



GARLAND INDEPENDENT SCHOOL DISTRICT

PURCHASING DEPARTMENT
501 SOUTH JUPITER ROAD
Garland, Texas 75042

May 3, 2019

ADDENDUM 3, RFP #394-19-07

**SPECIAL EDUCATION SERVICES (LICENSED PSYCHOLOGIST,
PSYCHIATRISTS, DIAGNOSTICIANS, COUNSELORS & SOCIAL WORKERS)**

This addendum modifies the original document as listed below and is hereby incorporated to the contract documents. Acknowledge receipt of this addendum by returning the completed and signed form with the solicitation response. Failure to submit the addendum may be used as an evaluated factor.

QUESTION:

What would be the projected or average weekly hours of service for the Licensed Psychologists (LSSP), Diagnosticians (Ed. Diag)? For example: Full-time 37.5 hours per week (7.5 hours per day) billable.

ANSWER:

Full-time 37.5 hours per week (7.5 hours per day) billable.

QUESTION:

How many LSSPs and Ed. Diags do you currently foresee needing?

ANSWER:

To be determined based on our needs.

QUESTION:

What would be the average student caseload and number of schools served by the LSSPs and Ed. Diags?

ANSWER:

To be determined based on our needs.

QUESTION:

Are resumes required at the time of proposal submission or only upon award?

ANSWER:

Upon award.

QUESTION:

Do you require vendors to guarantee the provision of therapy services, or is it understood that vendors will begin recruiting on a best efforts' basis upon contract award?

ANSWER:

We have no expectation of a guarantee.

QUESTION:

Can the vendor incur in any penalties or be liable for any damages for not having LSSPs and Ed. Diags available upon your school's request in a timely manner or would your school terminate the RFP contract with the vendor?

ANSWER:

No, no penalties or liabilities would be found.

QUESTION:

If Garland Independent School District will find a permanent employee of the district and our services will no longer be needed, will the school provide the awarded vendor with a 30 day out termination written notice?

ANSWER:

All contracts are negotiable.

QUESTION:

Would the district pay for mileage travelling between school campuses on the same day? If so, what will be the district IRS Standard Rate?

ANSWER:

If required, we would pay the state rate for mileage.

QUESTION:

Can you provide the current incumbent vendor(s) names and fee rates providing the LSSP and Ed. Diag services? Has your current vendor(s) been able to satisfy your service needs?

ANSWER:

Garland ISD has adopted a procedure designating Lisa Ray, General Counsel, as the staff member to receive all email request for public information. Please resubmit your request to Ms. Ray at informationrequest@garlandisd.net.

QUESTION:

Will Garland Independent School District consider an all-inclusive hourly price rate range depending on the candidates' level of experience OR does the district only want a fixed flat hourly rate for service?

ANSWER:

Please refer to Page 3 of the Proposal Form/Specification, Section Professional fee and Instructional Material. Any additional breakdown of fee structure can be submitted on the Compliance page with explanation.

QUESTION:

Due to the detailed information requested in this solicitation, can the district please extend the due date of this RFP?

ANSWER:

This has been extended to May 14, 2019 at 10:30 a.m.

QUESTION:

Why is the district utilizing a solicitation for the services requested in this bid?

ANSWER:

Garland ISD chose the request for Proposal process as the best method of solicitation.

QUESTION:

Can the district please clarify how needs for contractors will be disseminated to vendors post award?

ANSWER:

Purchase Orders will be issued on an as needed basis.

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:

Please see the attached Evaluation Points Development Form

QUESTION:

Can the district please provide evaluation criteria, with points or percentages for the determining areas of focus?

ANSWER:

Please see the attached Evaluation Points Development Form

QUESTION:

How many references does the district require?

ANSWER:

The District has not determined a set amount of references required for this solicitation.

QUESTION:

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

ANSWER:

There is not a set number of vendors expected.

QUESTION:

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

ANSWER:

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QUESTION:

What is the expected amount of FTE contract, vendor supplied LSSP's, Psychiatrists, Diagnosticians, Counselors, Social Workers, OT, COTA, PT, PTA's utilized during the 2018-19 SY?

ANSWER:

We do not have an expectation at this time.

QUESTION:

Can the district please provide the total amount of FTE contract, vendor supplied LSSP's, Psychiatrists, Diagnosticians, Counselors, Social Workers, OT, COTA, PT, PTA's utilized during the 2017-18 SY?

