



1701 MOUNTAIN INDUSTRIAL BOULEVARD, STONE MOUNTAIN, GA 30083  
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**January 17, 2025**

**TO: ALL OFFERORS UNDER REQUEST FOR PROPOSAL**

**RFP 25-606 School Psychological Services**

**FROM: Procurement Department, DeKalb County School District**

**ADDENDUM NO. 2**

**RFP 25-606 School Psychological Services** is hereby amended as follows:

1. Refer to RFP 25-606 Q&A Responses for responses to questions received by the questions submission deadline.
2. All other conditions remain in full force and effect.
3. All offerors under this solicitation are kindly requested to acknowledge receipt of this Addendum No. 2 by signing the page below and uploading with your proposal.

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**COMPANY NAME/CERTIFYING OFFICIAL SIGNATURE**



## Q & A Response

**The purpose of this document is to provide answers to vendor questions. Please see Questions and Answers included herein.**

<b>Solicitation Number: RFP 25-606</b>	<b>Title: School Psychological Services</b>
Requesting Department: Exceptional Services	Date: 01/17/2025
Buyer: Sierra McGhee-Adams	RFX Initially Posted to Internet: 12/19/2024
Email Address: solicitationquestions@dekalbschoolsga.org	Telephone: 678-676-0532

**RESPONSES MUST BE RECEIVED IN THE PURCHASING DEPARTMENT:**

**DEADLINE TIME - Before 2:00 PM, Thursday, January 23, 2025**  
**VIRTUAL PUBLIC BID OPENING - At 3:00 PM, Thursday, January 23, 2025**

**RESPONSES TO BE OPENED: Beginning 3:00 PM EST, Thursday, January 23, 2025**  
**Via Microsoft Teams**  
**DeKalb County School District**  
**Purchasing Department**  
**1701 Mountain Industrial Boulevard**  
**Stone Mountain, GA 30083**

#	Questions	Referenced RFP Section	Answers
1.	Would the district also accept electronic signatures on applicable proposal forms/documents, such as forms that do not require a Notary?		Yes
2.	For the Response Attachment titled "BUSINESS LICENSE," would the district accept a copy of the out of state vendor's online verification from the Georgia Secretary of State website showing that the vendor's Active Business Status in Georgia as proof of its authority to transact business in Georgia?		Yes
3.	For the Response Attachment titled "FINANCIAL STATEMENTS," would the district accept the vendor's unaudited Consolidated Balance Sheets and Consolidated Statement of Operations provided by the company's Controller for 2022 and 2023 in lieu of audited	Page 17, Item R	Please follow the instructions as outlined per the RFP document.



#	Questions	Referenced RFP Section	Answers
	statements or tax returns/balance sheets?		
4.	Can you confirm that the "FINANCIAL STATEMENTS" shall remain confidential and redacted from public records once the proposal evaluation is completed?		Yes. Financial information shall remain confidential.
5.	If the vendor has exceptions to the RFP or additional terms that it wishes to add to the district's Service Agreement, should the vendor include these exceptions and terms with the "Technical Proposal" Response Attachment?		Exceptions can be included in the Technical Proposal.
6.	Does the district require the Technical Proposal to be formatted or organized in any way, or is it left to the vendor's discretion so long as it addresses the Evaluation Criteria listed on pages 15-26 (excluding the Cost Proposal)?		Technical Proposal can be formatted at the vendor's discretion, and it must address all requirements for the Evaluation Criteria.
7.	In lieu of the written recommendation letters, would the district accept at least three (3) reference forms or surveys completed by references to meet the recommendation letter requirements? These forms typically include the reference name, contact information, score on performance questions, and additional comments regarding their experience with the company.		No
8.	Can the references used to be from customers that the vendor has provided for related services as examples of positive working relationships with the company (e.g. SLP, OT, Mental Health, and Psychology)?	Page 26, Item 4	A stated in the RFP, "The firm shall submit a minimum of three (3) written recommendation letters from current or previous clients/owners. The recommendation must state actual examples of how the firm had a positive working relationship with prior organization(s)."
9.	For the "Firm's Relevant Experience and Expertise," can the ten (10) project examples be from customers where the vendor provided any related service as proof of experiences with K-12 entities (e.g., SLP, OT, Mental Health, and Psychology)?		Projects listed under "Firm's Relevant Experience and Expertise" shall show the firm's past experience providing the services requested in this RFP.



