



ADDENDUM 1

FOR

RFP 06_25_26 – SPECIAL EDUCATION SERVICES

DATED OCTOBER 24, 2025

This addendum is issued as part of the bid documents for the referenced project and serves to amend, clarify, or otherwise modify the original project specifications as outlined below.

Bidders are required to acknowledge receipt of this addendum in their bid submission. Failure to acknowledge this addendum may result in disqualification of the bid.

1. Answers to Questions submitted by October 15, 2025

Can SCCOE clarify which districts or SELPA partners this RFP will serve?	Satisfies AR 310 AR requirement – depends on need and reference for NW SELPA and SE SELPA school Districts
Does SCCOE intend to award multiple providers, or is a single provider award possible/preferred?	Good question – how did NW SELPA do it for 02-19-20?
Is there a desired or required minimum FTE per discipline?	Depends on need (i.e., MOU or vacant PC)
Can SCCOE clarify expectations for remote vs. in-person services across disciplines (SLP, Psych, Behavior, etc.)?	In-person preferred
Will SCCOE accept fully remote candidates for low-incidence roles such as bilingual SLPs, LSH, or BCBAs?	Not at this time
What is the timeline for award decisions and first placements?	Once the SPED team completes their evaluations, the top three vendors will be invited for interviews by November 12, 2025. The notice of award is anticipated to be issued via email on November 17, 2025 (dates are subject to change).
Does SCCOE expect contractors to use their IEP systems (SEIS, SIRAS, etc.)? Will training be provided?	Given the position, yes it will be an expectation, and yes, training will be provided.
Are SHARS (Medicaid) documentation or billing services required from providers, or handled internally by SCCOE?	Handled by SCCOE via MBT
Can you please confirm if you are requiring \$1,000,000 or \$3,000,000 per occurrence for the SAM (sexual abuse and molestation) coverage?	\$3 million sexual molestation per incidence for this RFP in accordance with section 7 of SCCOE student contact boilerplate agreement

Will this contract replace any current contracts or NPA agreements, or is this contract supplemental?	The resulting contract(s) will serve as supplemental agreements to existing contracts and Nonpublic Agency (NPA) agreements. Current agreements will remain in effect until their respective expiration or termination dates. The intent of this RFP is to establish additional qualified service providers to ensure adequate coverage and meet program needs as determined by the County Office.
Can you share the current vendors and their hourly bill rates by specialty?	That information is not currently available and will take time to prepare
Is there a preference for how the paper copy bids are bound (stapled, 3-ring binder, binder clip, etc)?	There is no specific requirement for how paper bid copies are bound. Vendors may submit their bids stapled, in a binder, with a binder clip, or using any other secure method. All formats are acceptable.
Do you require sample candidate resumes with our submission?	Sample candidate resumes are not required with your proposal submission. If you choose to include them, SCCOE will accept blind or redacted resumes with personal information withheld. All assigned personnel must hold required and active credentials prior to the start of services. The SCCOE reserves the right to review, approve, and request verification of credentials at any time before or during the contract term.
Is technology provided by schools or are we supposed to provide technology (laptops, printers) to contracted staff?	SCCOE Special Education provides contractors with SCCOE laptops and access to printers
What districts are included in this contract?	Reference for all thirty-one 31 local School Districts and charters under SCCOE if contractors are cleared by SCCOE HR
Regarding billable hours, are adjustments allowed for start/stop time or adjustments in total hours?	Adjustments are allowable and require prior approval from SCCOE administration regarding
Can we bill on districts' individual schedule (if it's over 7 hours)?	Follow student bell-schedule and school calendar and record keeping time
Will SCCOE consider an all-inclusive hourly price rate range (e.g. \$65-\$75) depending on the candidates' level of experience OR does the district only want a fixed flat hourly rate (e.g. \$70.00) for each service?	Open – requires management's written approval
For the proposal format, Section 4 - Scope of Services and Functionality - Appendix B, we are to list the rates for the services. It seems Section 6 - Cost Proposal is asking for the same information. Should Appendix B be moved to Section 6, and we use Section 4 to describe our Scope of Services? Or would you like the cost information provided in both sections?	Please provide the cost information in Section 6 – Cost Proposal only. Section 4 – Scope of Services and Functionality should focus on describing your scope of services and functionality. Appendix

