



**Notice of Information Item No. 1**

**Issue Date March 24, 2021**

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**Arlington Public Schools  
Procurement Office**

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**Invitation to Bid 27FY21**

**Invitation to Bid Title:** Psychologists and Behavioral Social Workers Services

**Invitation to Bid Number:** 27FY21

**Invitation to Bid Issue Date:** March 9, 2021

**Pre-Bid Conference:** A Pre-Bid Conference will not be held for this Solicitation

**Bid Closing Date/Time:** March 29, 2021, No Later than 11:59 P.M. (EDT)

**Bid Opening Date/Time:** March 30, 2021 at 10:00 A.M. (EDT)

**Procurement Office Representative:** Joshua A. Makely, CPPO, CPPB  
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The following information is provided to help Bidders submit a Bid in response to ITB 27FY21:

- Q1.** Are you currently working with any agencies providing Psychologists and/or Behavioral Social Workers services to your District?
- A1.** Yes.
- Q2.** Who are your current vendors and what prices do they charge?
- A2.** APS currently contracts with the following Contractors for these services at the rates shown below. The primary reason for this solicitation is due to the fact that there are no renewal options remaining on the existing Contracts.

Contractor	Contract Type	Psychologist Rate	Behavioral Social Worker Rate
Continuum Pediatric Nursing	Rider	\$58	\$58
Sunbelt Staffing	Rider	\$58	\$58
The Medical Team	Rider	\$58	\$58

**Q3.** What is Mandate Living wage and Supplemental benefits.  
**A3.** APS does not employ a mandated living wage in its Contracts.

**Q4.** What is the expected student caseload for the open position?  
**A4.** See table below. These ratios are average.

Average Student Caseload	Psychologists	Behavioral Social Workers
	1:750	1:750

**Q5.** How many positions is your school currently looking to fill?  
**A5.** Currently, APS is recruiting for direct-hire 3.4 FTE Psychologists and 2.6 FTE Behavioral Social Worker positions. In the event that APS is not able to fill these or any portion of these FTEs, APS would seek to fill the differential with Contractors via the awarded Contract(s).

**Q6.** Is Arlington Public Schools happy with their current provider?  
**A6.** Yes. This solicitation is intended to award new Contracts for the 2021-2022 school year and for optional renewal years thereafter.

**Q7.** What rates is APS currently paying for Social Workers and/or School Psychologists?  
**A7.** Refer to A2 for names of the current Contractors.

**Q8.** Has APS had any experience or witnessed a demonstration of remote therapy sessions?  
**A8.** Some APS staff have started to self-educate via webinars on the topic of remote therapy/teletherapy. However, there are no APS staff that are certified in the delivery of remote therapy/teletherapy at this time, nor does this ITB seek to have Bidders provide a demonstration of remote therapy/teletherapy as part of it's Bid.

**Q9.** It states that a 2-week notice is mandatory. Do you allow for any leniency or exceptions?  
**A9.** In the case of a family or medical emergency that precipitates the separation of the provider from the Contractor as referenced in Scope of Work Section C.5., APS is willing to make an exception to the 2-week notice requirement, with the understanding that the Contractor will provide APS with as much advance notice as is practicable under the circumstances, along with the other requirements cited in this section of the Scope of Work. See also Addendum No. 1.

**Q10.** Do you allow for family or medical emergencies [as they relate to the 2-week notice]?  
**A10.** Yes. See A9 for more details.

**Q11.** Are you currently working with any agencies providing Psychologists and/or Behavioral Social Worker services to your District?

**A11.** Refer to A2 for the names of the current Contractors and their respective rates.

**Q12.** Who are your current vendors and what prices do they charge?

**A12.** Refer to A2 for the names of the current Contractors and their respective rates.

**Q13.** Have these vendors been able to meet all of your Psychologist and/or Behavioral Social Worker needs?

**A13.** Yes.

**Q14.** How many Psychologists and/or Behavioral Social Workers (FTE) did each vendor provide to your District for the 2019-2020 school year?