#	Questions	Referenced RFP Section	Answers
10.	Some names of specific employees may be determined upon award. For "Firm Overview," would the district accept the descriptions that outline the roles of the individuals and specify the company will identify the specific individual upon award?	Page 25	Information regarding permanent employees shall be provided as requested under "Firm's Overview" item c. However, resumes for individuals in non-permanent roles, shall be provided upon award.
11.	For Attachment A (Cost Proposal Form), would the district accept attachments to the form with more details regarding the vendor's proposed pricing?		No
12.	For Attachment A (Cost Proposal Form), in addition to the rate per hour, would the district consider the vendor including information on other optional pricing models such as flat rates per assessment or component pricing for school psychological services?		No
13.	For Attachment A (Cost Proposal Form), can you confirm whether the vendor can or cannot list any implementation or related service fees that are separate from the proposed pricing and school psychological services?		No. Please provide pricing as requested on Attachment A: Cost Proposal Form.
14.	Should the vendor upload the Subcontractor Affidavits as "N/A" and blank with no signature if they are not applicable?		No
15.	Can the vendor upload its current Certificate of Insurance/ACORD Form with the vendor's name listed as the Certificate Holder to the Response Attachment titled "Certificate of Insurance" as proof of insurance? The district would receive an updated certificate with it listed as the certificate holder upon award and request.		Yes
16.	Part II, Section R, Financial Stability, do you require only acceptable financial statements to be uploaded as Response Attachments and to not		Upload financial documents as indicated per the instructions via the solicitation document. Responses to items #2-6 on page 17 of the RFP, can be included in the



#	Questions	Referenced RFP Section	Answers
	answer Items #2-6 in the section? If not, can you clarify how and where the vendor must upload the responses to items #2-6?		Technical Proposal.
17.	Do you require resumes of potential service providers upon proposal submission or only upon award?		Upon award.
18.	Who are your current providers and what are their bill rates for the requested services?		Submit an open record request via email at <a href="mailto:legal@dekalbschoolsga.org">legal@dekalbschoolsga.org</a>
19.	What is the maximum hourly bill rate the school district is budgeted to pay for the requested services?		The school district does not disclose the maximum hourly bill rate as this information is considered confidential and could impact the competitive nature of the procurement process. We encourage all vendors to propose rates that are fair, competitive, and reflective of the market value for the requested services. Proposals will be evaluated based on a combination of cost, qualifications, and overall value to the district.
20.	How many Hours in a day are billable?		8 Hours
21.	When awarded the solicitation to provide services, who would be the contact within the district to inquire about open roles for professions related to the RFP?		Upon award of the solicitation, the awarded vendor will be provided with the appropriate point of contact within the district to address inquiries related to roles or professions specified in the RFP. This contact will typically be from the department overseeing the services outlined in the solicitation.
22.	Is this a Multi-Award Bid?		DCSD reserves the right to make multiple awards.
23.	What would be the number of awards you intend to give (approximate number)?		DCSD has not established a minimum or maximum number of awards.
24.	What are the estimated funds that are estimated to be allocated for this contract?		The estimated funds allocated for this contract are not disclosed to maintain the integrity and competitiveness of the procurement process. We encourage all vendors to submit proposals that offer the best value based on the scope of work and market standards.



