

BALTIMORE COUNTY PUBLIC SCHOOLS

Darryl L. Williams, Ed.D. ♦ Superintendent ♦ 6901 North Charles Street ♦ Towson, MD ♦ 21204

ADDENDUM NUMBER 2

DATE: April 1, 2022
BID NAME: OCCUPATIONAL, PHYSICAL, AND SPEECH THERAPIST AND OTHER RELATED SPECIAL EDUCATION SERVICES
BID NUMBER: JBO-714-22
DUE DATE: NO CHANGE
DUE TIME: NO CHANGE
TOTAL PAGES: 4

The following revisions and responses to questions are made to the original bid document. This addendum forms a part of the Contract Documents and modifies the Original Solicitation Documents accordingly and as noted below. Acknowledge receipt of this Addendum in the space provided on the "Addenda" form within the Form of Proposal.

The solicitation inquiries received prior to the issuance of this addendum are as follows:

GENERAL

	Inquiry	Response
1	Will JBO-714-22 supersede MWE-857-14 and MWE-857-14-26?	Yes, JBO-714-22 is the re-bid for services provided on contract MWE-857-14. MWE-857-14 expires 8/31/2022.
2	In the Price Proposal page there are no options/rates for teletherapy services. Will these be added to the price proposal or is the assumption that the teletherapy rates are the same as in-person?	Bidders are to provide daily rate or hourly rate whether teletherapy or in person.
3	How many full time and part time positions do you anticipate?	Refer to Addendum 1
4	Is the daily rate based on 6.75 hours (7.25 less .50 lunch)?	Refer to Addendum 1
5	Please confirm the number of billable hours in a school day?	Refer to Addendum 1
6	Should we include sample candidate resumes and certifications in our bid submission?	No
7	In the Form of Proposal 5.2.15 it preferences "all other information in Specifications Part II" to be included.	This subparagraph is asking bidders to return all other information and/or forms and/or affidavits specified in Part II, Part III and or addenda issued.

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	Can you clarify what else this would be?	
8	Do we need to include copies of our addenda in our bid response, or is filling out the Addenda Form sufficient?	Do not include copies of the addenda with your bid response. Please acknowledge addenda using the addenda form.
9	In our Bid Submission, it is understood that Section 004000- FORM OF PROPOSAL contains all the documents to be submitted. Do we need to also included a narrative about our services, company history, scope of services?	No narrative is needed
10	In addition to the forms required to be included in our proposal, are there any narrative/technical questions to answer in our response?	See response to question 9
11	Where shall we include evidence of Good Standing in our proposal response per 2.0 Qualification of Bidder?	Refer to Addendum 1
12	To confirm, we do NOT need to include a certificate of insurance in our bid submission per pg. 28 3.0 Bonding and Certificates of Insurance?	Do not include a certificate of insurance with the bid. Award bidder(s) will need to provide upon notification.
13	Will the District consider any redlines/deviations to the contract terms during the negotiation phase?	No, this is an Invitation for Bid. There are no negotiations.
14	How many clinicians are currently staffed by discipline?	The number varies during the school year; today the numbers are as follows: 1 Teacher of the Deaf/Hard of Hearing, 1 Physical Therapist, 21 Occupational Therapists, 58 Speech-Language Pathologists.
15	What is the estimated annual spend of this contract?	Refer to Addendum 1
16	What is the total amount of spend broken down by vendor over the last year?	This information will not be provided.
17	On the rate sheet, can we provide ranges, or do we need a specific rate?	Bidders must provide a rate. No ranges are to be provided. Bidders providing ranges will have their bid rejected as non-responsive.
18	Is orientation billable?	The daily rate includes all duties during the work-day including training.
19	Is billing for clinical supervisor's counsel acceptable and paid? Please clarify approval process.	No; it is up to the Award Bidder to provide supervision for the specified provider types and provide a daily rate for the provider type that includes supervision.
20	Please list the top three areas for improvement you would like to see from new contract providers.	Completion of documentation as required, effective communication with families and school staff; acceptance of role as contracted provider vs. demanding specific work locations/assignments/duties/age groups etc.

