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**Addendum #1**

**Date: April 20, 2017**

**Rockwood School District - RFP0417ECCNTS – Nutrition Therapy for Early Childhood Students**

*Questions and Answers*

1.  In the proposal, the Rockwood School District is identified to cover 150 square miles with four (4) high schools, six (6) middle schools, and nineteen (19) elementary schools, a talented and gifted campus, and a school for at-risk high school students. This said, the position is identified as focusing on “Early Childhood Special Education”…

a) Please confirm the target age range and class range for the students that will be receiving services from this position. The age range for Early Childhood Special Education (ECSE) is 3, 4 & 5 years of age.

b) Specifically, how many schools and sites will the position be responsible for covering in the Rockwood School District? There could be students in up to (11) locations or schools including Clarkson Valley Early Childhood, Vandover Early Childhood, Ballwin Elementary, Blevins Elementary, Bowles Elementary, Eureka Elementary, Fairway Elementary, Eureka High School, Lafayette High School, Marquette High School and Rockwood Summit High School.

c) What are the addresses of those schools and additional sites? Refer to the attached map

d) How many students in the age range/class range identified are currently at each location? The number of students varies at each location. We currently have about 500 students with various IEPs.

2. In the proposal, the scope of services includes responsibility for a variety of items. Kindly provide greater clarity on the below:

a) A multi-disciplinary team is referenced in the RFP; please identify team members, and roles, and how long each individual has served in each role. The multidisciplinary team varies for each student, but may include SLPs, OTs, PTs, regular and special education teachers, itinerant teachers, administrators and/or diagnostic staff.

b) To whom does this position specifically report? Nutritionists report to the Process Coordinator who reports to the Executive Director. Who serves in the role of “District Executive Director of Early Childhood Education”? Dr. Jane Brown

c) How frequent are “Eligibility Conferences” held? Eligibility Conferences are held all of the time. Are they held in one (1) location, or multiple locations? They are held at the Clarkson Valley or Vandover Early Childhood Center. What do they entail? d) How frequent do the individual education plan meetings occur that are mentioned? Frequency varies based on caseloads.

e) How many members are on the Individual Education Plan Team mentioned? What is the exact structure of those teams? Members on IEP teams vary based on the needs of the child identified through the diagnostic process.

f) How frequently is the individual position expected to be at each location?  8:15 a.m. - 3:30 p.m. are the school hours. The hours for the position will vary depending on the needs.

g) What are school hours? 8:15 a.m. - 3:30 p.m.

h) What are hours for this position? 8:15 a.m. - 3:30 p.m. are the school hours. The hours for the position will vary depending on the needs.

i) Is this envisioned to be a full-time or part-time position? This is not a full-time position. If part-time what is the minimum number of hours you envision the provider being available onsite each week? This would be driven by the IEP services.

j) Are you open to providing services remotely via web portal? No, services must be in person

3. In the proposal, it’s indicated that the proposed term is three (3) years and subject to annual budgetary approvals.

a) When is annual budget set each year? The budget process begins each October for the following year. The Board of Education approves the final budget each July 1.

b) Who is responsible for determining the budget for this program? The Executive Director

c) What is the current budget for this position in year 1, year 2, and year 3? The budget for nutrition is based on IEP student needs that include those services only.

d) Is there any reason currently known to the Rockwood School District and Budgetary Committee that might foreseeably represent an obstacle to the continuance of this program for the full three (3) year term from a financial, or any other perspective? Nutritional services are seldom related to the IEP.

4. If you are unable to identify specifically who received the RFP please elaborate on the type of organizations, or individuals that were targeted by the Rockwood School District.

a) To whom was this RFP distributed? The RFP was posted on the District’s website and sent directly to current and potential vendors.

b) How many individuals/companies are competing for his opportunity? Unknown

c) How did you identify or locate those individual/companies in this process? Current vendors and potential qualified local vendors based on results from research.

d) Would you categorize those individuals/companies into particular buckets or categories in anyway? No

e) If the appropriate individual is identified would anything deter the decision making body from awarding such an opportunity sooner than the date identified in the RFP? The District does not anticipate this occurring.

5) Kindly elaborate on the impetus for this search. If the position did not previously exist please just identify such by noting “No Previous Position” next to each related question.

a) What is the primary reason that Rockwood School District has decided to search for Nutritional Therapy Services for Early Childhood Students? We are currently ending a (3) year contract. District policy requires these services to be put out for bid prior to entering into a new contract.

b) What is the history of the position? See explanation above

c) How many have held the position in the past? See explanation above

d) Does an individual currently hold the position? Yes

e) If position formerly existed why has the Rockwood School District decided to seek a new provider? See explanation above.

f) If position formerly existed what was the length of term for the past three (3) individuals to hold the position? (3) Year contract

6. Please provide more insight to the type of situations that the students may be facing (circle all applicable): a) Failure to thrive? b) Tube feedings? c) Picky eating? d) Autism? e) Food allergies? f) Obesity/Overweight? g) Age appropriate nutrition? h) Other (Please Identify Below)

This information is too detailed to provide.

7. Share with me the three (3) most important objectives you have as it pertains to identifying who the decision making committee will reward this assignment? Qualifications, Price and References/Prior Experience

8. Who besides Brenda Kirchhoefer will be involved and has authority in rewarding this project? Dr. Jane Brown and members of the Early Childhood Department.

9. What are the top five (5) benefits to Rockwood School District that this position will generate? Also, is the Rockwood School District receiving any outside third party funding, or public funding for making these services available outside of tax distribution specifically from the Rockwood School District? If so, what are the amounts of funds and what are the sources of those funds. Funds for ECSE services are through a state grant for early childhood special education.