	B can remain as part of Section 4 if needed for reference, but the rates should be included in Section 6 to avoid duplication.
<p>Do you require the vendor have the below listed documents titled separately in the proposal format (e.g. New Items #7-11) OR would SCCOE accept one single section labeled as “Additional Required Documents” to have them all listed?</p> <ul style="list-style-type: none"> a. Appendix A- Certificate of Non Discrimination b. Appendix B- Certificate Regarding Worker's Comp c. Appendix C – Non Collusion Affidavit d. Appendix D – Drug-Free Workplace Certification e. Criminal Background Check/Tuberculosis Clearance Written Certification Form f. Contractor’s Disclosure Form Regarding SCCOE Officials g. Attachment E - PSA Involving Contact or Access to Students with W9 	<p>SCCOE will accept a single section labeled “Additional Required Documents” that includes all the items listed (Appendices A–D, Criminal Background/TB Clearance Certification, Contractor’s Disclosure Form, and Attachment E). It is not necessary to have each document titled separately.</p> <p><i>Attachment E is a sample of SCCOE’s Professional Services Agreement and does not need to be completed or submitted with the proposal. It will only be filled out by the vendor to which the contract is awarded to.</i></p>
What is the duration of the contract?	<p>The contract term will commence on January 1, 2026, and continue through June 30, 2026, with a full-year term to follow from July 1, 2026, through June 30, 2027. The Santa Clara County Office of Education (SCCOE) shall have the option, at its sole discretion, to renew the contract for up to two (2) additional one-year terms, not to extend beyond June 30, 2029.</p>
We plan to include bios/resumes for team leaders? Do you also require that candidate resumes to be submitted with the proposal?	<p>Sample candidate resumes are not required with your proposal submission. If you choose to include them, SCCOE will accept blind or redacted resumes with personal information withheld. All assigned personnel must hold required and active credentials prior to the start of services. The SCCOE reserves the right to review, approve, and request verification of credentials at any time before or during the contract term.</p>
For the three sealed hard copies of our proposal, would it be 1 (One) original signed and 2 (two) copies?	<p>For the three sealed hard copies, please submit one (1) original signed proposal and two (2) copies.</p>
Can you verify the weekly days/times that Purchasing receives FedEx packages to ensure timely delivery of our proposal?	<p>The SCCOE Warehouse is open from 8:00 AM to 3:30 PM and can receive packages during these hours.</p>
Will the district only accept wet signatures, or can electronic signatures be used for the original proposal?	<p>For the three sealed hard copies, please submit one (1) original signed proposal and two (2) copies. For the original proposal submission, the SCCOE requires a wet (hand-signed) signature.</p>

	Electronic or digital signatures will not be accepted on the original document.
Would SCCOE and/or its member districts consider additional rates certified therapy assistants (e.g. COTA, PTA, SLPA, or CFY) and/or bilingual providers?	Depends on need, management's approval, and candidate's qualifications, etc.
Can you confirm or provide further clarification that "Language Speech and Hearing Development Remediation" is or is not specifically for all-inclusive speech therapy services to students?	Language Speech refers to speech services and Hearing development refers to Deaf and Hard of Hearing services
Do you require vendors to guarantee the provision of contracted services, or is it understood that vendors will begin recruiting on a best efforts' basis upon contract award or notice of a need? Can the vendor incur any penalties or be liable for any damages for not having a contracted provider available upon your school's request in a timely manner or would your SCCOE or LEA only terminate the master contract with the vendor?	No and no
To complete the provision of contracted services, are testing/evaluation materials provided by SCCOE/Member LEAs OR the Vendor?	Certifications required – may test for ASL Ed Interpreter
When is the expected contract award date?	Once the SPED team completes their evaluations, the top three vendors will be invited for interviews by November 12, 2025. The notice of award is anticipated to be issued via email on November 17, 2025 (dates are subject to change).
What other public entities, outside school districts, can utilize services through this agreement, post award?	None
Do you have to be a NPA right now to apply for this or would a status of in process enable us to apply?	Preferred but not required
Can you also specify the time of day the RFPs are due by on October 31, 2025 (e.g., by 5 pm Pacific time)?	Proposals are due by 3:00 PM on October 31, 2025 . Any proposals received after this time will not be considered and will be returned.
Would the district accept electronic signatures on the proposal forms as part of the hard-copy/physical submission?	For the three sealed hard copies, please submit one (1) original signed proposal and two (2) copies. For the original proposal submission, the SCCOE requires a wet (hand-signed) signature. Electronic or digital signatures will not be accepted on the original document.
Would you consider proposals for virtual (teletherapy) services under this RFP, including the services for Behavior Intervention, Counseling and Guidance, Language Speech and Hearing Development, Occupational Therapy/Therapists, Psychological, and Social Worker Services?	Not at this time
Section 4 describes the proposal content requirements; however, pricing is requested in two separate areas, with the first being in response to "4.	Please provide the cost information in Section 6 – Cost Proposal only. Section 4 – Scope of Services and Functionality

