LEXINGTON 4 DISTRICT FOUR LEAD·LEARN·SERVE·EXCEL	**Lexington School District Four**	Solicitation Number: Amendment Date:	**RFP-2026.03** 4/14/2026
	REQUEST FOR PROPOSAL **Amendment #1 – Q & A**	Procurement Contact: E-Mail Address:	Shelley Allen sallen@lexington4.net

DESCRIPTION: SPECIAL EDUCATION RELATED SERVICES (to include Speech Language Pathologist/ Occupational Therapy/Physical Therapy/Hearing Impaired Teacher/Vison Impaired Teacher/ Mental Health Counseling/ Special Education Teachers (Part-time LD or Multi-Cat)/School Psychologist/ABA Providers)

*The Term "Offer" Means Your "Bid" or "Proposal". **Your offer must be submitted in a sealed package.** Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Offer" provision.*

SUBMIT YOUR SEALED OFFER TO THE FOLLOWING ADDRESS BELOW:

PHYSICAL/MAILING ADDRESS:
Lexington School District Four
607 E 5th Street, Swansea, SC 29160

# of Copies to be Submitted	2 Copies via certified mail, hand delivery or email submission
RFP Issue Date	4/1/2026
Last Date for Submission of Questions	4/13/2026 at 11:30 am
Offer Due	4/20/2026 at 11:30 am

The timing & sequence of events resulting from this IFB/RFP may vary and will ultimately be determined by Lexington School District Four. The award, notice of this solicitation, any amendments, and any related notices will be posted at the following web address: https://www.lex4.org/page/purchasing

Notice to Offerors: The District has reviewed all questions submitted in response to this solicitation and, where appropriate, has combined those that are substantially similar or relate to the same subject matter. Responses are provided collectively in the interest of administrative efficiency, clarity, and to ensure all offerors receive consistent information in accordance with applicable procurement requirements.

Question 1:

If awarded, will we be required to use the school's system to bill for services through Medicaid?

Yes. All Medicaid eligible services provided on behalf of the district will be billed through the district's system, with the exception of any state agencies required to use a designated system.

Question 2:

As a HIPAA required entity, we have always required that parent's consent to documents or information released to the school. We will need patient consent to provide the district with treatment documents to include assessments, progress notes. If the parent does not consent, then we cannot release the info. Does this make us ineligible?

As a state agency, any governing state requirements would take precedent for any services provided. The district intends to comply with all HIPAA requirements and would not consider the agency ineligible.

Question 3:

Does Lexington 4 have a software that we, as the vendor, would be required to use for billing? Would we be using your platform for this?

Yes. Vendors selected would be using the district's platform for billing, with the exception of state agencies required to use a designated system.

Question 4:

Insurance related questions:

(a) As a state agency, we are covered by SC Tort Claims Act which caps our general liability at $300,000 per person and $600,000 per occurrence. Since we cannot be sued for any amounts higher than these, this is also technically the cap for our policy. Does this make us ineligible to submit a bid?

State law would govern this requirement. We would not consider you ineligible.

(b) Would you accept a $2 mill per occurrence and $4 mill aggregate instead of the umbrella for the insurance?

We will consider proposals that reflect modified insurance coverage based on unique circumstances, if it is considered in the best interest of the district and does not present significantly increased risk to the district. However, modifications to requested coverage would be considered in the evaluation criteria and may require additional legal consultation in any final negotiations with vendors.

Question 5:

How would we want clinical documentation shared between vendor and the school? Mostly, we are very curious how the billing/billing to Medicaid aspect of this all works if you have insight on this?

All documentation shared between vendor and school will be maintained in the District's designated system.

Question 6:

Are all youth expected to be Medicaid eligible or only some?

No. They are not all required to be Medicaid eligible.

Question 7:

Can you provide an approximate headcount for the required services?

This varies from year to year based on student needs.

Question 8:

Can we use schools in other counties in SC and other states as references?

Yes

Question 9:

Who are your current vendors, and what are the bill rates for these services?

The prior year Notice of Intent to Award can be found on the district's website.

Question 10:

Does the district have any projections for the 2026–2027 school year?

Not at this time.

Question 11:

Are these services currently operating under an existing RFP?