ANSWER:

Do not have any vendor supplied FTE's in these fields.

QUESTION:

Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied LSSP's, Psychiatrists, Diagnosticians, Counselors, Social Workers, OT, COTA, PT, PTA's utilized during the 2017-18 SY?

ANSWER:

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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:

Needed materials and supplies will be provided by the district.

QUESTION:

What travel between schools is expected for these providers?

ANSWER:

Some travel between schools may occur.

QUESTION:

Will the district accept a bill rate range for these positions based on experience, or will they only accept a fixed price?

ANSWER:

Any additional breakdown of fee structure can be submitted on the Compliance form with explanation.

QUESTION:

Are companies able to only bid the modalities they are able to service, or must they bid all?

ANSWER:

They can bid on the modalities that they are able to serve.

QUESTION:

Are companies allowed to only bid on Direct Services, or must they bid on Evaluations and Assessments too?

ANSWER:

The bid should include all services.

QUESTION:

Are the district's current vendors able to fulfill all of their needs?

ANSWER:

Yes.

QUESTION:

Is the district satisfied with its current vendors?

ANSWER:

Currently the previous contract has expired necessitating the need for a new proposal.

QUESTION:

What is the district seeking in a new vendor partner?

ANSWER:

Please refer to # 1 Purpose of Solicitation on Proposal Form/Specification.

QUESTION:

Are resumes required upon submission, or only after award when a need arises?

ANSWER:

Resumes will be required before positions are filled.

QUESTION:

Can we review the historical pricing?

ANSWER:

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QUESTION:

Will overtime be billable?

ANSWER:

There will not be overtime

QUESTION:

Should overtime be "blended" into the hourly bid rate?

ANSWER:

There will not be overtime.

QUESTION:

Please provide bill rates for the incumbent suppliers.

ANSWER:

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QUESTION:

What is the estimated annual spend of this contract?

ANSWER:

The estimated annual value of this contract is \$150,000. This value is not a guarantee of an award amount to any supplier(s), but just an estimated expenditure based on the history for this category.

QUESTION:

What is the total amount of spend broken down by vendor over the last year? Over the duration of the contract period?

ANSWER:

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QUESTION:

On the rate sheet, can we provide ranges or do we need a specific rate?

ANSWER:

If ranges are used then it would need to be clear how it is determined and please place detailed information regarding billing rates on the attached Compliance form.

QUESTION:

Will vendor be required to bill Medicare/Medicaid or any third-party insurance?

ANSWER:

No.

QUESTION:

How is time for registry /per diem captured today?

ANSWER:

Purchase Orders for services will be issued on an as need basis.

QUESTION:

Do you have a current payroll provider?

ANSWER:

Yes.

QUESTION:

How many agencies are you using today?

ANSWER:

Previous contract awarded 3 vendors.

QUESTION:

Who are the incumbent suppliers?

ANSWER:

There are not any currently

QUESTION:

How long have the incumbent suppliers held this contract?

ANSWER:

The previous contract was awarded in 2014.

QUESTION:

What is your motivation to change suppliers?

ANSWER:

The previous contract has expired.

QUESTION:

Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with?

ANSWER:

Currently the previous contract has expired necessitating the need for a new proposal.

QUESTION:

Please list the top three areas for improvement you would like to see from new contract providers.

ANSWER:

Please refer to # 1 Purpose of Solicitation on Proposal Form/Specification.

QUESTIONS:

What is the current amount of contractor usage over the past year? Entire contract period?

ANSWER:

The previous contract is not indicative of the anticipated needs of the District.

QUESTION:

Is this contract open due to an expired contract, or is this during a renewable cycle?

ANSWER:

The previous contract has expired.

QUESTION:

What is the main cause or reason to send this project to bid?

ANSWER:

The previous contract has expired.

QUESTION:

Was the expiring contract held by one vendor, or multiple?

ANSWER:

Multiple vendors were awarded.

QUESTION:

What technology is used currently to manage this program internally?

ANSWER:

Esped

QUESTION:

What is expectation and frequency for replacing a candidate that is ill/calls off?

ANSWER:

We replace all candidates that are approved to replace.

QUESTION:

Is there a minimum experience requirement for the personnel sent to your facility?

ANSWER:

No.