<p>Scope of Service and Functionality as Appendix B” and then under section “6. Cost Proposal.”</p> <ol style="list-style-type: none"> 1. Can you verify that Appendix B should be included only under section “6. Cost Proposal”, along with all other pricing information? 2. Can you verify if the vendor’s description related to scopes should be listed under section “4. Scope of Services” without Appendix B? 	<p>should focus on describing your scope of services and functionality. Appendix B can remain as part of Section 4 if needed for reference, but the rates should be included in Section 6 to avoid duplication.</p>
<p>For Appendix B—if the vendor attaches additional pages with detailed pricing information, price lists, and additional costs—can the vendor write “see attached pages” or a similar note on Appendix B instead of adding the hourly rate, full day rate, and/or half-day rate?</p>	<p>SCCOE will accept a single section labeled “Additional Required Documents”.</p>
<p>For Appendix B, if the vendor does not bill per day or half day, should the vendor add only the hourly rates and attach additional pages if the pricing structure differs (e.g., flat rates per service or assessment) from the pricing menu, and outline any additional costs separately?</p>	<p>Yes. Vendors whose pricing structure does not align with the daily or half-day format should provide hourly rates in Appendix B and may attach additional pages to clearly outline their alternate pricing structure (e.g., flat rates per service, assessment, or other fee-based models). Any additional or ancillary costs should be identified separately to ensure full transparency of the proposed pricing.</p>
<p>For the "Criminal Background Check & Tuberculosis Clearance form", can the vendor write “TBD” where it says to insert names so it only provides a list of service provider name(s) for background checks and tuberculosis clearance only after an award, and as they are selected to work with SCCOE?</p>	<p>Yes. Vendors may write “TBD” in the form for service provider names. The completed list of names for background checks and tuberculosis clearance should be provided after the award, as service providers are selected to work with SCCOE.</p>
<p>The RFP mentions “Attachment B, Bidding Questionnaire,” although this Attachment B was not included. Instead, the online forms had Attachment B listed for the “Contractor’s Certificate Regarding Workers’ Compensation.” Can you confirm that the district does not require an “Attachment B, Bidding Questionnaire” with the submission?</p>	<p>Bidding Questionnaire attached.</p>
<p>Should all other requested forms (e.g., Certificate Regarding Worker’s Comp, Non-Collusion, etc.) be placed toward the end of the vendor’s proposal with other vendor attachments?</p>	<p>All other requested forms (e.g., Certificate Regarding Worker’s Compensation, Non-Collusion Affidavit, etc.) should be included toward the end of the proposal along with other vendor attachments.</p>
<p>For section “3. Proposer Experience and References,” do you require resumes of potential service providers upon proposal submission, and if so, would you accept blind resumes with full names and license numbers withheld?</p>	<p>Resumes of potential service providers are not required at the time of proposal submission. If vendors choose to include resumes, SCCOE will accept blind resumes with full names and license numbers withheld.</p>

How does the district handle price adjustments after the initial one-year term if the vendor seeks to negotiate a mutual price increase when renewed annually?	Pricing shall remain firm for the initial contract term, and any request for price adjustment for subsequent renewal periods must be submitted in writing at least 30 days prior to renewal and is subject to SCCOE approval.
Would the district provide its students with the hardware (e.g., computer, webcam, headsets, etc.), test kits, supplies, and other materials they needed for services?	Yes.
Would the vendor be penalized or disqualified if its proposal included exceptions or additional terms to the RFP and/or Professional Services Agreement for the district's review?	Dependent on exception / additional terms. In large part, yes, the bid would be disqualified
What are the anticipated/estimated budget and/or maximum hourly rates for the requested service categories?	Every agency has different prices dependent on the locality
What are your current vendor names and rates for the following services: Behavior Intervention, Counseling and Guidance, Language Speech and Hearing Development, Occupational Therapy, Psychological Services, and Social Worker Services?	We currently have one (1) contractor at this time – SLP Sonam Bhanot – and she is working for the amount of The Stepping Stones Group previous RFP \$109.00 per hour
Are you satisfied with your current vendors, or have you experienced any issues in the past year?	Yes – no issues just complying with SCCOE AR 3310 RFP requirements
What are the documentation requirements for the positions listed for health/nursing? Will agency staff have access for electronic documentation or district-specific paper forms?	Staff will be required to provide information based upon services rendered for the purposes of Medi-Cal billing. They will have online access to submit any necessary materials or data sets related to
Will there be a clinical point of contact at each site for agency nurses?	Theresa Bovey –Lead Nurse Tbovey@sccoe.org
Are there 1:1 nursing cases requested? If so, are there any high acuity cases such as trachs, vents, or central lines?	Yes
Are nursing delegation services being requested from RNs to unlicensed assistive personnel? If so, are there established delegation policies and procedures? What nursing tasks are permitted to be delegated and to whom?	Yes; it is dependent on the procedures. Typically, procedures requiring a measurement and an action based upon the measurement will require a licensed personnel member
Would agency nurses be provided district-specific orientation or student-specific orientation if applicable?	Yes
Is agency on site clinical supervision required?	Yes
Job descriptions have been located on the SCCOE's website. Which positions specific to health and nursing are being requested?	RFP satisfies 3310 AR – no current health and nursing positions opened as we bill back the districts for their student's 1:1 IEP nursing services
Will agency staff be required to travel to multiple locations in a single day?	Yes hypothetically for DIS work
The stated deadline for proposal submission is October 31, 2025. Could you please confirm if there is a specific time by which proposals must be	Proposals are due by 3:00 PM on October 31, 2025 . Any proposals