**A14.** See table below.

Contractor	2019 – 2020 Demand	2020 – 2021 Demand	Psychologists Provided	Behavioral Social Workers Provided
Continuum Pediatric Nursing	0	0	0	0
Sunbelt Staffing	0	0	0	0
The Medical Team	0	0	0	0

**Q15.** How many contract Psychologists and/or Behavioral Social Workers (FTE) do you anticipate needing for the upcoming 2021-2022 school year?

**A15.** Refer to A5 for this information.

**Q16.** Do you require that therapist resumes and/or licensure be submitted with the proposal?

**A16.** For **each** Category Bid, Bidder shall provide at least one (1) resumé of a prospective candidate to offer APS to fill a vacancy for that Category.

**Q17.** How many hours are in a typical school day (i.e. how many hours are therapists allowed to be on-site and billing)?

**A17.** Typically, the length of the assignments last for 7 hours and that is the daily billing. There are times when the length of the assignment on a given day will vary to less than or greater than 7 hours and Contractor will bill accordingly.

**Q18.** How many work days are they assigned for the school year?

**A18.** This is difficult to project with precision, as the school year is impacted by unforeseen closures (i.e. weather, a pandemic, etc.). In general, the school year in Virginia is 180 instructional days.

**Q19.** What is the average caseload by discipline in your District?

**A19.** See A4 for this information.

- Q20.** Do you anticipate awarding to one or multiple vendors? If multiple, how many?  
**A20.** Refer to Section 9 of the Instructions to Bidders. APS will award as many Contracts as deemed necessary meet the anticipated demand for the services.
- Q21.** If awarding to multiple vendors, how will you utilize and notify awarded vendors for your staffing needs? (Ranked order, broadcast to all awarded vendors, or use of preferred vendors).  
**A21.** Refer to Section 9.1 of the Instructions to Bidders.
- Q22.** Will assigned Psychologists and/or Behavioral Social Workers have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools?  
**A22.** Yes. Refer to Section E. APS Responsibilities in the Scope of Work.
- Q23.** Will assigned Psychologists and/or Behavioral Social Workers have access to computers/ laptops and printers provided by APS?  
**A23.** The assigned Psychologists and/or Behavioral Social Workers placed will have access to wifi, computers/laptops and printers provided by APS.
- Q24.** Is the [Contractor] able to bill for both direct and indirect treatment time (paperwork, meeting(s), teacher consultations, etc.)?  
**A24.** The expectation is that the assigned Psychologists and/or Behavioral Social Workers will be able to complete their contractual obligations with regards to the caseload during the school day or while on the school campus. It is not APS' expectation that "indirect treatment time" in this context consumes hour(s) beyond the normal 7 hour school day.
- Q25.** What is the anticipated date of award for this [Contract]?  
**A25.** The Contract is anticipated to begin on approximately July 1, 2021. However, the start of any assignments will vary based on demand and the projected start date of the APS School Year.
- Q26.** How many schools are typically on a Psychologists and/or Behavioral Social Workers caseload?  
**A26.** See table below.

Number of School Sites per Caseload	Psychologists	Behavioral Social Workers
	Secondary – 1 School Site Elementary – 2 School Sites	Secondary – 1 School Site Elementary – 2 School Sites

- Q27.** Do you require vendors to guarantee the provision of therapy services or is it understood that we will begin recruiting on a best effort basis?  
**A27.** The Contractor will be expected to provide qualified candidates for available vacancies; however, APS recognizes that at times the Contractor will be recruiting to fill vacancies because they do not have a suitable candidate available for a given vacancy. Additionally, as a Class 2 Mandatory Requirement, for each Category Bid, Bidder shall provide at least one (1) resumé of a prospective candidate to offer APS to fill a vacancy for that Category. For each candidate resumé the qualifications of the candidate should align to the Qualifications for that Category.
- Q28.** Can we utilize same reference in all mentioned category's as we have provided all defined category's services to same vendor(s).  
**A28.** Bidders may use the same reference in more than one Category, provided that the reference received the services for that Category from the Bidder.