#	Questions	Referenced RFP Section	Answers
25.	What is the tentative start date of this engagement?		The tentative start date will be based upon Board Approval and vendors will be notified via email.
26.	What is the work location of the proposed candidates?		Districtwide
27.	Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?		This RFP will establish a new contract for these services. The district considers information regarding incumbents, such as their names and pricing, as part of the public record, which may be accessible through an open records request via <a href="mailto:legal@dekalbschoolsga.org">legal@dekalbschoolsga.org</a> . Please note that any incumbent, like any other qualified vendor, is eligible to submit a proposal under this solicitation, provided they meet the requirements outlined in the RFP.
28.	Are there any pain points or issues with the current vendor(s)?		No
29.	Could you please share the previous spending on this contract, if any?		Information about previous spending on this contract, if applicable, may be available as part of the public record. You can submit an open records request via email at <a href="mailto:legal@dekalbschoolsga.org">legal@dekalbschoolsga.org</a> . Please note that the scope and requirements of the current solicitation may differ from any previous contracts, and we encourage all vendors to base their proposals on the specifications outlined in the current RFP
30.	Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?		No
31.	How many positions were used in the previous contract (approximate)?		Please submit a request via email to <a href="mailto:legal@dekalbschoolsga.org">legal@dekalbschoolsga.org</a>
32.	How many positions will be required per year or throughout the contract term?		The exact number of positions required for this contract is uncertain at this time and will depend on the specific needs of the district as the contract is implemented.
33.	If the resources, we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace		Only with written approval from DCSD.



#	Questions	Referenced RFP Section	Answers
	them with equally qualified resources?		
34.	Can we provide hourly rate ranges in the price proposal?		Please follow the instructions as outlined per the Cost Proposal document.
35.	Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?		This will be determined upon award.
36.	Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?		Resumes will be required upon award.
37.	Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?		1. Please reference the district's website at <a href="https://www.dekalbschoolsga.org">https://www.dekalbschoolsga.org</a> for the calendar year. 2. No
38.	We opened our medical staffing services firm in 2024. What can we provide the district in place of financial statements from 2022-2023?		Refer to #3 for response.
39.	Is the district seeking full time staff or just staff for absences and vacancies?		Both
40.	For the "FINANCIAL STATEMENT 2022" response attachment, would the district accept the vendor's consolidated balance sheets and statement of operations that compares 2021 and 2022?		Refer to #3 for response.
41.	For the "FINANCIAL STATEMENT 2023" response attachment, would the district accept the vendor's consolidated balance sheets and statement of operations that compares 2022 and 2023?		Refer to #3 for response.
42.	Who are your current incumbents?		Refer to #27 for response.
43.	What are the current incumbents' rates for these positions?		Refer to #27 for response.



#	Questions	Referenced RFP Section	Answers
44.	Are your current incumbents successfully delivering on all positions?		The district evaluates vendor performance regularly to ensure compliance with contractual obligations and the successful delivery of services. However, details regarding the performance of current incumbents are considered confidential and cannot be disclosed.
45.	How many vendors do you expect to award?		Refer to #23 for response.
46.	How many professionals, in each specialty, do you expect to use during the school year?		To be determined based upon the needs for supporting the Psychological Services Department.
47.	For the financial requirements would the past 2 years of tax returns be sufficient? We do not have audited financials.		Refer to #3 for response.
48.	Would the district consider separate rates for bilingual providers? If yes, how should the vendor separate the rates on the Cost Proposal Form (e.g., attach pages or on same form)?		Refer to #34 for response.
49.	For item #48 the Manitowoc piece I need to know the cube size, and if you would like air, water or remote cooled		Not applicable.
50.	What is the anticipated number of full time and part time positions?		Refer to #32 for response.
51.	Who are the current vendors providing services?		Refer to #27 for response.
52.	Are your current vendors meeting your needs?		Refer to #44 for response.
53.	How long have the incumbent suppliers held this contract?		Refer to #27 for response.
54.	Will the district utilize its own contract, the vendor's contract, or the RFP as the agreement?	Page 41, Attachment H	The district will utilize its own contract.
55.	What are the current hourly bill rates for vendors providing similar services?		Refer to #27 for response.
56.	Does the district have a cap on the hourly rate for these services?		Refer to #19 for response.



#	Questions	Referenced RFP Section	Answers
57.	Will the district accept a rate range or a flat rate? (i.e. - \$75-80/hr. versus \$75/hr.)		Refer to #34 for response.
58.	Do you require resumes and license verifications of potential contracted candidates to be included in our submission? If so, can we provide sample resumes with personal information redacted?		Refer to #36 for response.
59.	How will the vendors be notified of an award?		Awarded vendors will be notified via email.
60.	Do you anticipate awarding one or multiple vendors?		Refer to #22 for response.
61.	Is the vendor expected to have a clinic or local office?		No
62.	Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools?		Yes
63.	Will assigned candidates have access to computers/laptops and printers?		No
64.	Will the district reimburse for mileage traveled between school campuses on the same day?		No
65.	Are clinicians required to directly bill Medicaid for reimbursement, or do they just complete paperwork for the district to submit to Medicaid for reimbursement?		No
66.	Will the district accept and consider submissions from staffing agencies?		Yes
67.	Is the district open to the using teletherapy?		No
68.	Can you provide the name and contact information for the individual who will be coordinating these services at your district?		Refer to #21 for response.
69.	What specific types of psychological assessments or tests does the district require (e.g., cognitive, behavioral,		Comprehensive assessments for determining eligibility for special education.