received at the Santa Clara County Office of Education on that date to be considered timely?	received after this time will not be considered and will be returned.
Will the agency accept DocuSign signatures in lieu of wet signatures?	For the three sealed hard copies, please submit one (1) original signed proposal and two (2) copies. For the original proposal submission, the SCCOE requires a wet (hand-signed) signature. Electronic or digital signatures will not be accepted on the original document.
In the Table of Contents, Attachment B is titled 'Bidding Questionnaire,' but the downloaded document is labeled 'Attachment B – Workers Compensation.' Could you please confirm whether this is the correct form for the RFP, and if there is an additional attachment titled 'Bidding Questionnaire' that should be included?	Bidding Questionnaire attached for Attachment B
Will job orders for open positions come from the Santa Clara County Office of Education, or from each individual district? To fill positions, will our company have a single point of contact at the Santa Clara County COE or a contact person at each district?	James Howarth Assistant Director of Special Education jhowarth@sccoe.org 408-453-6917
What is the anticipated number of full time and part time positions?	TBD
Who are the current vendors providing services?	The Stepping Stones Group, Ro Health, Coastal Kids Home Care, and Maxim Health, Stellar Signing
Are your current vendors meeting your needs?	Yes
How long have the incumbent suppliers held this contract?	More than five (5) years
Will Santa Clara County COE utilize its own contract, the vendor's contract, or the RFP as the agreement?	Santa Clara County Office of Education (SCCOE) will utilize its own contract as the agreement. The RFP and the vendor's proposal will form the basis for the contract, but SCCOE's standard contract terms will govern the final agreement.
What are the current hourly bill rates for vendors providing similar services?	\$109.00 for SLP; \$69-90 for contracted nurses
Does the Santa Clara County COE have a cap on the hourly rate for these services?	No
Will Santa Clara County COE accept a rate range or a flat rate (i.e. - \$75-80/hr. versus \$75/hr.)	Yes
On page 14 of the RFP, the contract start date is listed as 'to be determined' with the option of four one-year extensions. However, the timeline on page 2 indicates a start date of January 1, 2026. Could you please clarify the official start date for the contract?	The contract term will commence on January 1, 2026 , and continue through June 30, 2026 , with a full-year term to follow from July 1, 2026, through June 30, 2027 . The Santa Clara County Office of Education (SCCOE) shall have the

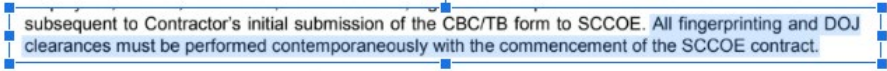
	option, at its sole discretion, to renew the contract for up to two (2) additional one-year terms , not to extend beyond June 30, 2029 .
Do you require resumes and license verifications of potential contracted candidates to be included in our submission? If so, can we provide sample resumes with personal information redacted?	Sample candidate resumes are not required with your proposal submission. If you choose to include them, SCCOE will accept blind or redacted resumes with personal information withheld. All assigned personnel must hold required and active credentials prior to the start of services. The SCCOE reserves the right to review, approve, and request verification of credentials at any time before or during the contract term.
How will the vendors be notified of an award?	Notification of award will be sent via email from Purchasing Services to the vendor(s) selected for contract award.
Do you anticipate awarding one or multiple vendors?	The RFP is intended to result in a multi-vendor award, with contracts awarded to multiple qualified vendors.
Is the vendor expected to have a clinic or local office?	No
Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools?	Yes
Will assigned candidates have access to computers/laptops and printers?	Yes
Will Santa Clara County COE reimburse for mileage traveled between school campuses on the same day?	No
Are clinicians required to directly bill Medicaid for reimbursement or do they just complete paperwork for Santa Clara County COE to submit to Medicaid for reimbursement?	Yes via MBT
Will Santa Clara County COE accept and consider submissions from staffing agencies?	Yes
Is Santa Clara County COE open to the using teletherapy?	Not at this time
Would you allow supervision of RBTs from a School Psych, SW, or LCSW?	If needed
Would the Santa Clara County COE be open to considering additional services not specifically requested in the RFP, if we believe they could help meet the agency's needs?	Hypothetically as the RFP is for Special Ed Services
Can you provide the name and contact information for the individual who will be coordinating these services at Santa Clara County COE?	James Howarth Assistant Director of Special Education jhowarth@sccoe.org 408-453-6917

