

**Department of Materials Management
Procurement Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Suite 3100
Rockville, Maryland 20850**

May 5, 2021

NOTICE TO OFFERORS

**The following are questions and responses regarding
RFP No. 4559.1, Non -Public Type II**

Question 1: Section 3.0, D. Is TACT 2 accepted?

Answer: Staff will be trained and certified to use restraints and seclusion when appropriate and in compliance with COMAR standards.

Question 2: Section 3.1, D. Will the 45-day placements be commonplace or just a possibility from time to time?

Answer: 45-day placements are a possibility but would not be the predominant path for placement.

Question 3: Section 3.1.2, Also referred to in Section 3, are you looking for specific behavior support positions in addition to teacher and assistant teachers? How many?

School Psychologist - Will a social worker be accepted? Could it be LM and/or LC?

Answer: The program provider must be able to provide behavioral support to the students with appropriate staffing. The behavioral goals on the IEPs must be addressed with appropriate strategies and staffing. In your proposal, please describe the staffing structure you feel is appropriate to meet the needs of the student population described.

Question 4: Section 3.2 Will there be a timeout room/area designated for vendor use? Where would it be located? Is it in some way connected to the room or do we share what is already in the building?

Answer: MCPS will partner with the non-public school to address facility needs associated with the common vision for the delivery of services. Minor modifications to the facility may be made in order to meet the program needs. Additional space will be provided to support crisis management as well as space where staff can meet to address the mental health needs of students. If the need for or use of a seclusion room is a part of the vision for the non-public it should be included in the description provided in the submission.

Question 5: Is the district open to doing this as an In-District model versus a Type II (which would reduce costs for Montgomery County)? What are the expected results of program (beyond providing the appropriate services as per the students IEP)? Is it to get them to grade level, return to LRE, etc?

Answer: The school district is looking for a program for students who cannot have their special education services met in the current MCPS Special Education continuum of programs. MCPS does not intend to create additional programs to service the students who currently qualify for a non-public placement

Question 6: Can we use Adobe electronic signatures to sign the forms?

Answer: Yes

Question 7: In the section Scope of Service 3.0:

- a. What is the expectation for meeting all of the content specific instruction with only one special education teacher assigned to the high school classroom? The program must meet MSDE quality standards for a high school diploma
- b. Will the students be mainstreaming for some of their content area courses? (the concern is in section 3.0 A/C regarding teacher certification requirements for High School students – one Special Education Teacher will not be able to fulfill the State’s diploma requirements)

Answer: The school has the option to provide additional staffing to meet the needs of the program. The staffing outlined on the RFP was intended as a minimum amount of support for the instructional and behavior programs. The intent of the program is not for the service provider to send students to mainstream classes for the high school content. MCPS can support the curriculum resources, including access to online content resources.

Question 8: In Section 3.2 of the proposal, is the program staffing model by FTE and position limited to the numbers in the proposal or is there any flexibility in hiring for those positions?

Answer: The program has the option to hire as many staff as needed to be able to provide appropriate services and academic instruction. The staffing outlined on the RFP was a minimum.

Question 9: In Section 3.2 - MCPS Program Support, can you specify the exact Related Services that MCPS will be providing such as OT, SLP, and assessments? Will this include a Dedicated Aide if required by a student’s IEP?

Answer: MCPS will provide the related services indicated on the students IEP that are not directly related to the student's social, emotional, and behavioral needs. For example; Speech, Occupational Therapy, Physical Therapy. The non-public school would be responsible for the educational and psychological assessment determined to be necessary through the IEP process. The non-public school will be expected to invoice MCPS for the completion of assessments using an agreed upon fixed scale. If the non-public school is unable to complete the educational for psychological assessments MCPS may access a contractor to complete the assessments.

Question 10: In Section 5.0 of the proposal under the budget, are we able to account for supervision and management of the program as a direct cost or will that be part of indirect G&A cost to ensure appropriate supervision of the program?

Answer: Yes

Question 11: In section 8.4, is there a formal budget template required by MCPS?

Answer: No, however we ask that price/cost sheets are itemized by services per student.

Question 12: Can someone from Montgomery County Public Schools be listed as a reference if they can attest to the quality of work?

Answer: Yes

Question 13: According to the Maryland State Department of Education, a TYPE II Program will also need to be certified and approved by the MSDE, Nonpublic School Approval Branch. A letter of tentative approval must be obtained prior to implementation of the educational program, correct?