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21	What is the current amount of contractor usage over the past year by discipline?	This information will not be provided.
22	What technology is used currently to manage this program internally?	MS Office/Teams, Google, Powerschool, Schoology are examples.
23	What is the expectation and frequency for on-call needs?	The needs are dynamic and may not be specified at this time.
24	What is the expectation and frequency for replacing a candidate that is ill/calls off?	It depends on the amount of time off. Make-up services are provided by the provider for infrequent days missed. The Award Bidder should make every effort to provide coverage for any extended period of leave such as for maternity, surgery etc.
25	Is there a minimum experience requirement?	No
26	What is entailed in the current orientation process?	Typically, a minimum of three workdays for initial training but that may vary depending on the work assignment. Training is a combination of synchronous (in person and/or MS Teams) and asynchronous content.
27	How does a department/unit determine what company(s) to use after these contracts are awarded, assuming that there will be multiple awards made and different bill rates?	Needs are emailed to the Award Bidders and BCPS will make determinations first come, first served based on review of resume(s)/results of an interview by BCPS to meet the needs.
28	What is the vendor selection criteria and overall process?	JBO-714-22 is advertised as an Invitation for Bid (IFB), not a Request for Proposal. Please see Part II, Award Criteria.
29	What scorecard criteria will be utilized to evaluate bidders?	See response to inquiry 28
30	Who is on the selection committee? What are their job titles?	See response to inquiry 28. There is no selection committee for an IFB
31	What is your current time to fill by discipline?	We fill needs year-round.
32	What is your current fill rate?	It depends on the need; currently Teacher of the Deaf, Physical Therapist and Occupational Therapist fill rates are 100%; fill rate for SLP today is 77%.
33	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 (learning loss projects, behavior/counseling groups, etc.)	Staffing is dynamic and always subject to change.
34	If a clinician is part time and only working 4-5 hours per day; how will this be billed – 1) a pro-rated daily rate or 2) hourly rate?	Pro-rated daily rate
35	Would the district consider removing subsection D, requiring financial penalties to vendor due to incompliance with contract, causing client to find services elsewhere?	Per Part II, section 1.0 General Scope and Services, paragraph 1.8 BCPS contractual terms and conditions shall govern and supersede any terms and conditions from the

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		bidder. Conditional proposals will not be accepted.
36	The RFP states, "All Bidders shall include copies of all appropriate licenses necessary to perform this work." Can you please clarify what types of licensure you are looking for us to provide?	JBO-714-22 is an Invitation for Bid. Bidders shall provide licenses necessary to operate the business.
37	The RFP states," All Bidders submitting a proposal shall include evidence that they maintain a permanent place of business and shall be authorized to transact business in Maryland and considered in "Good Standing"." Can you please clarify what evidence would be acceptable to include to meet this requirement?	JBO-714-22 is an Invitation for Bid. No documentation needs to be included with the bid.
38	Does the SBE/MBE need to be physically located within Baltimore County or even the state of Maryland? For example, if we already work with an MBE at our corporate headquarters in New Jersey or at offices in other states, might that qualify?	To meet the goal of 15%e participation, we will accept a SBE/MBE firm that is located outside of Baltimore County or the state of Maryland. This does not supersede any requirements for location of business as required in the solicitation. The SBE firm must be able to qualify under the same criteria listed on the SBE Affidavit, page 004000-10 in the Form of Proposal. That form is not to be completed for other than the bidder, but is the reference to determine qualification.

All other specifications and terms remain as stated in original document. This addendum is hereby made a part of the Contract Documents, on which the contract is based and is intended to modify, explain, correct and/or add to the original Contract Documents.

END OF ADDENDUM

Jamika Bowen
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Baltimore County Public Schools - Office of Purchasing

Maren Townsend - Coordinator, Office of Related Services
Bid file

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