Yes

Question 12:

Would the district provide its students with the hardware (e.g., computer, webcam, headsets, etc.), test kits, supplies, and other materials needed for services?

Yes

Question 13:

Will the district provide laptops to our providers? Are materials provided?

As a general rule, we would not provide contractors laptops; however, the position, service being provided and need could warrant district provided laptops in certain situations.

Question 14:

Are we able to bill for mileage or travel time between locations?

As stated in Section 3.4 of the RFP, all travel costs or fees should be included in the hourly rate submitted.

Question 15:

Are you satisfied with the current incumbent and if no, what are the main issues?

Not applicable. Solicitation ensures compliance with procurement requirements and allows for the most advantageous contracts for services provided.

Question 16:

Why is this solicitation out to bid?

Solicitation ensures compliance with procurement requirements and allows for the most advantageous contracts for services provided.

Question 17:

Can you provide an anticipated award date for the contract?

We anticipate an intent to award will be issued by May 1st (subject to change). Award periods would predominately be for the period from July 1, 2026 through June 30, 2027; however, the district reserves the right to contract for services, if available, as needed at any time following the award date.

Question 18:

Can you provide an estimated budget for the contract?

Budget for services will be based on the prices resulting from bids and the required level of services.

Question 19:

Is there a local vendor preference for this RFP?

Based on the district's procurement code, there is no "local vendor preference" considered in the selection criteria, unless a situation results in tie bids. However, if all bids received result in the same total amount/price and the quality of services are considered equal, preference would go to the local vendor.

Question 20:

ABA Providers appears to be missing from the rating sheet. Was it meant to be included per RFP page 3?

ABA Providers should have been listed on the rating sheet as Lot 10. A revised Rating sheet will be posted as Amendment 2 on the district's website.

Question 21:

Would you consider proposals for only virtual (teletherapy) services under this RFP for speech-language pathologists, occupational therapists, school psychologists, and mental health counselors?

Not at this time.

Question 22:

The RFP stated that proposals from third parties, including staffing agencies and temporary placement agencies, will not be accepted. How does the district define companies as third parties if the company is not classified as a staffing agency but provides contracted service providers to work with the district?

"Staffing/Temporary Placement Agencies" generally do not maintain a pool of related providers and are unable to provide stable, qualified staff that maintain a continuity of services for our students. Direct provider companies have invested in qualified staff that are available to support needs at the time of the proposal…allowing the district to ensure appropriate personnel are available to provide student services.

Question 23:

The RFP mentioned the district required 2 copies via certified mail, hand delivery, or email submission. If the vendor submits only an emailed submission, can you describe whether the vendor's "2 copies" would be unredacted and redacted PDF files in the email submission?

For clarification, 2 copies would only be required if submitting via certified mail or hand delivering hard copies. Email submissions are accepted unredacted, as long as, signatures are authentic "wet ink" (not digital).

Question 24:

If the vendor responds to the RFP only via email, can you confirm that the vendor is not required to submit a hard copy or physical delivery?

That is correct. If submitted via email, the vendor is not required to submit a hard copy or physical delivery. Deadline requirements still apply and it is the responsibility of the proposer to verify receipt of email by the cutoff.

Question 25:

Would the district accept electronic signatures on the proposal forms as part of the submission?

Email submissions should include authentic "wet ink" signatures of authorized representatives (not digital).

Question 26:

Does the district anticipate awarding more than one vendor for this RFP or per service?

Yes

Question 27:

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? Do we need to submit candidate/key personnel resumes with the proposal? If yes, can these be sample/redacted resumes?

As per the RFP, all provider information on the form is required for potential service providers.

Question 28:

Can Attachment B: Provider/Therapist Information be provided only upon award?

No. All bidders are required to submit all information related to the proposed providers.

Question 29:

How does the district handle price adjustments after the initial one-year term if the vendor seeks a mutual price increase annually, if the RFP is renewed?

If a renewal is agreed to under this solicitation, pricing would remain the same as proposed. If increases are warranted, the district would likely do a new solicitation.

Question 30:

Would the district consider separate rates for bilingual providers?

Given there is not a requirement for bilingual providers, separate rates would not be considered.

