



**Purchasing Department**

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*The Washington Elementary School District is committed to achieving excellence for every child, every day, every opportunity.*

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**AMENDMENT NO. Three (#3)  
Request for Proposal #19.015**

**Special Education Services**

**Submittal Due Date:** Wednesday, June 12, 2019 @ 2:30 PM Local Time

This Amendment supplements and amends the original RFP and shall be taken into account in submittals. The Offeror must take careful note of this Amendment.

**Offeror should submit a signed copy of this Amendment to the Washington School District Purchasing Department prior to the submittal due date and time, preferably with your properly marked RFP package. It may also be submitted in a separate sealed envelope, plainly marked with the RFP number and title (Special Education Services).**

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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**This RFP is amended as follows:**

**A. QUESTIONS:**

- 1) Will your school provide laptops/computers **and/or** an email account to the contracted providers during their assignment?  
**We provide computer access and a district email account.**
- 2) Would the district pay for mileage travelling between school campuses on the same day? If so, what will be the district IRS Standard Rate?  
**No, contracted providers may be placed on multiple sites but would not be traveling between schools within a single day.**
- 3) I do not have the required insurance at this time, but will purchase it if I am accepted. Is that okay?  
**That is acceptable. Awarded vendors have 10 days to provide proof of insurance upon award.**
- 4) Will contractors be provided laptops or computers and access to the internet?  
**Contractors will have computer and internet access.**
- 5) Would the district pay for mileage travelling between school campuses on the same day? **No, contracted providers may be placed on multiple sites but would not be traveling between schools within a single day.** If so, what will be the district IRS Standard Rate? **N/A.**
- 6) What is the orientation process?

If contracted employees start at the beginning of the school year, they are included in the beginning of the year training for their given area. At all times they receive support from their particular area's lead team member.

- 7) Do you accept Clinical Fellows?  
If a Clinical Fellow needs us to provide supervision hours and would need us to provide that supervision, we would not accept them.
- 8) Do you currently pay for no shows? If so, what is the minimum time increment and are the rates per job code?  
We only pay for days worked.
- 9) Is there time allotted for therapists to do the indirect treatment (paperwork, meetings, teacher consultations) during the scheduled daily work hours?  
Therapists are expected to manage their caseloads including direct services and paper work. We do not case manage for them but do our best to provide manageable caseloads.
- 10) Do you have an estimate of total therapy hours required? That would help us ascertain whether we would assign one part or full time therapist, or multiple therapists to provide the requested services.  
We generally are looking for full time contracted vendors to meet our needs.
- 11) Does the district provide computers for contracted employees?  
The district will provide access to computers.
- 12) What materials, tools, equipment, supplies will the district be providing in order for the contractor to perform services under this RFP opportunity?  
As stated in Amendment #two (2) and Question 34, the contracted providers will have access to Wi-Fi, needed testing and assessment materials and office supplies as needed. Additionally, the contracted provider will have computer access.
- 13) What is the current amount of contractor usage over the past year? Entire contract period?  
Our usage for our current RFP 15.005 consisted of 41 vendors for the 2018-2019 year was right around \$1,836,223.
- 14) What is the total amount of registry/contract spend, broken down by vendor, over the last year/contract period?

Vendor	2018-2019 Total
ARDOR HEALTH SERVICES	\$88,281.60
AT WORK GROUP	\$56,414.88
AZ FREELANCE INTERPRETING SERVICES	\$56,414.88
AZ PSYCHOLOGICAL & SUPPORT SERVICES	\$12,200.00
BLANCO, GUILLERMO	\$10,000.00
DELTA T GROUP PHOENIX, INC	\$663,670.47
DEPENDABLE NURSES OF PHOENIX	\$42,240.00
EBS HEALTHCARE	\$97,332.62
KALEIDOSCOPE EDUCATION SOLUTIONS	\$220,884.88
LANGUAGE CONNECTION	\$4,500.00
STARS (STUDENT THERAPIES & RESOURCE SERVICES)	\$457,913.50
SUNBELT STAFFING	\$124,895.00
THERAPY TIME	\$1,475.00
TOTAL	\$1,836,222.83

- 15) Will we be able to view the questions and responses that were submitted by other bidders?  
Responses will be available to review within 10 days of award, however, all questions received were addressed via the amendments.

- 16) How does a department/unit determine what company(s) to use after these contracts are awarded, assuming that there will be different bill rates?  
Vendors are selected on an individual basis and is based upon the need.
- 17) Can the district please clarify how needs for contractors will be disseminated to vendors post award?  
As stated above in, Contracted Vendors are selected on an individual basis and based upon need.
- 18) 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)?  
The Example is how points will be awarded for cost.
- 19) Do you want resumes and licenses for potential therapists included with the bid, or can they be sent after the bids are awarded?  
The RFP requires copies of licenses to be submitted as part of the response.
- 20) We can do background checks, drug testing and fingerprints. Our organization does require current fingerprint cards and verifies validity of the same. However, we would prefer WESD to perform background checks and drug testing. By not performing these requirements will that negatively impact being awarded this bid? Also, what is the cost of these services?  
Contracted vendors are not technically employees of the District. Unless it was agreed upon that the District receive reimbursement for these type of services, it could negatively affect award.
- 21) Is there a minimum experience requirement for the talent sent to your facility?  
It is our preference that candidates have some experience however as long as they are appropriately certified and or licensed we would consider them for employment.
- 22) What timekeeping process/system will be utilized?  
Time sheet from the vendor.
- 23) What is entailed in the current orientation process for therapists and nurses?  
Each area has a lead supervisor who will take care of orientation for any staff new to our district.
- 24) Can you clarify your districts policy to supervision – logistics, workload, caseload, Medicaid documentation?  
Staff are assigned caseloads in the same manner that our District staff are. Some service providers such as SLPs, School Psychologists may be assigned to more than one school, they generally would not move between multiple schools during the same work day. Those who can bill for Medicaid are required to do so on a regular basis.
- 25) Are there crucial District analysis/initiatives that we should know about to support in the Proposal?  
No.
- 26) Can the district please provide the total amount of FTE contract, vendor supplied SPED Teachers, School Psychologists, Social Workers, SLP's, OT's, PT's, RN's, LPN's and SLI's utilized during the 2018-19 SY?  
Teachers: 5.0, Psychs: 1.8, Cota: .8, OT: 5.75, SLP: .5, LPN: 2.2, RN: 1.0
- 27) Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied SPED Teachers, School Psychologists, Social Workers, SLP's, OT's, PT's, RN's, LPN's and SLI's utilized during the 2018-19 SY?  
Teachers: \$264,000, Teacher: \$51,000, Teacher: \$63,000 Psychs: \$80,000 COTA: \$18,000, OT: \$251,000, OT: \$121,000, SLP: \$110,000, LPN: \$88,600, LPN: \$60,000, RN: \$73,000

Sincerely,

**Tracy Wieland,**

**Buyer**

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