Can you please provide us with an estimated or NTE budget allocated for this contract?	Depends on need
Could you please share the previous spending on this contract, if any?	Varies depending on service
Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?	actual
Are hourly rate ranges acceptable?	Yes
Please provide a copy of the proposal of the previous vendors providing temporary staffing, including rate/cost sheets.	The previous RFP is past the retention period, so those files have been archived and aren't readily available for review.
Please share the incumbent vendors current pricing.	\$69-\$90 for nurses \$109.00 for SLP
How many incumbents are going to be hired from each position.	Varies.
Could you please let us know the length of the contract.	The contract term will commence on January 1, 2026 , and continue through June 30, 2026 , with a full-year term to follow from July 1, 2026, through June 30, 2027 . The Santa Clara County Office of Education (SCCOE) shall have the option, at its sole discretion, to renew the contract for up to two (2) additional one-year terms , not to extend beyond June 30, 2029 .
There is any local preferences ?	Agency or candidate? Not really as long as they provide the requested service and complete MediCAL records
What are your most commonly requested positions?	Nurses
Is it a single award or multi award?	The RFP is intended to result in a multi-vendor award, with contracts awarded to multiple qualified vendors.
Is this a new contract?	Yes, this solicitation is for a new contract.
Can you please provide the number of awards under this contract?	This RFP is intended to result in a multi-vendor award. The number of contracts awarded will vary based on the number of qualified vendors whose proposals best meet the evaluation criteria and service requirements outlined in the solicitation. The County reserves the right to award contracts to multiple vendors as deemed in the best interest of the program and the students served.
Is there any mandatory subcontracting goal for this contract?	Subcontracting should be out given language in agreement unless otherwise approved by SCCOE and Management
Is there any bid bond required for this contract?	A bid bond is not required for this solicitation of SPED Services.

Can you please share the no. of positions served in previous years under this contract?	Will take a long time to compile as the need significantly changed from last year – maybe HR has the information
How many resources are currently engaged in the current contract?	Ro Health = 25 Coastal Kids Home Care = 5 Maxim Health = 4 The Stepping Stones Group = 1 Stellar Signing = 10
How many positions can we expect under this contract on an annual basis?	Depends on need
What is the tentative start date of this engagement?	The tentative start date for this contract is January 1, 2026 .
What is the work location of the proposed candidates?	Various school sites
Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?	Sample candidate resumes are not required with your proposal submission. If you choose to include them, SCCOE will accept blind or redacted resumes with personal information withheld. All assigned personnel must hold required and active credentials prior to the start of services. The SCCOE reserves the right to review, approve, and request verification of credentials at any time before or during the contract term.
Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?	Follows respective school calendars
What is the expected timeframe for vendors to submit candidate resumes after receiving a new job opening?	As they become available until the position is filled as well as based upon request
What is the estimated onboarding timeline?	TBD
Are there any mandatory compliance or regulatory obligations associated with this RFP?	HR clearance includes mandated reporter certifications, current TB,
Who are the current vendors?	Ro Health, Coastal Kids Home Care, Maxim Healthcare Services, The Stepping Stones Group, Stellar Signing
What are the current vendor rates?	Nurses \$69-90; SLP \$109.00 per hour
Is it acceptable to bid a bill range?	Yes hourly range is acceptable
Do we need to submit resumes and licenses for potential clinicians with our proposal or can they be provided upon award?	Sample candidate resumes are not required with your proposal submission. If you choose to include them, SCCOE will accept blind or redacted resumes with personal information withheld. All assigned personnel must hold required and active credentials prior to the start of services. The SCCOE reserves the right to review, approve, and request verification of credentials at any time before or during the contract term.
Do we need to fill out Attachment E?	Attachment E (revised in the Table of Contents as Attachment F) is a sample

