



Northwest  
Regional  
Education  
Service  
District

## Professional Services Q&A Amendment 1

- 1. Who are the current vendors providing services?**  
Aya Health Care, Bilingual Therapies, Career Staff, CompHealth, EduHealth Care, FoxHire, The Hello Foundation, Maxim Healthcare, Nursingale, PediaStaff, Presence Learning, ProCare Therapy, RN Network, Stepping Stones Group, Supplemental Health, and Therapy Travelers are currently providing services to NWRESD.
- 2. Are your current vendors meeting your needs?**  
Our current vendors are meeting the terms of our contracts.
- 3. What is the anticipated award date?**  
Notice of intent to award will be sent to successful bidders on May 11, 2022.
- 4. How will vendors be notified of award?**  
Vendors will receive an email with the notice of intent to award. The email will be followed up with a hard copy letter sent via U.S. mail.
- 5. Do you anticipate awarding one or multiple vendors?**  
The intent of this RFP is to qualify a short list of approved vendors that NWRESD, at its sole discretion, can select from to provide the professional services listed in the RFP document.
- 6. What are the current hourly bill rates by vendor?**  
NWRESD does not currently have a single list of hourly bill rates. Bill rates vary based upon type of position, location, and other factors.
- 7. If we provide per eval rates, does the district require vendors to provide all of the assessments?**  
NWRESD will define the work in the Statement of Work with each selected vendor. NWRESD reserves the right to hire employees who will be performing similar work to the individuals under contract.
- 8. How many billable hours are in a school day?**  
Billable hours in a school day are a maximum of eight hours.
- 9. What is the anticipated # of full-time or # of part-time positions?**  
The number of positions, full-time or part-time is variable and based on individual program needs.

**10. Is the vendor expected to have a clinic or local office?**

Vendors are not expected to have a local office. However the vendor is required to be licensed to perform work in the state of Oregon.

**11. Will services be provided on site or virtually or a hybrid of both for the 22/23 SY?**

NWRESD follows state of Oregon guidelines for instruction, including pandemic related regulations. Currently, on site, in-person services are being provided to students, and thus on-site assignments for contractors are highly preferred. Virtual and/or hybrid may be considered based on program design and need.

**12. Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools?**

Yes. Assigned contractors will be provided the materials, supplies, equipment, evaluation kits, and protocols that are supplied to NWRESD educators.

**13. Will assigned candidates have access to computers/laptops and printers provided by your schools?**

Assigned candidates will be provided computers and printers at the school locations if necessary for work-related tasks.

**14. Do you require resumes of potential contracted candidates to be included in our submission?**

Resumes of potential contracted candidates do not need to be included in the Proposal submission. If a bidder is selected for contracting, and a professional services agreement is in place, NWRESD will request resumes for candidates to fill a specific need.

**15. Do you require the candidate's license verification to be included in our submission?**

License verification for potential candidates does not need to be included in the Proposal submission. However, license verification will be required in order to place candidates in positions with NWRESD. In addition, all candidates placed must meet any background check and vaccination requirements prior to beginning work.

**16. Is it the school's expectation to hire the candidates we will include in our proposal response if we get awarded?**

The intent of this RFP is to qualify a short list of approved vendors that NWRESD, at its sole discretion, can select from to provide the services. The request for proposal includes a request for conversion fee rates, to allow for the option of hiring of candidates.

**17. How many candidates/resumes will you need per discipline?**

NWRESD is currently recruiting for employees in each discipline. The need for contract or temporary support will vary based upon the results of the hiring process, and based upon demand for services from our component school districts.

**18. Can pricing increase during the term of the contract?**

Each bidder should provide pricing for the period of the contract. If the bidder anticipates pricing increases over the duration, those specific increases should be documented in the Proposal document.

**19. Do contractors have to travel between schools during the workday? If so, are they required to clock out during travel between schools OR are they able to stay clocked in during travel between schools?**

Some positions may require travel between sites. In those situations where travel is required between locations, that travel time is considered to be part of the work-day for the contractor, thus they will not be required to clock out to travel between site locations. Regular commute time to and from the first and last building assignment is not considered work time, and will not be paid. Additionally, contractors are not paid for lunch breaks.

**20. Do you have a preference for how we bind our bids, i.e. 3-ring binder, binder clip, stapled, etc?**

Bids can be provided electronically, and submitted to [rfp@nwresd.k12.or.us](mailto:rfp@nwresd.k12.or.us). Hard copy bids should be bound in a manner that allows for scanning and electronic distribution to RFP committee members.

**21. Regarding 1. Cover Letter under Proposal Format, are electronic signatures, such as DocuSign, acceptable?**

Yes, electronic signatures are an acceptable form of signature for the cover letter.

**22. Regarding 3. Ability to Perform, What proof do you require for the first bullet, The company must be an Equal Opportunity (EEO) Affirmative Action Employer?**

For purposes of the proposal, bidders are required to verbally indicate their compliance with the Ability to Perform requirements. These requirements will be included in the professional services agreement with successful vendors, and identified non-compliance with the terms will result in contract termination.

**23. Will the district consider proposals from companies that ONLY provide teletherapy?**

NWRESD follows state of Oregon guidelines for instruction, including pandemic related regulations. Currently, on site, in-person services are being provided to students, and thus on-site assignments for contractors are highly preferred. Virtual and/or hybrid may be considered based on program design and need. If the bidder only offers online services, the response should clearly indicate the type of service.