- Q29.** Would you prefer references from public body over commercial one's?  
**A29.** APS does not have a preference for one type of reference over another type.
- Q30.** Does this [ITB] include any mechanism to increase rate through the term of the contract (tied to CPI, annual, etc.), or can the vendor include an annual rate increase?  
**A30.** Refer to Section 6 Contract Price Adjustment of the Agreement.
- Q31.** Why is APS utilizing a solicitation for the services requested in this ITB?  
**A31.** There are instances when APS is unable to successfully direct-hire a psychologist or behavioral social worker. In these instances, APS relies on staffing agency Contracts such as the ones that will result from this ITB to fill needs it is unable to direct-hire. This is the reason for the ITB.
- Q32.** Can APS please clarify how needs for Contractors will be disseminated to Contractors post award?  
**A32.** Refer to Section 9.1 of the Instructions to Bidders.
- Q33.** When and how will the vendors be notified when awarded Contracts are announced?  
**A33.** Refer to Section 11.1 of the Instructions to Bidders.
- Q34.** What is the expected amount of Full Time Equivalent (FTE), vendor supplied school psychologists and behavioral social workers needed for this Contract?  
**A34.** Refer to Bid Form – Pricing Schedule on page 27 for the number of Estimated Psychologists and Estimated Behavioral Social Workers.
- Q35.** Can APS please describe the supplies and materials that Contracted therapists/teachers will have access to at the district site? (WiFi, computer access, testing materials, office supplies, iPad/laptop, etc.)  
**A35.** Refer to Section E. APS Responsibilities in the Scope of Work.
- Q36.** Can APS please clarify the maximum weekly allowable hours approved the contracted FTE's from awarded Contractors?  
**A36.** There is no maximum weekly hours allowable under the Contract. Providers are expected to work, normally, a 7-hour work day **if** required by APS. The Contractor's staff day cannot exceed a 7-hour work day unless written permission is obtained from APS.
- Q37.** What travel between schools is expected for these providers?  
**A37.** Elementary placements typically entail traveling between two (2) school sites in a given day for both Psychologists and Behavioral Social Workers. Secondary placements are typically at just one (1) school site, so no travel between schools is expected.
- Q38.** What travel between schools is expected for these providers?  
**A38.** Elementary placements typically entail traveling between two (2) school sites in a given day for both Psychologists and Behavioral Social Workers. Secondary placements are typically at just one (1) school site, so no travel between schools is expected.
- Q39.** If Bidder uses references for similar services that are out-of-state, will the vendor have points deducted under "Evaluation Factors" for this solicitation?  
**A39.** Refer to Instructions to Bidders section 9. Contract Award.

**Q40.** Due to the detailed information requested in this solicitation, can APS please extend the due date of this [ITB]?

**A40.** No.

**Q41.** Is it your preference for the Bidder to have a local office in Virginia?

**A41.** No.

**Q42.** How many working days will Contractors work during the school year?

**A42.** There is no guaranteed minimum length of any assignment under the Contract, but if a Psychologists or Behavioral Social Worker were assigned for the entire school year the number of working days would be approximately 225 days. See also Section 10. Estimated Quantities; No Guaranteed Minimum in the Agreement.

**Q43.** Would APS consider virtual/teletherapy services for speech and occupational therapy services in the event distance learning is enforced or required?

**A43.** This solicitation is for Psychologists and Behavioral Social Workers not speech and occupational therapy services.

**Q44.** What is the annual expenditure available or projected for this Contract?

**A44.** This information is not being made public.

**Q45.** Do recently awarded contracts with [other] Virginia school divisions impact our requirements or eligibility to provide the services [to APS]? (i.e. Is [my company] required to submit a completed [Bid Form] for this project or may we express interest in partnering with APS without a formal bid for this specific project?)

**A45.** APS is soliciting Bids from qualified Bidders for these services. Respondents should follow the Instructions to Bidders and provide the information specified in the solicitation. Extraneous information not requested in the solicitation is not necessary.

**Q46.** Are the staffing requirements mutually exclusive? (i.e. Is APS accepting Bids for Psychologists OR [Behavioral] Social Workers or only providers who are able to service both professional dispositions?)

