



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
 SCHOOL BOARD ADMINISTRATION BUILDING
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BID/RFP ADDENDUM

Date: 03/17/2023

Addendum No. 2

BID/RFP No. ITB-22-014-JS BID/RFP TITLE: Behavior Support Teams

This addendum modifies the conditions of the above-referenced BID/RFP as follows:

The attached documents provide answers to questions received pertaining to this ITB. All other terms and conditions of the ITB will remain the same.

All information, specifications terms, and conditions for the above-referenced BID/RFP, are included on the document posted on the Procurement Management website at <http://procurement.dadeschools.net>

The attached pages containing clarifications, additional information and requirements constitute an integral part of the referenced bid. If your bid/proposal has not been submitted, substitute the pages marked REVISED and mail your entire bid/proposal package.

I acknowledge receipt of Addendum Number 2

PLEASE NOTE: If your firm has forwarded a copy of this bid/proposal to another vendor, it is your responsibility to forward him/her a copy of this addendum.

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: _____

MAILING ADDRESS: _____

CITY, STATE ZIP CODE: _____

TELEPHONE NUMBER: _____ E-MAIL _____ FAX # _____

BY: SIGNATURE (Manual): _____
 OF AUTHORIZED REPRESENTATIVE

NAME (Typed): _____ TITLE: _____
 OF AUTHORIZED REPRESENTATIVE

**ITB-22-014-JS -JS Behavior Support Teams
Addendum #2**

Questions and Answers

1. Does the selected provider to provide behavior support teams have to submit the claims to the children's insurance?

Answer: No

2. Does the provider needs a Medicaid provider type 39 with a specialty code 393 (behavior analysis group), or is it enough for a Medicaid provider type 05, a community behavioral health center?

Answer: No

3. What schools are contained within each region, or alternatively, what are the boundaries for each region?

Answer: North Region - Hialeah to Broward County Line

Central Region - Miami Springs to South Miami

South Region - South Miami to Florida City

[North Region Office \(dadeschools.net\)](http://dadeschools.net)

[Central Region \(dadeschools.net\)](http://dadeschools.net)

[South Region Office \(dadeschools.net\)](http://dadeschools.net)

4. Will lowest cost be determined by role, or by total team cost?

Answer: The total for the team

5. If awarded, will the district provide an hourly bill rate based on all responses, or will awarded vendors be awarded on the bill rate they (the vendor) submitted?

Answer: Each vendor will be billed on the submitted and accepted rate.

6. Have these roles been contracted in the past by the district? If so, at what hourly bill rates?

Answer: Yes. RBT - \$65, BCaBA - \$80, BCBA - \$95 for up to 5 hours per school day.

7. Are references required for each Behavior Support Team Member with proposal?

Answer: Each member must provide credentials (agency must secure those). Each agency will have to provide a minimum of 3 letters of reference that have been written no more than one year prior to the date of the ITB.

8. Will all positions within the team of 1 BCBA, 2 BCaBAs and 3 RBTs be "full-time" M-F from the start of school to end of school? How many hours per week for each person? Is there a minimum or maximum number of hours?

Answer: While all 3 positions will be deployed on an as need basis. RBT's most likely will be in classrooms daily and the supervising BCBA/BCaBA will bill up to 5% of that time for supervision.

9. Will any member(s) of the team need to work "after hours" and/or weekends?

Answer: No

10. Will the team move as a unit or will members work at various sites e.g. Referring to the team of 1 BCBA, 2 BCaBAs and 3 RBTs as Support Team 1 (ST1), will all members of ST1 be assigned to the same school site for the same duration of time? Or will the members of ST1 potentially be assigned to different sites (with the BCBA needing to visit multiple sites to supervise daily/weekly, etc.).

Answer: Both models are possible.

11. Does the county have a data collection system that the support team will need to use to input data? If so, please provide information on this system so we can assess if we have familiarity with it.

Answer: At this time the District charts behavioral data using the students Social Emotional – Behavioral Intervention Plans. In addition, the District has a service system for logging.

12. Will the parents of the students worked with be reviewing/approving their child to be worked with (ethical component for anyone with BACB certification who is providing services)?

Answer: If a specific student will need services, yes parental consent will be obtained.

13. Will the members of the support team be able to contact the parent/guardian of students directly (ethical component for anyone with BACB certification who is providing services)?

Answer: First point of contact will be the established District liaison. If parent/guardian needs to be notified the District liaison with support team member will provide information to the parent.

14. With regard to Section 6.1.C. What does this entail? What is “coordinating services delivered by any private providers on school campuses”? Does this pertain to coordinating services for our assigned students or does it pertain to any/all PIPs entering a particular school-site?

Answer: This pertains to coordinating services for the specific students assigned to the District contracted agency.

15. Can the BCBA of the behavior support team act as the Liaison described in Section 6.3, or does this need to be another person?

Answer: The liaison’s role is merely a contact person for the District in case team members are absent, billing questions, and for other related matters.

