

City of Lynchburg
Procurement Division
900 Church Street
Lynchburg, Virginia 24504
Telephone No.: (434) 455-3970
Fax No.: (434) 845-0711

**Addendum for Request for Proposal
LCS Board Certified Behavioral Analyst**

14-889

Date: 01/31/2014
From: Lisa Moss, Buyer VCA
RE: Addendum No. 1

This Addendum supplements and amends the original Plans and Specifications and shall be taken into account in preparing proposals and shall become a part of the Contract Documents. The Offeror shall indicate receipt of this Addendum and all previously issued Addenda on the Title Page.

1. Who is currently providing BCBA services for the district?
We do not have anyone currently providing BCBA support outlined in the RFP. We have been unable to hire our own BCBA to be based at Hutcherson Early Learning Program.
2. Why is it up for bid? (contract ending, new contract, problems with old vendor etc.)
It is up for bid because we have been unable to fill this vacancy
3. What are the rates that you are currently being charged for BCBA Services?
N/A
4. How long will a typical work day be for BCBA staff working this contract?
7.5 hours per day 5 days per week until the end of the school year.
5. How many FTE do you anticipate using for this contract?
1 Full time Employee for the remainder of the 2013-14 school year.
6. Will contracted staff be assigned to work with one particular school or multiple schools in the district?
Multiple schools
7. The scope of work mentioned BCaBA's, are you allowing vendors to supply the district with BCaBA's for this contract?
No, We have a BCaBA this RFP position would supervise at Hutcherson Early Learning Center.
8. If providing BCaBA's would the district provide BCBA supervision?
N/A
9. How many contracted hours of BCBA's were utilized last contract/school year?
LCS did not have a BCBA contract for the last school year, for Hutcherson and the other schools we intend to serve with this contract.
10. Have the existing BCBA providers been successful in staffing all of your needs?
See response to question #1.
11. How many years has the current provider been providing services to LCS? Are you happy with the services they provide?
See response to question #1.
12. How many district/agency BCBA FTE's do you have on staff?
None

13. What is the typical case load for therapists?
We do not have a “typical caseload” determined because this is a new program support.
14. How many schools are typically on the therapist’s caseload?
Potentially all LCS Schools.
15. How many working days for therapists each school year?
**10.5 months (1 week before school opens and one week after school closes. Please see LCS calendar as posted on the LCS website.
Please see response to question #4**
16. In regards to billable hours: Are IEP meetings billable?
All meetings would be held during the school day.
17. Are orientation sessions billable?
All meetings would be held during the school day.
18. How many hours are in a typical school day (i.e. how many hours are therapists allowed to be on-site and billing?)
7.5
19. Are we allowed to bill for paperwork, mileage and travel between school sites?
**Travel between sites, yes
Paperwork beyond the 7.5 hour work day, no**
20. On what date do you anticipate making this award and notifying vendors of the award status?
This is to be determined
21. Does the district currently have any BCBA compensatory time to make-up?
No
22. Under the Evaluation Criteria Section V on page 4 of the RFP, is the “Certification and License” requirement that you want our proposed therapist’s certification as a Behavior Analyst along with his/her VA drivers license?
Correct
23. How many BCBA openings does LCS anticipate filling with this RFP?
1
24. Who is responsible for purchasing assessment equipment and supplies in order to provide services?
LCS Director of Special Education, Wyllys VanDerwerker
25. Under the Evaluation Criteria Section V, on page 4 of the RFP, what is LCS looking for in terms of a “Program Evaluation Plan”?
The program evaluation plan shall include:
- 1. The criteria your agency will be using to evaluate the effectiveness of the BCBA support that is provided.**
 - 2. An explanation of what your proposed indicators of success are.**