**A46.** A price must be entered for each Category to be considered for award of that Category. It is not mandatory that a Bidder Bids on both Categories.

**Q47.** Can [APS] please clarify the anticipated award date and anticipated start date?

**A47.** See A25.

**Q48.** What is the anticipated budget for the services requested in this solicitation?

**A48.** See A44.

**Q49.** How many vendors is [APS] currently using to fill these needs?

**A49.** See A2 and A14.

**Q50.** Is [APS] satisfied with the current vendors?

**A50.** See A6.

**Q51.** Can [APS] please provide incumbent information, and current bill rates for Contracts in place for similar services?

**A51.** See A2.

**Q52.** In the event that school will be operating remotely, is it anticipated that the provider will continue to work in a remote capacity?

**A52.** Yes, given health metrics, services may continue to be provided remotely.

**Q53.** Can [APS] please clarify who, from the district, will be the direct supervisor fall all contracted employees?

**A53.** This will vary depending on whether the position is a Psychologists or a Behavioral Social Worker, but the project manager for the resulting Contract(s) will be Laura Newton, Director of Student Services. See also Section 11. Administration of the Contract in the Terms and Conditions.

**Q54.** In respect to pricing, can [APS] please confirm the total number of weeks that the total pricing should be based upon?

**A54.** The Bid From makes no request for a weekly calculation. Bidders are to provide a single hour rate for the position and cross multiply based on the numbers provided in the Bid From Pricing Schedule to calculate their Extended Fees for each Category Bid. For Category A: Extended Fees shall be calculated by multiplying the Hourly Rate by the number of Estimated Psychologists multiplied by the Estimated Number of Hours per Week. For Category B: Extended Fees shall be calculated by multiplying the Hourly Rate by the number of Estimated Behavioral Social Workers multiplied by the Estimated Number of Hours per Week.

**Q55.** Due the time period between bid submission and assignment start date, the candidate resumes submitted with [Bid] may not be the same candidates who are assigned. Is the district willing to accept sample resumes of candidates highlighting the quality of candidates we recruit?

**A55.** For each Category Bid, Bidder shall provide at least one (1) resumé of a prospective candidate to offer APS to fill a vacancy for that Category. For each candidate resumé the qualifications of the candidate should align to the Qualifications for that Category. APS acknowledges the resumé(s) of the candidate(s) provided at the time of Bid submittal may not be available when an assignment arises in the future. However, the resumé(s) should be for a candidate that the Bidder already has recruited at the time of Bid submittal (i.e. they must be a real person with whom the Bidder has an established working relationship).

**Q56.** Are there any other metrics, outside of price, that the award will be based on such as past experience, performance, qualifications, etc.?

**A56.** Refer to Section 9.1 of the Instructions to Bidders.

**Q57.** Can [APS] please confirm how many full-time, internal Psychologists and Behavioral Social Workers are on staff at APS (total in-person and total working remotely)?

**A57.** All staff expected to report in-person unless they have a medical condition that prevents them from doing so and HR approves the accommodation request.

Position	FTE Count
Psychologists	49.70
Behavioral Social Workers	37.00

**Q58.** Can [APS] please confirm how many full-time, contractor provided Psychologists and Behavioral Social Workers are on staff at APS for the current school year (total in-person and total working remotely)?

**A58.** See A14.

**Q59.** Can [APS] please confirm the process it takes to determine when or if a fine is warranted for contracted vendors (e.g. if a Psychologist calls out sick and there is no replacement, does the vendor get fined and if so how much)?

**A59.** Refer to Section D. Cancellations and Inclement Weather subparagraph 4 in the Scope of Work.

**Q60.** Can [APS] please breakdown all the fines imposed on incumbent vendors to Psychologists, Social Workers and any other [assistive] services contracts?

**A60.**

Service Type	School Year	Deductions Applied to Contractor Invoices
Certified Nursing Assistants	2020 - 2021	\$2,080.68

**Q61.** Is [APS] open to reciprocal indemnification (Section 21, page 48), allowing each party to be responsible for their own negligent acts?

**A61.** No.

Issued By:

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