	of SCCOE's Professional Services Agreement and does not need to be completed or submitted with the proposal. It will only be filled out by the vendor to which the contract is awarded to.
Do we need to fill out the Criminal Background Check and TB Clearance Form or can that information be provided upon award?	The Criminal Background Check and Tuberculosis Clearance Form is not required at the time of proposal submission. It must be completed and submitted after contract award for the personnel assigned to work with SCCOE.
We provide asl interpreting. Could you give this via video remote interpreting (VRI), or is an in-person meeting required? If VRI is possible, would that make the requirement for DOJ Fingerprinting, Molestation, and abuse insurance moot? This contract requires 1.0 and 0.5 FTE, or it is flexible.	In person is preferred but when it is unavailable VRI may be acceptable depending on situation. HR has out of state clearance process for virtual contractors Depends on need
Past Vendors and Rates: Could you provide a list of previous vendors and the hourly rates paid for each discipline involved in the contract?	The requested information is currently not available.
Service Coordinator Contact: Who is the designated individual coordinating the services for the various disciplines within the district, and could you share their contact information?	James Howarth Assistant Director of Special Education jhowarth@sccoe.org 408-453-6917
School Day Hours: How many hours constitute a school day for the purposes of this contract?	Depends on respective bell schedule and student calendar
School Year Duration: How many school days are scheduled per year?	180 plus 19 for ESY
Additional Disciplines: Are vendors permitted to bid on special education disciplines not explicitly listed in the RFP?	Please include for good measure
Award Timeline: What is the anticipated award date for this RFP?	As indicated in the Schedule of Events, once the SPED team completes their evaluations, the top three vendors will be invited for interviews by November 12, 2025. The notice of award is anticipated to be issued via email on November 17, 2025 (dates are subject to change).
Teletherapy Option: Is the district open to the use of teletherapy for service delivery?	Prefers in-person at this time
Electronic Signatures: Are electronic signatures acceptable for signing the bid documents?	For the three sealed hard copies, please submit one (1) original signed proposal and two (2) copies. For the original proposal submission, the SCCOE requires a wet (hand-signed) signature. Electronic or digital signatures will not be accepted on the original document.
Resume Requirements: Does the district require resumes to be included as part of the bid submission?	Sample candidate resumes are not required with your proposal submission. If you choose to include

	<p>them, SCCOE will accept blind or redacted resumes with personal information withheld. All assigned personnel must hold required and active credentials prior to the start of services. The SCCOE reserves the right to review, approve, and request verification of credentials at any time before or during the contract term.</p>
<p>What would suffice for proving our financial responsibility and business integrity for the RFP, and is this required in the bid or only if asked?</p>	<p>Typically, proof of financial responsibility and business integrity can include:</p> <ul style="list-style-type: none"> - Audited financial statements or balance sheets - Bank references or letters of credit - Evidence of bonding capacity (if applicable) - Relevant licenses, certifications, or registrations - Past performance references demonstrating reliability and ethical business practices <p>For this RFP, vendors are only required to provide such documentation if specifically requested by the County Office. It is not mandatory to submit these documents with the initial bid unless indicated in the RFP instructions.</p>
<p>If we do not have current staff, should we leave #2 and #4 blank and still submit this signed form with the RFP? Or can we say we will complete this upon placement? <i>CRIMINAL BACKGROUND CHECK & TUBERCULOSIS CLEARANCE WRITTEN CERTIFICATION FORM</i></p>	<p>The Criminal Background Check and Tuberculosis Clearance Form is not required at the time of proposal submission. It must be completed and submitted after contract award for the personnel assigned to work with SCCOE.</p>
<p>Do you want sample or live resumes of providers?</p>	<p>Sample candidate resumes are not required with your proposal submission. If you choose to include them, SCCOE will accept blind or redacted resumes with personal information withheld. All assigned personnel must hold required and active credentials prior to the start of services. The SCCOE reserves the right to review, approve, and request verification of credentials at any time before or during the contract term.</p>

