

Professional Services

Q & A

1. Proposal Submission Requirements

1. Will you accept multiple proposals from the same company? **Yes**

2. Regarding the required Proposal Format, do you require the headings to be labeled as '7.1. Cover Letter' and so forth from the RFP, or can the vendor alter the heading section numbers as '1. Cover Letter' and so forth? **Vendors will not be disqualified for using their own numbering, but the ESD is not responsible for missing information as a result of the non-aligned numbering.**

3. How many references do you require the vendor to include in the proposal under Section 7.2? **A minimum of three (3) references are required**

4. For Section 7.3, do you require the vendor to provide proof of its Oregon Business Registration? **Yes**

5. It is understood that the "cover letter, resumes, references, and required appendices" are excluded from page limit. Can you confirm, yes or no, if the following sections or pages are also excluded from the ten (10) page limit?

- Title Page/Cover Page (placed before the Cover Letter) **Yes**
- Table of Contents Page (placed before the Cover Letter) **Yes**
- Reference List (if applicable and added under Section 7.2 Basic Qualifications) **Yes**
- Sample Certificate of Insurance (as required under Section 7.6 Appendix) **Yes**
- Exceptions or Requested Modifications to RFP Term, redlines to the Sample Contract, and any terms to be added to the Contract requested with the proposal (as required under Section 7.6 Appendix) **Yes**
- Service Provider Resumes (if applicable and added under Section 7.6 Appendix) **Yes**
- Oregon Company Business Registration (if applicable and added under Section 7.6 Appendix) **Yes**
- Any other vendor-provided attachments, such as W-9 Form, reference letters or surveys, and other attachments (as applicable and added under Section 7.6 Appendix) **Yes**

6. Do you require resumes of potential service providers upon proposal submission? If yes, would it count towards the page limit? **No**

7. Do you require the service provider's Oregon license verification with each resume? N/A

8. Would you consider blind resumes with full names/license numbers withheld? Yes, but resumes are not required and may not be reviewed.

9. Can you confirm whether the website contains all RFP documents? Yes

10. Could you please confirm whether, in order to receive the COBID preference points, a vendor may submit a COBID application form if it is not already COBID certified at the time of proposal submission? The ESD will consider the application and may- but is not required to- grant preference points based on the information provided.

11. Could you please confirm whether vendors are required to bid on all positions requested under this RFP, or if partial bids for selected positions will be accepted? Partial bids are acceptable, but any ensuing contract would be limited to the positions included in the proposal.

2. Contract Structure, Terms & Negotiations

1. The Sample Contract mentions the use of Statements of Work (SOW). Can you provide a sample copy of the SOWs that may be executed? Yes, a sample with will be published as an addendum. Please see page 6 for sample.

2. Would a vendor be disqualified if the conversion fee exceeds \$15,000 (e.g., \$20,000)? A vendor will not be disqualified from recommendation for board approval. However, the ESD is not willing to sign contracts with a higher conversion fee, at this time.

4. How does NWRES D handle price adjustments after year one? Consumer Price Index, West Region will guide the base increase. The ESD will negotiate in good faith with any contractor requesting a rate increase that exceeds the Consumer Price Index, West Region. Proposals should include proposed rate schedules for each year of the initial four-year contract.

5. Can vendors submit more than one hourly rate per service if the hourly rate models are structured differently and NWRES D retains the option to negotiate and choose one or more rate models when services are needed? If presented in the form of a rate range, this is acceptable.

6. Would the district consider alternative fee structures such as per-assessment/evaluation rates? No

7. If the vendor already has a contract, can they use this RFP to adjust pay rates? The ESD does not intend to renew any existing contracts. This RFP process is necessary for developing a new contract and is the appropriate forum for vendors to establish a new rate schedule.

8. If a new RFP is released, can a vendor rebid and will it supersede a previous agreement? Yes

9. Why has this RFP been released? What needs prompted it? To maintain a competitive pool of providers and to consider other vendors that have established businesses since the last RFP.

10. The RFP states the contract period would be for four years, with the option to renew for up to two additional three-year periods for a total of up to 10 years. If the vendor's pricing may differ after the initial one (1) year, how does NWESD handle price adjustments if the vendor seeks to negotiate price increases on an annual basis (e.g., are price increases negotiated annually or should the proposal specify the anticipated rate increase per year)? See #4 above. Proposals should include pricing for the initial contract period of four years.

3. Cost / Billing / Invoicing

1. Can you please provide a list of incumbent vendors and their bill rates? No

2. What is the total budget/expenditure allotted for this RFP? Budgets and expenditures vary based on student needs and staff availability. A budget will not be provided as part of this RFP process.

3. Can the vendor bill separately for Clinical supervision if required? Yes

4. What is the average budget or estimated hourly rate cap for SLPs, OTs, School Psychologists, and Qualified Mental Health Consultants? The purpose of a public procurement process is to test the market and ensure that public agencies are able to identify and secure the most cost-effective services. As such, the ESD will not contemplate potential rates. Proposers are encouraged to provide rates they deem competitive.

4. Prior Vendors / Program History

1. How long have the incumbent suppliers held this contract? Four years

2. Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with? Yes.

3. Could you please confirm the historical spending on the Professional Services contract? The ESD spent nearly \$2 million in this category last year.

