

NORTH PROVIDENCE SCHOOL DEPARTMENT
SPECIAL EDUCATION AND RELATED SERVICES REQUEST FOR PROPOSALS
MARCH 27, 2025

ADDENDUM #1

Questions and Answers for Special Education Services RFP

1. Would the district consider proposals for virtual (teletherapy) services under this RFP? Not at this time. The district is focusing on in-person service delivery to meet the needs of our students. We believe face-to-face interaction is essential for the specialized support required by our special education population.

2. Does the district anticipate awarding more than one vendor for this RFP? Is this intended to be awarded to a single company or multiple vendors? The district anticipates the possibility of awarding contracts to multiple vendors based on our diverse service needs and school locations. Our primary goal is to ensure comprehensive coverage of special education services across all school sites, which may require multiple service providers with different specializations.

3. How many SLPs, OTs, School Psychologists, and Social Workers does the district anticipate needing (full-time/part-time or anticipated hours)? What is the estimated caseload? What is the volume of each position being requested? Unknown at this time due to a three year proposal.

4. Would the district provide its students the hardware (e.g., computer, webcam, headsets, etc.), test kits, supplies, and other materials needed for services? Will the district provide necessary testing materials/equipment for evaluations? Will the district supply laptops and access to electronic systems? The district will provide necessary testing materials, assessment kits, and standard therapeutic supplies for on-site services. However, vendors are expected to provide their own professional equipment, specialized materials, and assessment tools required for service delivery.

5. Are you satisfied with your current vendors, or have there been issues in the past year? Who are the current providers of Special Education Related Services for the NPSD? Is this an existing contract or a new contract out for bid? Who are the incumbent vendors? How long have the incumbent vendor(s) held the contract? All contracts are public and can be accessed via the last three years of School Committee public meetings.

6. What are the current vendor names and rates for SLP, OT, School Psychologist, and Social Worker services? What are the current bill rates utilized by the NPSD for Special Education Related Services? Can you provide the current/historical pricing? What is the estimated spend for the contract? All contracts are public and can be accessed via the last three years of School Committee public meetings.

7. Can the vendor attach pages to Attachment "B" to specify different rates for each school year (2025-26 SY, 2026-27 SY, 2027-28 SY, etc.)? Yes, vendors may attach additional pages to Attachment "B" to specify different rates for each school year (2025-26 SY, 2026-27 SY, 2027-28 SY, etc.). Please clearly label each attachment with the corresponding school year and ensure all rate information follows the format specified in Attachment "B" for each year proposed.

8. Does the NPSD provide access to therapy materials, supplies, equipment, evaluation kits, and protocols to complete the provision of services? The NPSD provides basic therapy materials, standard assessment protocols, and commonly used evaluation kits for on-site services. Vendors may provide additional resources with approval from the Director of Student Services.

9. Does the NPSD provide access to computers/laptops and printers to complete the provision of services? Will agency staff have access to internal student database systems to review/update client progress? The NPSD provides on-site access to computers and printers in designated workspaces for contracted service providers. For providers working primarily at school sites, basic technology infrastructure is available. However, vendors providing services across multiple locations or utilizing specialized software should plan to provide their own laptops or tablets. All providers will have access to the district's secure network and student information systems as needed for documentation purposes.

10. How many billable hours are in a typical workday? A standard workday for special education service providers in the NPSD consists of 7.5 hours, with approximately 6.0-6.5 billable direct service hours expected. The remaining time is allocated for documentation, IEP meetings, consultation with staff, and other non-billable administrative duties. The specific billable hour expectations may vary by discipline and caseload requirements.

11. Will the district provide job descriptions for each modality? Yes, job descriptions for each position will be provided to the selected vendor(s) upon contract award. General qualifications and responsibilities are outlined in the RFP document.

12. Will the district provide report templates for agency staff? What are documentation requirements for each position? Is there a documentation/data collection requirement for support staff? Yes, the district will provide standard report templates and documentation requirements for all contracted staff. Each position has specific documentation requirements that align with district policies and state regulations. Support staff will be provided with necessary materials to meet documentation requirements.

13. Will agency staff be required to complete crisis prevention/de-escalation trainings for the district? Does the department provide crisis prevention and de-escalation training to agency staff? Will agency staff ever be required to implement physical holds/restraints? Agency staff will be required to complete the district's approved crisis prevention/de-escalation training. The district will provide this training or recognize equivalent certification from approved programs. Staff may be required to implement approved physical intervention techniques in crisis situations only when trained and authorized to do so, following district policies and state regulations.

14. Will agency staff be required to submit any documentation for Medicaid reimbursement? Yes, agency staff will be required to complete documentation necessary for Medicaid reimbursement in accordance with district procedures and state/federal guidelines.

15. Who at the district would the Behavior Analyst report to? Who do agency staff report to at the site or department level? Who is directly supervising staff? Who is the clinical POC at the district? Clinical point of contact would be determined via the Building Principal in collaboration with the Director of Student Services. If your staff require supervision, that should be outlined in your proposal.

16. Will support staff ever have to travel to student's home or other environments? If so, how often and will there be supervision? Travel to student homes or community environments may occasionally be required based on student IEP requirements. This will be determined on a case-by-case basis, and appropriate supervision will be provided when necessary.

17. What are the agency supervision requirements? Is on-site supervision required? The agency is expected to provide appropriate clinical supervision according to professional standards and licensing requirements. On-site district oversight will be provided, but agencies must ensure their staff receive profession-specific supervision as required by their discipline.

18. Is the district requesting health office nurses? Is the district requesting LPN's or RN's? Is the district requesting 1:1 nurses? If so, what is the highest acuity skill being requested? Please refer to RI State Regulations per RI Department of Health and RI Department of Education.

19. What is the payment structure for this proposal? Is the contractor reimbursed for services rendered on a Net30 basis? All invoices are subject to School Committee approval and are paid on a monthly basis.

20. Does the contractor have the ability to terminate for convenience with a 30 to 90 day advance written notice? Will the District allow for further contract negotiations upon award? Will the District allow Contractor's insurance policies to be written on a "claims made" basis? Contract terms, including termination clauses and insurance requirements, are outlined in the standard contract included in the RFP package. All contracts will be subject to Legal Counsel review and School Committee approval. Some modifications may be negotiable upon award, but major terms must remain consistent with district policies.

21. Can the District provide details on insurance policies? Will the District be open to modify the insurance, upon award? Insurance requirements are detailed in the RFP document. The district requires standard coverage for educational contractors, including professional liability, general liability, and workers' compensation. Some modifications to insurance requirements may be considered upon contract award, but core protections must remain in place.

22. Will the District require Contractor to assist with transporting Students? No, contractors will not be required to transport students as part of their service delivery.