Where should these go in the RFP <ul style="list-style-type: none"> • <i>Financial responsibility and business integrity.</i> • <i>Possession of all required professional licenses and/or certifications, as mandated by applicable regulations.</i> 	These can be added at the end of Appendix A.
Is the professional agreement for services required to be filled out and completed with submissions?	Attachment E (revised in the Table of Contents as Attachment F) is a sample of SCCOE's Professional Services Agreement and does not need to be completed or submitted with the proposal. It will only be filled out by the vendor to which the contract is awarded to.
Appendix B mentioned "Attachment A" for rates- is this the Non-Discrimination By Seller, or is this Appendix A in the professional agreement?	Bidding Questionnaire attached for Attachment B
Is 4.2 in the contract referring to providers or support staff (or both)?	Section 4.2 requests for the provider's background information.
For Appendix B, we offer different rates for some of the items- can we say "see attached ratesheet" and include our rate sheet? For instance Health and Nursing has : CNA, LVN, and RN. Furthermore, should our rate sheet list "Health Services" and then all applicable for clarity- or can we state "see attached rate sheet" on the lines we are bidding then show a rate sheet will all services?	SCCOE will accept a single section labeled "Additional Required Documents".
Does this mean if we have hired and livescanned providers they will need to re-do them at the start of this contract? 	<p>All service providers under this contract must complete fingerprinting and background clearance specifically through the Santa Clara County Office of Education (SCCOE) process. Existing Live Scan records obtained through other agencies or employers cannot be accepted in lieu of SCCOE's clearance. The applicable fingerprinting fee will apply per individual processed through SCCOE.</p> <p>This requirement ensures compliance with the California Education Code and SCCOE's internal safety and security protocols. Fingerprint results are agency-specific and cannot be shared between organizations; therefore, a separate clearance must be conducted directly through SCCOE to verify eligibility for working with students and school premises.</p>
The RFP states There are attachments A-F however E is the contract in this case. The Bidding Questionnaire and Subcontractor Designation are missing and there is an added Drug Free form. Can we confirm the forms to be completed?	Attachment E (revised in the Table of Contents as Attachment F) is a sample of SCCOE's Professional Services Agreement and does not need to be completed or submitted with the proposal. It will only be filled out by the

<table border="1"> <tr> <td>Attachment A</td><td>Certificate of Non-Discrimination by Seller</td></tr> <tr> <td>Attachment B</td><td>Bidding Questionnaire</td></tr> <tr> <td>Attachment C</td><td>Contractor's Certificate Regarding Workers' Compensation</td></tr> <tr> <td>Attachment D</td><td>Designation of Subcontractors</td></tr> <tr> <td>Attachment E</td><td>Non-Collusion Declaration</td></tr> <tr> <td>Attachment F</td><td>Professional Agreement for Services Involving Contact or Access to Students</td></tr> </table>	Attachment A	Certificate of Non-Discrimination by Seller	Attachment B	Bidding Questionnaire	Attachment C	Contractor's Certificate Regarding Workers' Compensation	Attachment D	Designation of Subcontractors	Attachment E	Non-Collusion Declaration	Attachment F	Professional Agreement for Services Involving Contact or Access to Students	<p>vendor to which the contract is awarded to.</p> <p>Additional forms are attached to this addendum for clarification and completion by proposers. Please ensure all required forms are reviewed, completed, and submitted as part of your proposal.</p>
Attachment A	Certificate of Non-Discrimination by Seller												
Attachment B	Bidding Questionnaire												
Attachment C	Contractor's Certificate Regarding Workers' Compensation												
Attachment D	Designation of Subcontractors												
Attachment E	Non-Collusion Declaration												
Attachment F	Professional Agreement for Services Involving Contact or Access to Students												
<p>Does the NONCOLLUSION DECLARATION form require notarization?</p>	<p>In California, Noncollusion Declaration forms must be notarized. Under Public Contract Code §7106, the Noncollusion Declaration is a sworn statement, meaning it is made under penalty or perjury. This formally attests that the signer personally acknowledges the statement before a notary.</p>												
<p>In the Professional Services Agreement for Services, Page 1, Item 1. 1 Term, is start date January 1, 2026 and end date December 31, 2026? Or if a multi-year contract, end date will be later?</p>	<p>The contract term will commence on January 1, 2026, and continue through June 30, 2026, with a full-year term to follow from July 1, 2026, through June 30, 2027. The Santa Clara County Office of Education (SCCOE) shall have the option, at its sole discretion, to renew the contract for up to two (2) additional one-year terms, not to extend beyond June 30, 2029.</p>												
<p>In the Professional Services Agreement for Services, Page 1, Item 3.1, Compensation and Payments, how do we calculate the not to exceed amount since there are no data on number of hours per service category that will be utilized by SCCOE?</p>	<p>Attachment E (revised in the Table of Contents as Attachment F) is a sample of SCCOE's Professional Services Agreement and does not need to be completed or submitted with the proposal. It will only be filled out by the vendor to which the contract is awarded to.</p> <p>This field is to be completed by the contractor/s to whom the contract/s is/are awarded.</p>												
<p>In the Professional Services Agreement for Services, Page 16, Appendix B, same as question 3, how do we calculate "Total not to exceed amount"?</p>	<p>Attachment E (revised in the Table of Contents as Attachment F) is a sample of SCCOE's Professional Services Agreement and does not need to be completed or submitted with the proposal. It will only be filled out by the vendor to which the contract is awarded to.</p> <p>This field is to be completed by the contractor/s to whom the contract/s is/are awarded.</p>												