4. If there are vendors, who are already providing professional services to the NWRES, could you please share their rates and/or response? No

5. How many vendors will be selected through this bidding process? All responsive and responsible proposals will be recommended to the Board for approval. Board approval does not guarantee that a contract will be executed, and an executed contract does not obligate the ESD to any expenditures.

6. Could you please confirm how many positions are requested through this RFP or previous similar contracts? Utilization varies based on student needs and staff availability.

5. Shifts / Scheduling / Staffing

1. What is the expectation and frequency for on-call needs? This is rare.

2. What is the expectation and frequency for replacing a candidate that is ill/calls off? If ill, the expectation is that candidates will follow the notification procedures that are required of NWRES staff. Our expectation is that contractors will take no more than 3 days off during the contract period during the school year for any reason other than illness.

3. Does the district fingerprint and badge? How long once confirmed does the process take for the clinician to start? Yes. This varies by how quickly the ESD receives all required information. Average is 2 weeks from the date of application.

6. Supervision, Clinical Oversight & Documentation

1. Please clarify the reporting structure for supervision of contract staff. Contract staff are supervised by a TSPC licensed administrator.

2. What position provides clinical supervision? We may, at times, hire contractors to provide clinical supervision to students or those in "assistant" roles like SLPAs.

3. Does the district provide student logs and documentation forms? Yes. All records are maintained electronically. Those who are eligible to bill medicaid are expected to do so.

4. Are licenses, CPR cards, resumes, and references required at bid or award? No. These materials will be required at the time of executing each SOW.

5. Provide contact information for the individual coordinating these services. This varies by program, department and position. There is not one designated person doing this in our agency.

7. Materials, Equipment, and Service Resources

1. Does the district provide hardware, test kits, supplies, and materials needed for services?
Yes

8. Staffing Qualifications & Acceptance Criteria

1. Do you accept new graduates if mentorship is provided? Yes, so long as mentorship costs are borne by the contractor (ESD will not pay for mentorship)

2. Are there any licenses or certifications required with this bid? Not during the bidding process.

9. Insurance & Compliance

1. What are your insurance requirements? \$2 million per incident and \$4 million aggregate for general liability

10. Mileage, Travel & Reimbursement

1. Could you please clarify whether mileage reimbursement is provided? Mileage reimbursement will be determined at the Statement of Work level of the process. The ESD will consider rate schedule increases in circumstances in which mileage reimbursement is impracticable.

STATEMENT OF WORK (SOW) E
Pursuant to Master Services Agreement

Between [REDACTED] ("Contractor") and Northwest Regional Education Service District ("NWRESD")

Date: 5/20/25

Contractor Representative: [REDACTED]

Contractor Remit Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Start Date: 7/30/25

End Date: 6/10/26

SOW Title: Speech Language Pathology Services - [REDACTED]

Contractor shall perform the following work: Speech Language Pathology services to be provided virtually and in person to students in early childhood special education with Northwest Regional ESD.

Performance Location: Columbia County and assigned community sites.

Other Agreements: Either party named above has the right to terminate this agreement by giving at least 30 days' notice, in writing, to the other party. Email notification is accepted as notice given. The School Medical (SM) provider that utilizes a contractor to provide health services may only bill Oregon Health Authority or the Division of Medical Assistance Program (Division) for health services when the school medical (SM) provider and the contracted provider have previously agreed the contractor will not also bill for the same service, in accordance with: OAR 410-133-0180 Stat. Auth.: ORS 413.042 Stats. Implemented: ORS 414.065 Client represents and warrants that (i) Client has the power and authority to enter into this Agreement; and (ii) No software or content provided by Client shall invade or violate any right of privacy, personal or proprietary right, or other common law statutory right.

Service Pricing: Rate for services: \$100.00 per hour x 1,408 hours = \$140,800.00. Plus \$2,200.00 for mileage reimbursement. Maxim Healthcare to invoice NWRESD at the government rate of \$0.70 per mile. Maximum total payment under this contract NOT TO EXCEED \$143,000.00.

Renewal Terms: This contract may be renewed on the following basis: Not Applicable

Payment Terms: NWRESD will pay contractor upon successful completion of work and upon receipt of invoice unless indicated here:

NWRESD shall have the right to withhold payments due to Contractors as are necessary in the NWRESD's sole opinion to protect the ESD from any loss, damage, or claim which may result from Contractor's failure to perform in accordance with the terms of the contract or failure to make proper payments to suppliers or subcontractors.

Please submit your invoice to Accounts Payable at AP_Invoice@nwresd.k12.or.us no later than June 22, 2026 to ensure timely payment.

Northwest Regional Education Service District	Amergis Educational Staffing	Northwest Regional Education Service District
Name: [REDACTED]	Name: [REDACTED]	Name: [REDACTED]
Title: [REDACTED]	Title: [REDACTED]	Title: [REDACTED]
Date: 5/20/2025	Date: 5/20/2025	Date: 5/30/2025
By: [REDACTED] District Administrator Signature	By: [REDACTED] Contractor Signature	By: [REDACTED] District Administrator Signature

Departmental Budget Information Use

Account Code:	204.1260.0310.200.320.000	\$ 143,000.00	Item/Service:	SLP [REDACTED]
Account Code:		\$	Item/Service:	
Comments:	[REDACTED]			