#	Questions	Referenced RFP Section	Answers
	emotional, social, or developmental)?		
70.	How many students are expected to be tested annually, and is there a seasonal peak in testing needs?		The number of students expected to be tested varies annually based upon the need.
71.	What are the age ranges or grade levels of the students requiring services?		The grade levels include PreK to 12th grade with ages 4 years old to 21 years old.
72.	Will assessments take place at the schools, a central location, or remotely (e.g., tele-assessments)?		The assessments will take place at both the schools and the central location.
73.	Is the district responsible for scheduling students for testing, or will that be the contractor's responsibility?		The district will be responsible for scheduling the contractors to provide testing for the students.
74.	What are the minimum qualifications required for the psychologists (e.g., state licensure, certifications, or specific training)?		The minimum required qualification for a psychologist is a Georgia Certification.
75.	Will the district provide the standardized tests?		Yes
76.	Will the contractor be expected to complete student observation in addition to testing?		Yes
77.	Invoice Submission: Providers must submit an itemized invoice for services rendered by the 30th of the following month, accompanied by a) A signed service log for applicable days. b) Detailed notes to support each service log entry. Is this log a document DCSD will provide? If so, can DCSD upload it as an attachment so we can see it?		Contractors will be responsible for providing the log.
78.	Invoice Submission: Providers must submit an itemized invoice for services rendered by the 30th of the following month, accompanied by a) A signed service log for applicable days. b) Detailed notes to support each service log entry. What information is required in the notes? Can you define "detailed notes"?		The information required for the log entry are as follows: Start Time, End Time, and summary of activities.



#	Questions	Referenced RFP Section	Answers
79.	Will you be awarding contracts to more than one vendor?		Refer to #22 for response.
80.	What is the current rate per hour you are paying for services?		Refer to #27 for response.
81.	Will the District consider utilizing teletherapy when a face-to-face option is not available?		No
82.	Will the District supply assessment materials for contractors for both f2f assessments and virtual assessments?		Yes, only for face-to-face assessments.
83.	Will the District provide a staff person to facilitate virtual therapy with the students?		No
84.	Will the District pay mileage and time for travel between school locations?		Refer to #64 for response.
85.	Can you please provide a list of incumbent vendors and their bill rates?		Refer to #27 for response.
86.	What is the total budget/expenditure allotted for this RFP?		Refer to #19 for response.
87.	Can we provide rates ranges or does DCSD prefer a flat rate (i.e. \$65-\$70 vs. \$70)?		Refer to #34 for response.
88.	Please clarify Medicare/Medicaid Billing: Will the vendor be required to bill Medicaid with direct reimbursement going to the vendor through the vendors Medicaid billing number, if applicable? Or will the vendor be required to enter Medicaid billing through the districts billing documents for the district to be reimbursed directly by Medicaid, if applicable?		No
89.	Can the vendor bill separately for Clinical supervision if required?		No
90.	How many billable hours are in a typical school day? Do you have any rounding requirements?		8 Hours