QUESTION:

What is the average length of assignment (12 months, 3 months, per diem)?

ANSWER:

Average will vary based on position.

QUESTION:

What is the current requisition process in place?

ANSWER:

Currently we seek quotes.

QUESTION:

What can we expect for lead time for requisitions for per-diem vs. travel?

ANSWER:

Purchase Orders are issued on an as need basis.

QUESTION:

What timekeeping process/system will be utilized? For full time contractors/travelers? For registry/per diem?

ANSWER:

A time sheet will be utilized to record hours. We will not pay for travel to or from work and do not anticipate any travel within the day.

QUESTION:

What is entailed in the current orientation process?

ANSWER:

Human Resources has orientation and finger printing processes. They will meet with the lead or coordinator to receive orientation.

QUESTION:

Are staff member resumes required to be submitted with our bid response?

ANSWER:

No.

QUESTION:

Are the profiles/resumes of our healthcare professionals required to be submitted with our bid response? If so, how many would you like us to include?

ANSWER:

No.

QUESTION:

Can you provide details as to projected volume and headcount for each discipline included in the scope of work?

ANSWER:

No, there is no basis from which to gather these projections.

QUESTION:

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?

ANSWER:

Quotes if more than one vendor is awarded.

QUESTION:

What is the vendor selection criteria and overall process?

ANSWER:

Please see attached Evaluation Criteria

QUESTION:

What scorecard criteria will be utilized to evaluate bidders?

ANSWER:

Please see attached Evaluation Criteria

QUESTION:

Who is on the selection committee? What are their job titles?

ANSWER:

Current Garland ISD Staff, their job titles vary.

QUESTION:

Is RFP #383-15 being replaced by current RFP 394-19-07

ANSWER:

No

QUESTION:

In the Service Provider Matrix you have Behavior Management listed in a few categories. Is this RFP requesting services for Behavior Management (Conflict Management) Training for Garland ISD?

ANSWER:

No

QUESTION:

As a Behavior Management Training company, we offer training in Non-physical Interventions and Physical Interventions, Is the Garland ISD looking for Non-Physical or Physical training when working with individuals who may become aggressive or assaultive?

ANSWER:

No

QUESTION:

If 1. Is yes, would this Professional Development require Direct Delivery Training to this select group or would this be a Train-the-trainer program?

ANSWER:

N/A


QUESTION:

How many Licensed Psychologist, Psychiatrists, Diagnosticians, Counselors & Social Workers are you looking to train?

ANSWER:

We are only looking for help when needed, so we are not looking to train any specific amount.

RFP # 394-19-07 - EVALUATION POINTS DEVELOPMENT FORM		
		COMMENTS- Provide what will be evaluated on each criteria in the comment section below.
Parameters:	Max Points	
1 The purchase price; <i>NOT TO BE EVALUATED BY COMMITTEE MEMBERS</i> Purchasing Dept. will enter separately. Based on a standard formula Personal Property Purchase: 50-55, Combination of Goods and Services or Service (only):40-50	40	
2 The reputation of the vendor and of the vendor's goods or services; Range 0-14 Current Certification, Public School Experience.	14	
3 The quality of the vendor's goods or services; Range 0-13 understands evaluation criteria for special education in Texas.	13	
4 The extent to which the goods or services meet the district's needs; Range 0-30 Qualified license/certified candidates	30	
5 The vendor's past relationship with the district; Range 0-3 District standard is to award points as follows: 3 – performed above contract standards 2 – performed to contract standards 1 – instances of substandard performance but deficiencies were promptly corrected when notified 0 – no previous experience with GISD Negative 1-10 may be assigned based on the number of written complaint letters issued by the Purchasing Department	3	
6 The impact on the ability of the district to comply with the laws and rules relating to historically under-utilized businesses (HUB); (must be 0 points)	0	
7 The total long-term cost to the district to acquire the vendor's goods and services; Range 0, Discount structure for each manufacturer. This item is designed to capture all costs other than those identified under initial purchase price, example maintenance cost for years 2-5.	0	
8 For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner: A. has its principal place of business in this state B. employs at least 500 persons in this state	0	
9 Only used if additional factors identified in RFP	0	
Total Points	100	


 Mark A. Booker
 Director of Purchasing

 Company Name

 Address

 City State Zip

 Signature

 Title