

**SOUDERTON AREA SCHOOL DISTRICT
REQUEST FOR PROPOSAL FOR SPECIAL EDUCATION SERVICES**

**Request for Information (RFI) No. 1
Issue Date: July 12, 2017**

Below are the answers to questions submitted by prospective bidders as of July 11, 2017.

1. Why is the District going out for RFP at this time?

Answer: The purpose of the RFP was to attempt to consolidate services and obtain the best rate.

2. Does Souderton currently contract out for any of these services, PCA, BCBA or FBAs?

Answer: Yes, these services are currently outsourced.

3. If so, who are the current vendors for services?

4. What are the current rates (hourly or daily) that the district is paying for these services?

**Level 1 Personal Care Assistants
Level 2 Personal Care Assistants
Board Certified Behavior Analyst
Functional Behavior Assessments**

Answer: So as to maintain the appropriate competitive nature of the RFP, the District is not making current rates publicly available. The District currently contracts with a number of vendors to deliver the services requested in the RFP.

5. Are the current Level 1 and Level 2 PCAs employees of the district – or are they through a 3rd party agency?

Answer: The Level 1 and Level 2 PCAs are not District employees.

6. If they are current district employees, are there considerations that need to be taken with regard to pay rates or hiring preference?

Answer: Not applicable; see # 6

7. Do you currently use an automated system to manage PCAs?

Answer: No

8. Would you be able to provide us with pay rates for Level 1 and 2 PCAs?

Answer: No, see #4.

9. Are the positions in the RFP currently being filled by the district? If so, what is the current pay rate for each position?

10. How many of each type of employee currently work with the school district that will be available for us to hire?

Answer: No, see # 5

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11. How many hours per day do the full time Level 1 and Level 2 PCA's currently work?

Answer: 7.0 hours per day

12. What are the minimum education requirements currently in place for each position type?

Answer: Because the positions are contracted, the District does not establish minimum educational requirements. The District would prefer, however, that the successful vendor provide PCAs with an associates' or bachelors' degree.

13. Are any of these positions currently eligible and receiving health benefits from the district?

Answer: No

14. When does the district expect services to begin?

Answer: August 28, 2017. This is likely not going to be a full seven-hour day. Details will be provided to the successful vendor.

15. Is CPI & ABA Training currently required for Substitute Level 2 Para?

Answer: Yes

16. How is case work assigned to the BCBA?

Answer: Referrals will be sent by the Special Education Department to the designated agency representative to be assigned.

17. Do current employees have PTO time?

Answer: Not applicable, see #5.

18. Are current staff paid for CPI training and the mandatory staff meeting prior to the start of each school year?

Answer: Contracted staff were not required to attend the mandatory staff meeting in the past. That stated, the successful vendor should include the cost for its employees to attend the meeting in its proposal. CPI training is to be provided by the successful vendor.

19. For the level 3 FBA's, the RFP indicates 37 to be performed. Is this per month? Per term? Per year?

Answer: 37 FBA's per year.

20. Are any of these positions expected to participate in extended school year or other summer programs?

Answer: The positions may be expected to participate in Extended School Year programming, but those costs will be contracted separately. Do not include these costs in the proposal.

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21. What is the exact number of days by employee type including CPI training/refresher annually and any mandatory in service days?

Answer: 180 student days

22. Does the District have Professional Development days that our employees could attend jointly in order to meet the annual requirement for 20 continuing education hours?

Answer: Yes. The successful vendor's employees may attend District-sponsored training days as a convenience to meet the 20-hour requirement. The District, however, will not compensate the successful vendor for employees that attend.

23. How many schools are typically on a provider's caseload?

Answer: There are nine schools in the District. BCBA's generally cover two or three buildings.

24. On what date do you anticipate making this award and notifying vendors of the award status?

Answer: The award is scheduled for July 27, 2017, with notification the following day.

25. Who are the current vendors for PCA, BCBA and FBA services? Please provide the current bill rate by vendor. Please provide the # of FTEs (full time equivalents) by vendor.

Answer: See #3 and #4.

26. Have your current vendors been able to meet all of your current PCA, BCBA and FBA service's needs?

Answer: Refer to #1.

27. How many PCA, BCBA and FBA services does the district have on staff?

Answer: See #2.

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

Answer: Upon award.

29. What is the student to staff ratio in the classrooms that the services will be provided?

Answer: Varies.

30. Is the district open to contracting for part-time providers?

Answer: No.