#	Questions	Referenced RFP Section	Answers
91.	Are billing hours rounded to the 15-minute mark or billed as minute for minute?		The billing hours are rounded to the 15-minute mark.
92.	Please clarify hours and meal breaks expectations.		8 Hours and 30-minute lunch break
93.	Will nurses clock in/out for lunch (i.e. 30-minute unpaid lunch?)		It will be up to the awarded vendor's discretion to pay for lunch breaks. However, DCSD's expectation of a full workday consists of 8 hours and a 30-minute lunch break.
94.	Are all hours worked are billable including overtime, lunches, daily hours, meetings, and orientation?		No
95.	Will the issued PO be staff/ discipline specific, or will it be a lump sum amount?		Purchase orders can be issued based on specific site/need or based on a lump sum.
96.	What is the invoicing frequency?		Once a month
97.	Do you have a dispute window for invoicing?		No
98.	What are the time capture requirements?		Contractors should log their time for the current day, and not add backdated or future entries.
99.	How do you receive your invoices?		Email
100.	Can we get a copy of your invoice with all the data reporting and format requirements?		Submit an open record request via email at <a href="mailto:legal@dekalbschoolsga.org">legal@dekalbschoolsga.org</a>
101.	When does your work week start?		Mondays
102.	Can you please provide a sample copy or example of what the remittance looks like for ACH payments?		DCSD can provide to awarded vendor(s) upon request.
103.	How long have the incumbent suppliers held this contract?		Refer to #27 for response.
104.	Are you satisfied with the incumbent suppliers?		Refer to #44 for response.
105.	If not, what are you unsatisfied with?		Refer to #44 for response.



#	Questions	Referenced RFP Section	Answers
106.	What is the expectation and frequency for on-call needs?		To be determined based upon the need for services.
107.	What is expectation and frequency for replacing a candidate that is ill/calls off?		Next Day
108.	Does the district fingerprint and badge?		Yes
109.	How long once confirmed does the process take for the clinician to start?		Varies
110.	Please clarify the reporting structure for Supervision of contract staff within the district. What position provides clinical supervision within the district?		Coordinator
111.	Does the district provide student logs, documentation forms, etc?		Yes
112.	Are the medical personnel's license, CPR card, resume and proof of references/background checks required upon submission of bid or upon award? If required on bid is an excel document acceptable?		Please refer to question #10. Also, background checks will be conducted by the district.
113.	Please clarify if the district or vendor provides any materials (i.e. medical supplies, assessments, protocols/scoring sheets, computers, printers, PPE, etc.).		The district provides materials for assessment kit and protocols.
114.	Do you accept new graduates if the vendor provides mentorship?		Yes
115.	Is subcontracting required? If so, are there any allotment requirements/restrictions? i.e.) 70% to MBE, 30% to WBE		No
116.	Budget/cost form--current form requires only one line item, cost per hour. Is there a more detailed form or can we submit our own or include a budget in the narrative? If not, we are adding all administrative costs and online scheduling expenses plus the staff in one hourly number?		Please provide pricing as requested on Attachment A – Cost Proposal form.



#	Questions	Referenced RFP Section	Answers
117.	Is there a dollar max on this project, total or per activity and what is it?		Refer to #19 for response.
118.	How will the proposal be uploaded? I do not see space for it on the attachment tab.		Proposal attachments will be upload via <a href="https://dekalbschoolsga.ionwave.net">https://dekalbschoolsga.ionwave.net</a> under the tab for "Response Attachment."
119.	Dates to start-- in one place it says project is July 1, 2024, to June 30, 2025 and page 17 says April. What is expected date to start program?		Refer to #25 for response.
120.	How many student evaluations are you expecting?		Varies
121.	Are all schools included in service? /Are there dedicated rooms in the school for testing?		Yes
122.	We understand that vision and hearing screenings must be done first according to Dekalb policy. If students don't "pass," is this student on hold until the issue is "resolved?"		Yes
123.	FMLA absences are needed to be filled per the virtual Q and A. Are last-minute staff absences expected to be filled? What is the weight in scoring of getting either type of substitutes?		No
124.	How far in advance are the students' records shared with provider?		Varies
125.	KDOW has great knowledge and experience in working in Dekalb and 60 other schools/sites, doing full exams including first level vision and hearing screenings, and working directly with school staff. Many times, we are the first to find and refer to specialists and mental health providers. We also see that other issues (genetic issues, nutrition, conditions, and illnesses) can be diagnosed and treated and the need for a psych evaluation eliminated or waitlisted for further observation. Would this be an acceptable strategy?		No



#	Questions	Referenced RFP Section	Answers
126.	May IEP meetings be conducted by video in some cases?		Yes
127.	Are process successes of previous outsource agencies available for us to view?		No
128.	Are current assessments 3 hours per session or split in 2 days or a mix?		Yes, both.