



**Kent County Public Schools  
"Growing a Community of Leaders"  
5608 Boundary Avenue  
Rock Hall, MD 21661**

**ADDENDUM #2  
Alternative Education Services RFP  
RFP No: 20-KC03-18  
April 16, 2020**

The purpose of this Addendum #2 is to provide clarifications on the RFP document, respond to vendor questions, and supply other relevant information on the project. Please acknowledge receipt of this Addendum by signing at the bottom and submitting with your proposal.

**1.0 Bid Due Date:**

- 1.1 The sealed bid due date is **April 30, 2020 at 2:00 PM Local Time** at Kent County Public Schools Central Office, 5608 Boundary Avenue, Rock Hall, Maryland 21661

**2.0 Last Day of Vendor Questions:**

- 2.1 The last day to receive vendor questions is **April 23, 2020.**

**3.0 Changes to the Submission Process:**

- 3.1 Due to the rapidly changing circumstances surrounding COVID-19, KCPS is not allowing outside personnel in its buildings at this time. However, if any bidder wants to hand deliver their proposal it will be received outside of the building before 2:00 pm by Kreigh Kirby on April 30, 2020. Bidders are also permitted to submit their proposals via email to Kreigh Kirby before the above stated date and time. Be wary if your intention is to send the proposal via mail as there is not a guarantee it will get to KCPS on time for the opening on April 30, 2020. The

bid opening will be attended by KCPS staff only to do our best to prevent any potential spread of this virus. Any direct questions regarding the RFP or the submission process should be directed to Kreigh Kirby's phone at 410-778-7121 or email at [kjkirby@kent.k12.md.us](mailto:kjkirby@kent.k12.md.us)

#### 4.0 Changes to RFP Documents

4.1 None

#### 5.0 Response to Vendor Questions:

5.1 **Question #5 (Continuation from Previous Addendum):** *Can we receive a copy of the Kent County Schools Alternative Program Handbook?*

**Response:** The procedure is attached to this Addendum.

5.2 **Question #6:** *Will the program/classroom be attended by students with emotional disabilities only; or will there be students with other disability categories as well?*

**Response:** Students of all disabilities may attend the program. This is not disability specific.

5.3 **Question #7:** *Will students with the following disability categories only (not co-morbid) be included in the alternative education program: Autism, Mild Intellectual Disability, Moderate Intellectual Disability, Learning Disability, or Other Health Impairment?*

**Response:** Students with these disability categories could be included in the program, yes.

5.4 **Question #8:** *Will the vendor be allowed to use seclusion (if student meets the criteria outlined in MD state law)? If so, will the district provide a seclusion room to use?*

**Response:** There are three classrooms that are part of the building at the Kent Alternative Program (KAP). One could be used for this and has been, however, seclusion must be conducted as outlined under MD state law. All documentation must be completed, and we ask for de-escalation strategies to be implemented.

5.5 **Question #9:** *Will the vendor be allowed to use restraint (if student meets the criteria outlined in MD state law)?*

**Response:** Yes

5.6 **Question #10:** *Is Professional Crisis Management Association's training/program allowable?*

**Response:** As long as it is approved in Maryland.

5.7 **Question #11:** *Is Prone restraint allowable (if student meets the criteria outlined in MD state law)?*

**Response:** We do not allow prone restraints.

5.8 **Question #12:** *Is a Vertical/Standing Restraint allowable (if the student meets the criteria outlined in MD state law)?*

**Response:** Yes

5.9 **Question #13:** *Will the district provide the curriculum map for the vendor to follow?*

**Response:** Yes

5.10 **Question #14:** *Would the district like the vendor to use the district's general curriculum or is vendor allowed to use its own curriculum?*

**Response:** The district would like the vendor to use the district's general curriculum.

5.11 **Question #15:** *Will the district provide any technology; e.g. computers, laptops, printers, smart-boards, internet access, Wi-Fi?*

**Response:** Yes, but not for staff.

5.12 **Question #16:** *Will the district provide desks, furniture, medication administration e.g. nurse, etc.?*

**Response:** Yes

- 5.13** *Question #17: Does the district have a specific data reporting system for the vendor to use to report data or is the vendor to use its own?*

**Response:** The vendor is allowed to use its own reporting system for behavioral data and progress monitoring, however, the district uses PowerSchool for grades. The vendor's reporting system must be approved through Mrs. Williams and Dr. Keen to ensure it meets progress monitoring standards.

- 5.14** *Question #18: Does the district have an estimate of how many professional development hours it might require?*

**Response:** The district has 3 built in Professional Development days throughout the school year and 5 at the beginning of the school year. You may provide your own or join in with KCPS professional development.

- 5.15** *Question #19: In the pre-bid meeting, it was stated that youth are referred to the program when the comprehensive educational program was no longer meeting their needs. Is there a specific process that is followed? I am assuming for the SPED students, it would be the IEP process, but what about the general education students?*

**Response:** Yes, for special education students, they are referred through the IEP process. For general education students, they are referred through the SST team or a disciplinary hearing. All students have had pre-referral strategies implemented (unless coming from discipline).

- 5.16** *Question #20: What is the profile of the youth being referred? The pre-bid meeting mentioned behavioral referrals, but do the youth have specific disabilities? Are there some youth being referred with psychiatric needs?*

**Response:** Yes, some do have psychiatric needs. Most children referred through the IEP process need a smaller student to teacher ratio and need some behavioral supports as well. Some have extreme anxiety whereas others may be further behind academically and need more intensive academic supports. From general education, most students who are referred are those with behavioral issues of not wanting to stay in the classroom, argumentative with staff, and not following school procedures. Most from disciplinary hearings are extreme disruptions.

- 5.17 **Question #21:** *In regards to behavioral referrals, is there support with crisis intervention? Is there a specific program that is used? For example, my agency currently uses Therapeutic Crisis Intervention (TCI), which provides a continuum of support (from verbal de-escalation strategies up to/including physical restraint).*

**Response:** Each vendor is allowed to use their own Therapeutic Intervention Program. KCPS uses Crisis Prevention Intervention (CPI). We do ask for de-escalation strategies to be used prior to a physical restraint and we do monitor ALL physical restraints and have policy and procedures that accompany seclusion and restraints.

- 5.18 **Question #22:** *Have programs in the past felt the need to employ behavior support specialists?*

**Response:** It typically has been a behavior support type program with built-in behavioral supports. Behavior specialists have not been a requirement. We do provide a social worker to help the program be therapeutic.

- 5.19 **Question #23:** *If a student comes to the program with a 1:1 aide, does that aide transfer from the high school or do we need to supply additional staffing?*

**Response:** In the past, the aide has transferred with the student if needed.

- 5.20 **Question #24:** *Other than APEX, are other materials/equipment provided?*

**Response:** Yes, KCPS provides all materials/equipment. In the past, the vendor has provided additional materials such as specific interventions. The vendor will supply computers for staff.

- 5.21 **Question #25:** *I know with some RFP's, there are specific budget forms. Are there specific forms for this RFP?*

**Response:** There are no specific budget forms required. This is up to the vendor to provide.

**Respectfully Submitted,**



**Kreigh J. Kirby**

**Accountant**

**Kent County Public Schools**

**Vendors should complete, sign, and return a copy of this Addendum #2 with the project proposal. Failure to do so MAY be cause for your offer to be ruled non-responsive and not considered for award.**

**Vendor Response-**

**Name of Company:**

**Address:**

**Signature of Authorized Person:**

**Type/Print Name of Authorized Person:**