

**ADDENDUM #2**  
**RFP#06-24-25**  
**SANTA CLARA COUNTY REVIEW OF SPECIAL EDUCATION PROGRAM**

This Addendum forms a part of the RFP Documents for above project and modifies the original project specifications as noted below. Please acknowledge receipt of this Addendum in your RFP Response.

**CHANGE: Part#1 – Addendum#2:**

Please note the following change to the RFP document.

**STATEMENT OF WORK**

**4.1 Santa Clara County Review of Special Education Programs provided by the Santa Clara County Office of Education**

**Contractors shall submit a proposal to provide the SCCOE with services for a period not to exceed 10 months.**

**Q&A**

**Please note questions from the vendors and the answers:**

**Q:** Will Santa Clara County Office of Education please provide the Professional Services Agreement that is required to be submitted with our proposal?

**A:** **The Professional Services Agreement (PSA) was left out in error, please see attached.**

**Q:** Is Santa Clara County Office of Education expecting bidders to submit a budget option for years 2 through 5 after initial 9-month work period? (See Section 4.1 of the RFP)

**A:** **Please note change to Section 4.1 above.**

**Q:** Please clarify whether the contract type is Time & Materials? If not, please clarify the contract type.

**A:** **Fixed Contract Price**

**Q:** Please clarify who the 'supervising Contractor' might be? Does this refer to a subcontractor working on the project or to a member of the bidder's project staff. (Please see Sections 5.6.2 and 5.6.3)

**A:** **This is for the vendor to indicate whether they will assign a supervising contractor (per section 5.6.2) or other subcontractors (per section 5.6.3) to perform services for this project.**

**Q: Scope and Objectives Clarification:**

- a. **What specific outcomes or deliverables does the Santa Clara County Office of Education (SCCOE) expect from the review of the Special Education Program?**

**A: Described in the RFP**

- b. **Are there any specific areas of the Special Education Program that the SCCOE wants the vendor to focus on (e.g., nursing, therapy and/or behavioral needs for your students)?**

**A: SCCOE programs and services**

**2. Proposal Evaluation Criteria:**

- a. What are the criteria that will be used to evaluate the proposals?

A: It is listed in in Section 6.0 of the RFP.

- b. How much weight will be given to pricing, qualifications, and experience compared to other factors in the decision-making process?

A: The weighting is as follows:

SELECTION FACTORS	WEIGHTING
Cost	30%
Technical Expertise	20%
Qualifications of contractor and personnel assigned	20%
Quality of proposed scope alignment with requested review description	20%
References	10%

**3. Budget and Funding:**

- a. Is there a predefined budget range or cost limit for this project?

A: No

- b. Are there any preferred pricing structures (e.g., fixed price, time and materials)?

A: Fixed price, all inclusive of expenses

**4. Contract and Negotiation Process:**

- a. What is the expected duration of the contract?

A: Contractors shall submit a proposal to provide the SCCOE with services for a period not to exceed 10 months

- b. What are the key terms that will be negotiated if a vendor is selected?

A: Most likely the cost of proposal as compared to other proposals.

**5. Timeline and Milestones:**

- a. Are there any specific deadlines or milestones the SCCOE expects to be met throughout the project lifecycle?

A: Yes, the deadline is with services for a period not to exceed 10 months. To be negotiated but should be included as part of the proposal.

- b. Is there a timeline for when the project is expected to be completed?

A: Yes, contractors shall submit a proposal to provide the SCCOE with services for a period not to exceed 10 months. Ideally February to April.

c.

**6. Access to Data and Personnel:**

- a. Will the vendor have access to internal staff and resources for data collection and analysis, or will all assessments need to be done externally?

A:Yes

- b. How will the SCCOE facilitate access to relevant documents, stakeholders, and data for the review?

A:Internal staff will be assigned to support this project.

**7. References and Experience:**

- a. Are there specific qualifications or experiences that SCCOE is looking for in a vendor?

A:Experience with program reviews, Special Education credentials, etc.

**b. Are vendors required to provide references or case studies of similar projects they've completed in the past?**

**A: Yes**

**c. Has SCCOE utilized agency staff for this type of service in the past? If so, will new vendors have access to negotiated rates prior to submission of new proposals?**

**A: No, N/A**

**8. Reporting and Communication:**

**a. How frequently does SCCOE expect progress reports, and what format should they be in?**

**A: To be negotiated**

**b. Will there be a single point of contact for communication throughout the project?**

**A: Yes**

**RFP Proposal Submittal: three o'clock (3) pm on Monday, September 30, 2024.**

**-END OF ADDENDUM TWO-**