DATE: September 18, 2019

TO: All Offerors

FROM: Angela R. Young
Executive Director of Contracting

RE: RFP No. 112-20, Behavior Support Services

Please see Addendum No. 1 for the above-referenced solicitation.
A. The following are questions received and FCS’ responses for the above-referenced solicitation:

1. Could the Behavior Support Services be conducted on-line instead of in person? Do therapists need to obtain a Board Certified Behavioral Analyst (BCBA) certificate?
   No. Please refer to page 35 of the solicitation.

2. How many BCBA will be needed to provide Behavior Support Services?
   Undetermined.

3. Are there Contractors currently providing Behavior Support Services to FCS?
   Yes.

4. Who are the current vendors providing the services? What are the rates per hour?
   Comprehensive Behavior Change, Integrated Behavioral Solutions, Inc., and Progressus Therapy are the current vendors. The rates are: Comprehensive Behavior Change $85.00, Integrated Behavioral Solutions, Inc. $95.00 and Progressus Therapy $65.00.

5. Have your current providers been able to meet all of your needs?
   Yes.

6. How many BCBAs and/or Registered Behavior Technicians (RBTs) Full Time Equivalents (FTE) did the vendors provide during 2018-2019 school year?
   Between two (2) to five (5).

7. What does “All or None” mean on page 25, #4?
   Award will be made to the vendor who meets all requirements.

8. Please define the term ‘credentialed employee’ on page 56. Does this term mean ‘Registered Behavior Technician’, or something else?
   Depends on the position.

9. How many hours can BCBAS be billed for per school day?
   Up to eight (8) hours per day.

10. How many work days during the school year would BCBAs be assigned?
    BCBAs will be assigned assignment on an as needed basis.

11. What is the average caseload for BCBAs and Registered Behavior Technician (RBT)?
    There are no set caseloads. Services are provided based on student needs.

12. Will BCBAs have access to materials, supplies, equipment, evaluation kits and protocols at the schools?
    BCBAs will have access to some supplies, however, it is based on what is requested.

13. Will BCBAs have access to computers, laptops and printers at the schools?
    Yes, however, awarded vendor must use their own laptop.
ADDENDUM NO. 1  
RFP NO. 112-20  
BEHAVIOR SUPPORT SERVICES

14. Can services be billed as direct and indirect (paperwork, meeting, teacher consultations, etc.)?  
   Yes.

15. Should a vendor guarantee the provision of BCBA or can the recruiting process be conducted on  
    a best effort basis?  
   Vendor shall have BCBA available to commence work upon contract award.

16. Will BCBA be employed throughout the school year or would they be replaced if FCS is able to  
    locate a direct hire?  
   BCBA will be employed throughout the school year.

17. Can pricing be increased during the term of the contract?  
   No.

18. How many contract BCBA and/or RBTs (FTE) does FCS anticipate to utilize for the 2019-2020  
    school year?  
   Undetermined.

19. Is this a new program? What was the previous annual budget for these services?  
   No. The annual budget was $90,000.00.

20. What is the number of Full Time Equivalents (FTE) by vendor?  
   Approximately seven (7).

21. Is it possible to make changes to the Pricing Schedule?  
   Please refer to Appendices II and III, Offeror’s Exceptions Form and Offeror’s  
   Modifications Form.

22. How many therapists does FCS currently have?  
   There are currently seven (7) therapists.

23. How many therapists does FCS intend to hire?  
   Undetermined.

24. What are the requirements for therapists and other credentialed staff?  
   Please refer to page 31 of the solicitation, #2 Background.

25. What are the requirements for consulting, training and direct service?  
   Please refer to pages 31-32 of the solicitation, #3 Scope and #4 Basic Objectives  
   to be Accomplished.

26. How many schools are typically on a therapist’s caseload?  
   There is not a set number of schools. Services are based on referrals.

27. What is the number of schools that will require consulting, including number of classrooms and  
    teachers?  
   Undetermined.
28. How many students will need Behavior Support Services?
   Undetermined.

29. How many hours of training hours will therapists have to conduct?
   Undetermined.

30. How will the services be funded?
   The District will pay for services.

31. Are the following trainings/support services billable?
   a. Orientation sessions, professional development and meetings as required by FCS.
      Yes.
   b. Administrative (paperwork, documentation)?
      Yes.
   c. Mileage reimbursement.
      No.

32. Who will be responsible for the purchase of assessment material and supplies?
   The awarded vendor will be responsible for the purchase of assessment material and supplies.

33. Is it possible to submit a proposal for just the training requirements of the solicitation?
   No.

B. All other terms and conditions remain the same.