No. 3.

23. Question : Is a local office required? Is there a preference for local vendors?

Answer: A local office is not required, but the proposal should support proven experience working in New Orleans Public Schools. There is a preference for local providers.

24. Question : Can we provide some but not all services being requested?

Answer: Please see Answer to Question No. 1.

25. Question : Can the district provide more information regarding the secure-care facility?

Answer : Travis Hill is our school located in the Orleans Justice Center and the Juvenile Justice Intervention Center.

26. Question : Will staff working in the secure-care facility be required to have a physical intervention training?

Answer : Yes, all mandated trainings outlined by the facility will need to be completed by the staff assigned there.

27. Question : Who is the clinical POC at the district? What is the clinical support structure for the charter schools?

Answer: We do not have a clinical POC, nor a clinical structure for all charters.

28. Question : Are nursing delegation services being requested from RN to UAP (unlicensed assistive personnel)?

Answer : The District is requesting RN services under this solicitation.

29. Question : Page 16 mentions trainings, Will these trainings be created by the district or be the responsibility of the social worker to create?

Answer : The district has training materials, but there may be instances where the provider will need to create materials.

30. Question : Can the district please clarify how needs for vendor supplied contractors will be disseminated to awardees post award?

Answer : Upon District verification of the need for Providers, The Executive Director of ECS will contact the Vendor(s) and request the appropriate support personnel.

31. Question : Can the district please provide a detailed explanation for how points will be awarded for the pricing section of this solicitation (i.e. lowest bill rate receives maximum points, and next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined amount of points)?

Answer : The cost evaluation shall constitute ten (10%) percent of the total points assigned and will be based upon standard cost rates submitted by the proposers. The proposer with the lowest cost shall receive the highest cost evaluation score. Other proposers will receive a cost score computed as follows:

$$\text{CSF} = (\text{LPC}/\text{PC} * \text{X})$$

CSF = Cost Scoring Formula

LPC = Lowest proposed cost

PC = Proposer's cost

X= n% of the total number of points assigned

32. Question : When is the estimated contract award date, and how will the district communicate award status to vendors?

Answer : The estimated contract award date is to be determined. Vendors recommended for award will receive notice of intent to award pending board approval.

33. Question : How many vendors does the district expect to award a contract to for the services requested in this solicitation?

Answer : Please see Answer to Question No. 3

34. Question : Can the district please provide incumbent information and current bill rates for contracts in place for similar services?

Answer: The incumbent Providers are Maxim Healthcare Staffing Services, Orange Tree Staffing, The Stepping Stones Group, LLC., and Sunbelt Staffing, LLC. Rates for services are attached in Exhibit A.

35. Question: What is the expected amount of full-time, vendor supplied (SPED Teachers, School Psychologists, Social Workers, SLP's, OT's, PT's, RN's) needed during the 2023-24 SY?

Answer: The expected amount of full-time, vendor supplied (SPED Teachers is 0, School Psychologists is 0, Social Workers is 0, SLP's is 15, OT's is 2, PT's is 3, RN's is 0) needed during the 2023-24 SY.

36. Question: Can the district please provide the total amount of full-time, vendor supplied (SPED Teachers, School Psychologists, Social Workers, SLP's, OT's, PT's, RN's utilized during the 2022-23 SY?

Answer: The total amount of full-time vendor supplied during 2022-23 SY were 2 RN's , and 0 SPED Teachers, 0 Social Workers. SLP, OT, PT , School Psychologists are not being solicited under this project

37. Question: Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied (SPED Teachers, School Psychologists, Social Workers, SLP's, OT's, PT's, RN's) utilized during the 2022-23 SY?

Answer: Please submit public records request.

38. Question: Can the district please describe the supplies and materials that contracted providers will have access to at the district? (wifi, computer access, testing material, office supplies, etc.)?

Answer: The district will provide office supplies and testing materials. The vendor will need to supply technology.

39. Question : What travel between schools is expected for these providers?

Answer : It is dependent upon student and school needs.

40. Question : Will the district review other SPED service classifications if submitted with the vendor proposal?

Answer : No, the district will not review other SPED service classifications submitted with the vendor proposal.

41. Question : What are the district expectations of contract providers to assist in Medicaid reimbursement documentation services?

Answer : Contracted Providers are required have an NPI# (National Provider Identification Number) and to obtain an OPR# (Ordering Prescribing Referring Number) as applicable to provider type, and to log all support services into the District's Documentation System. The District will not accept any other form of documentation.

42. Question : What is the average caseload for the providers requested in this solicitation?

Answer : Please see answer to Question No. 39.

43. Question : Will the district accept Speech Language Pathologists during their Clinical Fellowship Year (CFY)?

Answer : No, the district will not accept Speech Language Pathologists during their Clinical Fellowship Year (CFY)?

44. Question : Can the district please clarify the maximum weekly allowable hours approved for providers requested in this solicitation?

Answer : Thirty-five (35) hours per week are allowed for providers.

45. Question : Will the district accept digital proposal submissions?

Answer: Yes, one signed original proposal shall be submitted electronically and clearly marked: REQUEST FOR PROPOSAL NO. 24-0073 ON APRIL 23, 2024 AT 10:00 A.M. to Mr. Paul A. Lucius, Executive Director of Procurement: procurement@nolapublicschools.com.

46. Question: Will the district accept contract exceptions?

Answer: No, the district will not accept contract exceptions.

ATTACHMENT A

Vendor Rates

Orange Tree Staffing Rates

<u>Service</u>	<u>Cost per Hour</u>
No services were provided or rendered to NOLA Public Schools	N/A

The Stepping Stone Group Rates

<u>Service</u>	<u>Cost per Hour</u>
Adapted Physical Education Teacher	\$ 63.00

Sunbelt Staffing Rates

<u>Service</u>	<u>Cost per Hour</u>
Special Education Teacher	\$ 54.00

Maxim Healthcare Staffing Services, Inc. Rates

<u>Service</u>	<u>Cost per Hour</u>
No services were provided or rendered to NOLA Public Schools	N/A

End of Addendum No. 2