In the Professional Services Agreement for Services, Page 16, Appendix B, in table "Key Personnel Name/Job Title/Certification". Do you require this information for the Project Managers only or each individual service provider, i.e. Audiologist, Occupational therapist, etc.?	Not necessarily as the program is fluid and 'TBD' is acceptable
RFP (SCCOE RFP 06_25_26 - Special Education Services) was published yesterday. Are there any updates for the previous RFP 03_25_26? Are we able to apply for the new RFP as well?	RFP 03_25_26 was retracted on July 10, 2025, at the recommendation of legal counsel due to incorrect insurance language in the original RFP packet that did not align with the County Office of Education's current insurance requirements. RFP 06_25_26, published on September 29, 2025, replaces RFP 03_25_26 in its entirety.
Also, I would like to get more information regarding Behavior Intervention Design and Planning and Behavior Intervention Implementation. I can imagine that these roles could include Board Certified Behavior Analyst (BCBA)s, Registered Behavior Technician(RBT)s, Behavior Intervention Implementor (BII)s, Behavior Technician(BT)s, and/or Paraprofessionals. Can you specify if Santa Clara would like any of those roles?	Not at this time but charters may need these services so they should be included in RFP submission
Would the district consider proposals that include Speech-Language Pathology Assistants (SPLAs), Clinical Fellows (CFs), Certified Occupational Therapy Assistants (COTAs), and Physical Therapist Assistants (PTAs)?	Depends on need
Should vendors revise and update the page numbers in the Table of Contents if they differ from those listed in the solicitation document? Are vendors permitted to include another Table of Contents?	The updated Table of Contents and corresponding sections are included as part of this addendum.
Are vendors required to include resumes and/or qualifications of the individuals who will perform the requested services as part of the proposal submission?	Sample candidate resumes are not required with your proposal submission. If you choose to include them, SCCOE will accept blind or redacted resumes with personal information withheld. All assigned personnel must hold required and active credentials prior to the start of services. The SCCOE reserves the right to review, approve, and request verification of credentials at any time before or during the contract term.
Please identify the current incumbent vendor(s) providing the services outlined in this solicitation. Could you share their rates for providing the services?	The Stepping Stones Group, Stellar Signing, Ro Health, Maxim Healthcare Services, Coastal Kids Home Care
What is the estimated total contract value or anticipated annual expenditure for the requested services?	Depends on the need
Approximately how many positions are expected to be requested or filled annually under this contract?	Depends on the need
Please describe the district interview process for proposed candidates (e.g., on-site, virtual, etc.).	The Santa Clara County Office of Education (SCCOE) prefers that interviews for proposed candidates be conducted virtually . The process may include video or teleconference

	interviews, and any in-person interviews will be scheduled on a case-by-case basis at the discretion of SCCOE. Vendors should ensure that candidates are available for virtual interviews and have access to the necessary technology.
Following candidate interviews, what is the anticipated timeline for the District's selection/hiring decision?	Once the SPED team completes their evaluations, the top three vendors will be invited for interviews by November 12, 2025. The notice of award is anticipated to be issued via email on November 17, 2025 (dates are subject to change).

2. Bidding Questionnaire as Attachment B.

3. Updated Table of Contents

+++ END OF ADDENDUM 1 +++



1290 RIDDER PARK DRIVE,
SAN JOSE CA 95131
(408) 453-6500

BIDDING QUESTIONNAIRE

The Santa Clara County Office of Education is consistently seeking ways to enhance its bidding processes. Your feedback is highly valuable to us. Kindly complete the attached questionnaire and return it along with your bid submission.

If you do not intend to submit a bid, we request that you fold the questionnaire into thirds, staple it, and return it to the address provided above.

(Check all answers that apply.)

1. How did you learn about this bid?

2. If you do not plan to bid, please explain why:

- ☐ Quantity too high/low
- ☐ Cannot meet the specifications of the bid
- ☐ Not enough time allowed to complete bid requirements
- ☐ Cannot meet the delivery date of the completion date
- ☐ Cannot handle the order at this time
- ☐ Bid and/or Performance Bond requirements too high

3. Do you have any suggestions on how to improve our bid process and /or the specifications?

Company Name: _____

Bid Number: _____

Project Name: _____

Comments: _____



REQUEST FOR PROPOSAL

**RFP 06_25_26
SPECIAL EDUCATION SERVICES**

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NOTE: The Table of Contents shall be included as part of the bid, and Attachments A through F shall be incorporated into the RFP packet.

Josephine Dy-Liacco
Supervisor, Purchasing Services