



Professional Services

Q & A

Addendum 2

Contracting & Statement of Work (SOW)

1. **Once the vendor list is established, what process will be used to award individual Statements of Work (SOWs)? For example, will it be a competitive quote per SOW, a rotational opportunity, or based on specific vendor qualifications?**

Once the qualified vendor list is established, individual Statement of Work (SOWs) will be awarded based on availability of providers and the qualifications required for each specific assignment. This ensures that the needs of our program and partner districts are matched with vendors who are best suited and able to fulfill them.

2. **Do you have a preference for local vendors?** There is no scoring preference for local vendors. However, board policy encourages use of local vendors, when possible, and that will be considered for work assignments.
3. **Will the district accept Docusign signatures in lieu of wet signatures?** Yes, we will accept Docusign or AdobeSign signatures.

Service Needs & Staffing Demand

1. **Does NWRESD have data on which of the 13 listed professional roles have historically been in highest demand?**

Yes. Historically, the positions with the highest demand have been Speech Language Pathologists, Instructional Assistants, and School Psychologist. While needs can vary year to year based on student and district requirement, these three roles consistently represent the majority of our service requests.

2. **Will you accept listed references from non-school clients?** No

Assignment Duration & Scheduling

1. **What are the typical durations for assignments requested via SOWs (e.g., short-term coverage for a few weeks, a full semester, an entire school year.**

Assignments issued through Statements of Work (SOWs) typically span the full school year. However, our Early Intervention/Early Childhood Special Education (EI/ECSE) program does not follow a traditional school calendar, and services may extend into summer months, as some sites remain open during that time.

Additionally, individual school districts may request services at various points throughout the school year, so some assignments may begin after the school year has started, depending on the district's needs.

Contract Term & Negotiation Flexibility

1. Section 14 of the sample contract specifies binding arbitration for dispute resolution. Is NWRESD open to considering non-binding mediation as a preliminary step before arbitration? **Yes**
2. Would the District consider utilizing a vendor's MSA over the sample contract provided, or would vendors be required to utilize the sample MSA? **Yes, but it will likely result in delays for interpretation and negotiation.**
3. Would the District consider the utilization of a Managed Services Provider to manage and stabilize rates across all vendors for the next 10 years? **Yes**

RFP Administration

1. Would the District consider extending the deadline by 1 week?
At this time, Northwest Regional ESD will not be extending the deadline. We encourage all interested vendors to submit their proposals by the due date outlined in the RFP.
2. Does this RFP qualify for any cooperative purchasing agreements? **No**

Service Delivery Requirements

1. Are services required to be fully in-person, or are teletherapy / hybrid models permitted for applicable disciplines (e.g., SLPs, School Psychologists, Mental Health Consultants)? **Preference will be given to fully in-person or hybrid services, but fully virtual providers will be considered if other options are not available.**
2. What is the general timeline to start onsite with students once the vendor contractor is interviewed and confirmed to start? **Usually 2-4 weeks**

Caseload, Workload & Scheduling Expectations

1. Does NWRESD establish caseload or workload caps by discipline, or are those expectations defined at the district/SOW level? **Defined at the district/SOW level and based on placement needs.**

2. **Are minimum weekly or daily hours typically established in SOWs once a provider is placed?** A work calendar is created as part of the SOW. Full time FTE will typically translate to 5 work days, but school calendars often include some non-work days when students are not present. Work hours typically fall within an 8:00 am to 4:00 pm workday unless overtime is agreed upon and pre-arranged.
3. **What is the onboarding process of awarded contractors?** For individuals, we provide the same onboarding process as our NWRES D staff, as well as inclusion in communities of practice - mainly, monthly team meetings.

Compensation, Rates & Billing

1. **Should hourly rates be submitted as all-inclusive, including indirect services and supervision?** Yes
2. **Are there any financial penalties associated with missed sessions, cancellations, or documentation deficiencies?** If issues are identified early, we will work with the provider and their agency supervisor to address and correct any deficiencies. However, if a pattern emerges in which services are not delivered as expected, we will withhold payment for services that were not provided. Ongoing or persistent issues will result in contract cancellation with that provider.
3. **Is time for evaluations, report writing, and IEP documentation considered billable?** Yes
4. **Under the 30-day termination for convenience clause, will providers be compensated for services already scheduled and delivered through the termination date?** Yes
5. **Does the district expect contractors to use the district's Medicaid CPT codes for billing students interventions performed?** Yes
6. **Are there any invoicing requirements the vendor is required to provide?** Invoices will need to include evidence of work performed.

Documentation Requirements

1. **Are progress notes and documentation required per session, weekly, or per IEP cycle?** Per session
2. **What Student Information Systems (SIS) does the district use?** Synergy SE for K-12 and ECWeb for early learning.
3. **Does the district use an IEP management software or SIS separate than above?** No

Meetings & Mandatory Activities

1. Are providers expected to attend IEP meetings, MDT meetings, and parent conferences, and are these hours considered billable under Statements of Work? The need for these meetings varies based on role / assignment, but would be scheduled during expected work hours.

Supervision Requirements

1. For SLP-As, COTAs, and LPTAs, does NWRES D require on-site supervision, or is remote supervision acceptable when compliant with Oregon licensure rules? Remote supervision is acceptable.
2. Is supervision expected to be provided by the vendor or the district, and should supervision time be included in the hourly rate? Supervision is provided by the ESD. If circumstances warrant, the ESD will work with the vendor to make appropriate arrangements.

Training Requirements

1. Are providers to be CPI/Safety Care trained prior to starting with the district? If yes, is this training billable to the district? If this is needed for the role, ESD will provide the training and the hours spent in the training are billable.
2. Please share district-specific contractor compliance requirements for vaccinations or any requirements unique to state department of education requirements. Contracting agencies providing personnel to Northwest Regional Education Service District (NWRES D) must ensure all assigned staff comply with applicable Oregon public school health and safety requirements, including maintaining current immunizations consistent with Oregon Health Authority requirements.