16. Will the Liaison’s time be compensated; for example: time spent compiling data, creating the reports that will be provided to MDCPS that include assessment outcomes, student progress, etc. If so, would this be a separate rate from what is outlined as BCBA, BCaBA and RBT fees in Section 7? Will the liaison ever need to visit a school-site?

Answer: No, the liaison’s time as outlined in question 16 will not be compensated.

17. What is considered “billable time” under this contract? Is any “in-direct” time “billable”- time spent outside of school hours developing treatment plans and/or updating plans based on progress, Etc.

Answer: There will be billable time for developing and updating treatment plans for assigned students.

18. Will each student be able to be assessed to determine specific needs or will MDCPS dictate what is needed? If needing to be assessed-how many hours will be allowed for the assessment process? Will they be able to be re-assessed as needed? How many hours will be allowed for re-assessment?

Answer: The District will work with the behavioral support teams to determine the students' needs.

19. Will Teams be in place year round? Or only during the typical academic school year?

Answer: Typical academic school year.

20. What are the graphical boundaries of the North, Central and South regions?

Answer: Please refer to the answer to question #4.

21. How many teams are needed per region?

Answer: A minimum of one per region.

22. With regard to Section 6.1.D.-please define "professional development."

Answer: Professional development includes in-class teacher support as well as training.

23. How often will the vendor be paid? How should invoices be submitted, including how often?

Answer: Invoices are to be submitted by the 15th of each month for the preceding month. Once invoices are approved, they will be paid within 30 days.

24. Regarding Section 6.2-does each member of the Team need to have 3 years of experience?

Answer: Yes

25. Are Team Members able to be "put on" and "taken off" teams if needed? For example, many RBTs are students and will have availability changes periodically; can the vendor remove/add team members as needed? What would that process look like?

Answer: Yes, the company liaison will coordinate schedules along with the District designed as this is one of the roles of the company liaison.

26. In the event a team member is out for illness, vacation, etc. can the vendor send a another staff member to cover if they have the necessary skill set to do so?

Answer: Yes, please refer to the answer to question #26.

27. If awarded the contract-when would the Team start?

Answer: Services will begin for the 2023-2024 school year.

28. What if between being awarded and actually commencing services we needed to change a team member-is that allowed?

Answer: Yes, please refer to the answers for questions #26 and 27.

29. We have 2 active contracts with MDCPS for specific students-would entering a "no-bid" jeopardize continued work under our current contracts? Would awarded teams replace us in our current contracts?

Answer: No

30. If we decide to proceed with "no bid" is that just done by submitting attachment 1 & 2?

Answer: Please submit Attachment 2 – Statement of "No bid"

31. Will the vendor get to help decide the appropriate "course of action" for the assigned students (intensity of services, schedule, etc) or will MDCPS dictate these things?

Answer: Please refer to the answer to question #19.

32. What would happen if the vendor and the District do not agree on treatment needs?

Answer: All final decisions regarding student treatment rests with the District.

33. What are the current hourly bill rates by vendor?

Answer: Please refer to the answer to question #7.

34. If we provide per evaluation rates, does the district require vendors to provide all of the assessments materials/protocols?

Answer: The ITB is only for hourly rate. There is not a separate fee or pay rate for evaluation.

35. How many billable hours are in a school day?

Answer: 7 hours

36. Is the vendor expected to have a clinic or local office?

Answer: Yes

37. Will services be provided on site or virtually or a hybrid of both for the 23/24 SY?

Answer: On-site

38. Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools?

Answer: This will be determined on a case by case basis.

39. Will assigned candidates have access to computers/laptops and printers provided by your schools?

Answer: Each team will be issued a laptop and each team member will be provided an access code.

40. Do contractors have to travel between schools during the workday? If so, are they required to clock out during travel between schools OR are they able to stay clocked in during travel between schools?

Answer: Yes, they may have to on occasion but typically they will be assigned to a school for a day.

41. Does the school district reimburse for mileage

Answer: No.

42. Does the District plan to issue RFPs for other related services?

Answer The District currently contracts for the following services: In-School Nursing; Speech Language; Psychological Services. These contracts were awarded through a RFP Process.

43. Will we know the school sites services are being requested for? Or will the candidate need to cover a specific school site within the district?

Answer: We don't have specific schools at this time.

44. Will the providers need CPI Training? If it's required, can we bill for the training?

Answer: No, if any restraint is needed that will be performed by the appropriate M-DCPS employee.

45. What is the severity, age range, any specific behaviors?

Answer: K-12 with a continuum of behaviors.

46. What certifications are needed or required prior to the candidate start?

Answer: All team members must have the appropriate Board certifications.

47. What are the COVID Protocols? Are there vaccine or testing requirements?

Answer: No vaccines or testing requirements for COVID.

48. Are there any PPE requirements that the vendor will be responsible for?

Answer: No PPE requirements.

49. Is toileting or diapering required for these positions? If so, will there be district support?

Answer: No toileting or diapering support will be required. There are classroom paraprofessionals, IEP support paraprofessionals to assist with these services.