Answer: Correct

Question 14: What is the expected start date of the program, bearing in mind the timely process for starting a new type II program for MSDE's certification of approval is determined twice a year? See Below:

- a. Applications to MSDE due May 1 for a September opening date
- b. Applications to MSDE due no later than September 1 for a January opening date

Answer: The goal is to open in Fall 2021.

Question 15: In regards to staffing the program, what will be required of staff onboarding (hiring process) that will be required in addition to the Type II program's hiring procedures and processes (i.e. special training and clearance's)?

Answer: Staff being on boarded will need to meet with all COMAR and MCPS regulations regarding fingerprinting, background checks, and the completion of necessary compliance training modules.

Question 16: Is this a new or pilot project?

Answer: New

Question 17: Which vendors are currently providing the services requested in the RFP?

Answer: This is a new program

Question 18: Is there a budget available for this project? a. If so, what is that budget?

Answer: The current budget has been created on a per student basis. When providing the cost of your program please include the cost on a per student basis.

Question 19: Once the bid is awarded, who will be the primary Point of Contact?

- a. who will be the primary Point of Contact?
- b. What is their contact information?

Answer: Please refer to the RFP, Section 3.3 Project Contact. The point of contact is Joanne Hoffman, supervisor for non-public placements.

Question 20: Will the District provide laptops, testing materials, and all necessary supplies To perform the scope of work or will the vendor be responsible for providing these to staff?

Answer: MCPS is willing to provide the necessary instructional materials. Any specific materials related to the unique program would be provided by the outside provider.

Question 21: What is the tie-breaking criteria for proposals with identical scores based on the elevation criteria?

Answer: In circumstances such as this, MCPS may decide to conduct a site visit or request additional information to help in making a final decision.

Question 22: Will the District provide the class curriculum to be used or will vendors be responsible for creating/ providing the class curriculum?

Answer: MCPS curriculum and academic interventions being currently used by MCPS staff will be provided. All instructional material and behavioral support material unique to the program will be provided by the out-side provider.

Question 23: Can the District provide the definition/criteria for a B or C setting (referencing LRE on page 4)

Answer: LRE B is defined as access to the general education setting between 40% and 80% of the school day. LRE C is defined as access to the general education setting less than 40% of the school day.

Question 24: Are the positions listed in the program staffing model (One social worker, one behavior support professional, one school psychologist, one program coordinator) all Full Time Equivalents (FTEs)?

Answer: Yes. The positions listed in the program model are the minimum amount of staffing. The bid can include the additional staffing based on what the outside provider deems as essential to the program.

Question 25: Is there a preferred job criterion for the behavioral support professional (i.e. RBT, BCaBA, BCBA)?

Answer: Yes, preferred.

Question 26: Will the two/three classrooms be located at the same school locations?

Answer: Yes

Question 27: Can the District provide a list of MSDE approved interventions, as referenced on pg. 5?

Answer: Yes

Question 28: Does the District desire resumes from our executive team or just those responsible for the direct management and operation of this program?

Answer: Only provide resumes for staff responsible for the direct management and operations.

Question 29: Can the District provide point values associated with each of the evaluation criteria?

Answer: That information will not be provided.

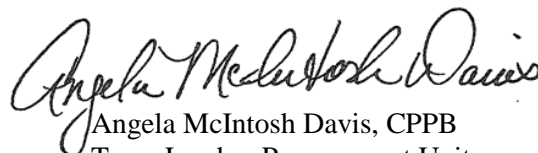
Question 30: Is cost a factor that will be considered in the evaluation criteria?

Answer: Cost is not an evaluation criterion but will be a consideration.

Question 31: Can the District confirm that it intends to make an award for a single vendor

Answer: Per the RFP Section 9.0 It is the intention to award to the most favorable respondent(s) based on the evaluation criteria in Section 12.0. However, the Board reserves the right to make awards according to the best interest of MCPS. This request for proposals may result in multiple awards for different components of the scope of services.

MCPS reserves the right to add or delete contractors, as needed, should our requirements change during the contract term.


Angela McIntosh Davis, CPPB
Team Leader, Procurement Unit

Please indicate your receipt of this notice by signing below and returning with your proposal or under a separate cover.

Accepted By: _____
(Name & Title)

Name of Company: _____