



DATE: April 18, 2016

TO: All Offerors

FROM: Gaurang P. Pathak
 Manager of Financial Services/Internal Control

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CHR-2016-08

RFP for Behavior Analyst

ADDENDUM #1 Questions & Answers

Questions	Answers
1. How many schools will the Behavior Analyst be serving	Up to 32 Schools
2. How many working hours per day? Days per school year?	7.5 staff hours in one day. 180 student days + any professional development days
3. Should proposers submit cost to deliver services in a separate, sealed envelope?	Yes
4. Who are the current vendors for Behavior Analyst?	Clarity Service Group; Delta-T Group; Devereux CARES Consultants; and Providence Service Corporation
5. How many contracts do you plan to award for this solicitation?	We will award number of contracts to assure capacity to serve based on our needs for this solicitation
6. What are the current billing rates for Behavior Analyst?	<ol style="list-style-type: none"> 1. Clarity Service Group: ABA Consultant (Masters-level) \$85.00 per hour 2. Delta-T Group: BCBA \$65.00 per hour; BCABA (Master's) \$50.00 per hour; and Behavior support (not Board Certified) \$45.00 per hour. 3. Devereux CARES Consultants: Doctorate Level \$115.00 per hour, Masters Level \$110.00 per hour 4. Providence Service Corporation: \$110.00 per hour

<p>7. In regards to billable hours:</p> <ul style="list-style-type: none"> • Are IEP meetings billable? • Are orientation sessions, professional development and other district-sponsored meetings billable? • Are we allowed to bill for paperwork and documentation? • Are we allowed to bill for mileage and travel between school sites? • How many hours are in a typical school day (i.e. how many hours are Behavior Analyst allowed to be on-site and billing?) 	<ul style="list-style-type: none"> • Meetings occur during normal hours • Yes there are typically 8-10 professional development days per year • Paper work and documentation are completed during normal hours. • No we do not pay for mileage and travel between school sites 180 days plus opportunities for a 5-7 week summer program
<p>8. Is there a specific format for Cost Methodology and price that vendors shall use?</p>	<p>No specific format, but the cost methodology and price must be descriptive, clear and all inclusive.</p>
<p>9. Please clarify number of copies, are you looking for one (1) original and four (4) copies, or four (4) total copies with one being an original. Does each copy need to contain the separate pricing?</p>	<p>Four (4) total copies with one being an original. One (1) electronic copy on CD or DVD media disk, or USB memory drive. Please provide a separate electronic pricing file from the rest of the RFP proposal responses. One (1) original paper copy of pricing is sufficient but must be in a separate sealed envelope properly marked " Contract # CHR 2016-04"</p>
<p>10. Can you please provide the current incumbent vendors providing BCBA Services?</p>	<p>Please refer to the our answer 4 above</p>
<p>11. Can you please provide the current incumbent hourly bill rates for BCBA Services?</p>	<p>Please refer to the our answer 6 above</p>
<p>12. What was the total annual expenditure of the current contract in 2015 and YTD 2016?</p>	<p>Estimated Cost per school year is approximately \$500,000.00</p>
<p>13. How many BCBA's will be required?</p>	<p>4 – 6</p>
<p>14. How many hours per week will be required for each BCBA?</p>	<p>35 hours weekly.</p>