Question 31:

Would the vendor be penalized or disqualified if the proposal includes exceptions to the RFP and/or additional terms to the RFP for the district's review?

As per Section 4.37 (b) offers which impose conditions that modify material requirements of the solicitation may be rejected. The RFP further states that no terms take precedent over the solicitation and the District's Procurement Code. Ambiguous offers which are uncertain as to terms, delivery, quantity or compliance with specifications may be rejected or disregarded.

Question 32:

Do you know if a nursing-specific RFP will be released in the near future?

No. Not at this time.

Question 33:

Could you please clarify the difference between "Reference Name" and "Contact Name" on the Reference Form?

If the provider is a company or organization, the "Reference Name" should reflect the company name. The "Contact Name" would reflect the individual that would be contacted to provide the reference.

Question 34:

Regarding the "Services Provided" section of the Reference Form, should this describe the services I provided for the individuals I am listing as references?

Yes

Question 35:

The RFP references "personnel provided by the vendor" and invoicing based on timesheets but does not clearly define the intended staffing model. Reference: Page 18, Section 8 (Evaluation Criteria); Page 10, Section 4.16; Page 18 (Personnel provided by the vendor…)

Can the District clarify whether services are expected to be delivered through:

- Full-time, long-term placements assigned to specific school sites,
- Short-term or as-needed coverage (e.g., substitute or same-day needs),
- Or a combination of both?

The District will likely use a combination of both.

Question 36:

Attachment B requires Offerors to provide specific provider names, license numbers, and experience, and is listed as a required submission. Attachment B – Provider/Therapist Information Form Requirement, Reference: Page 21, Attachment B; Page 18, Section 7 (Mandatory Response Requirements – Item 4)

As a staffing agency, we recruit and assign qualified providers after contract award and do not maintain a

fixed roster of pre-identified candidates at the time of proposal submission. Can the District clarify whether they will accept any of the following in lieu of fully completed Attachment B forms with named individuals:

- Blind or sample resumes representative of typical candidates,
- Representative candidate profiles (without personally identifiable information), or
- A description of the Offeror's recruitment, credentialing, and placement process

As referenced in Section 3.3 (a)(2.) Qualifications of Offeror (page 7), All providers/provider companies must be direct providers and/or direct provider companies. Proposals from third parties including staffing agencies and temporary placement agencies will not be accepted. Further, as stated in Attachment B, Providers must hold a valid SC LLR license and/or SC Educator Certificate at time of proposal for all applicable positions. Provider information must be for licensed providers identified at the time of proposal submission.

Question 37:

If specific providers are not required at the time of proposal submission, at what stage will the district require submission of resumes, licenses, and credentials (e.g., upon award, prior to placement, or upon request)? Reference: Page 21, Attachment B

Refer to response to Question 36. Specific providers are required at the time of proposal submission.

Question 38:

Does the District have an anticipated number or range of vendors it expects to award contracts to under this RFP? Reference: Page 18, Section 8 (Evaluation Criteria – District reserves the right to award to multiple vendors)

Not at this time.

Question 39:

Is the District accepting proposals from out-of-state agencies, and are there any additional requirements or considerations for such vendors (e.g., licensure, onboarding, or compliance)? Reference: Page 18, Section 7 (Mandatory Response Requirements); Page 21, Attachment B (licensure requirements)

There is no pre-requisite requiring vendors to be in-state; however, appropriate SC licenses and any other SC compliance requirements would need to be met.

Question 39:

What are the district's anticipated full-time (FT) staffing needs by discipline (e.g., SLP, OT, PT, etc.) for this contract? Reference: Page 18, Section 8 (Evaluation Criteria)

This information is not available at this time.

Question 40:

If awarded, who will be the designated school or district point of contact responsible for communicating staffing needs, coordinating service requests, and managing ongoing vendor relationships throughout the contract term? Reference: Page 10, Section 4.9 (Site Access); Page 18, Section 8

The Director of Exceptional Children will be the point of contact for coordinating services.

Question 41:

Can the district provide qualifications/requirements per modality?

Providers must hold a valid SC LLR license and/or SC Educator Certificate at time of proposal for all applicable positions.